

## NOC PANDEMIC RESPONSE PLAN

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## IN RESPONSE TO COVID-19 PANDEMIC AND CDC RECOMMENDATIONS

Updated November 6, 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.

Based on consultation with local health officials along with a Memorandum of Understanding with a partner institution, NOC will adjust the start date of the spring semester in order to match schedules as required with our partner and to give us the best chance to finish the spring term in-person. Winter break will be extended and spring classes will start on Tuesday, January 19. With this change, NOC will not be having a traditional spring break in March 2021 in order to avoid another possible surge in COVID cases due to student and employee travel. This approach should allow us to finish the semester as originally scheduled.

More details of the spring schedule and important dates will be shared after approval at the October 21 Board of Regents meeting. Anticipated modifications to the NOC Academic Calendar include:

- Extending the winter break by one week and starting the spring semester on Tuesday, January 19, 2021;
- Adjusting opening of residence halls for spring semester, Sunday, January 17, 2021;
- Eliminating spring break (March 15 -19) and continuing with class instruction during this period;
- Adjusting start date of late 8 and late 12-week courses;
- Adjusting final day to withdraw/drop without evaluation for late 8 and late 12-week courses;
- Continuing pre-finals week, April 26 – 30; and
- Conducting final exams May 3-7 as previously scheduled.

Due to the elimination of spring break, NOC faculty's start date for the spring semester will be delayed by one week to maintain the same contract length. Division chairs/faculty liaisons will report January 12 and all faculty in-service will be January 13.

NOC full-time, twelve-month salaried staff will receive five days of paid leave in lieu of spring break as follows:

- Adjusting Winter Break by 3 days, December 18 – January 5.
- Selecting two replacement dates in designated time period\* to be scheduled in coordination with supervisors and the needs of each individual department.

*\*February 12, 15, March 5, 8, 15, 16, 17, 18, 19, April 2, 5*

NOC made changes on the instructional calendar that are intended to support our overall health and safety efforts. **The Fall semester began August 17** and concludes 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. (Faculty contractual obligations conclude after grades are submitted on or before December 14; Staff will conclude on December 17)
- 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 began 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.
- 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 as it may be needed for contact tracing and federal financial aid purposes.
- 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 through March 31, 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 includes the following as well as other designated representatives as needed from human resources, academics, student affairs, facilities management, information technology and other areas:

- President
- VP for Academic Affairs
- VP for Student Affairs
- VP for Financial Affairs
- VP of NOC Enid
- VP of NOC Stillwater
- VP Enrollment Management
- Dean of Students
- Associate Vice President for Physical Plant
- Vice President for Development and Community Relations
- Director of Information Technology

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.

[http://www.noc.edu/Websites/northok/images/NOC%20Safety%20Report\\_2019.pdf](http://www.noc.edu/Websites/northok/images/NOC%20Safety%20Report_2019.pdf)

It is possible that additional ad hoc committees may be formed due to the ongoing situation with the COVID-19 Pandemic to assist the Emergency Response Team. The Development and Communications Department continues to educate and inform the campus community in

regards to COVID-19 and the impact on NOC via NOC News updates through emails, website, campus signage, and social media.

### **Campus Communications**

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/>. It is expected that the NOC Pandemic Response Plan will be regularly updated as circumstances change.***

### **NOC Virtual Backgrounds**

Downloadable background options for your virtual meetings have been added to our website under the NOC Graphic Standards Guideline <http://www.noc.edu/graphicstandards>. These various backgrounds will allow you to show off your NOC spirit. Images range from the Official Northern Oklahoma College logo to beautiful campus location shots.

### **Additional COVID-19 Resources**

- Resources and Updates from CDC
- <https://coronavirus.health.ok.gov/>
- Oklahoma State Department of Health Coronavirus Hotline is 1.877.215.8336
- <https://www.ed.gov/coronavirus>
- <https://www.usa.gov/coronavirus/COVID-19> ("Coronavirus") Information and Resources for Schools and School Personnel
- <https://www.coronavirus.gov/>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- <https://www.sreb.org/higher-ed-playbook-progress>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- <https://211oklahoma.org/> For Oklahoma information and referrals, please dial 2-1-1. From outside Oklahoma, call toll-free 877-362-1606 (Oklahoma City and Western Oklahoma) or 877-836-2111 (Tulsa and Eastern Oklahoma).

## **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 provided professional development training on COVID-19 during student orientations and employee in-services this fall.

Take special precautions to avoid exposure 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.

- If you are sick, stay home. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Perform a self-screening each morning before arriving on campus. Temperature must be less than 100.4° F/38° C. See [Self-Assessment Checklist](#)
- 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 continues to provide health and safety materials and supplies for the campus. One washable cloth face covering was provided to all NOC full-time employees and all students. Additionally, face shields were provided for all employees. Disposable masks were provided to departments for those who need them.

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

NOC provided one wall-mounted self-check station with a non-contact digital infrared thermometer centrally located on each campus.

- Enid Campus – Entrance of Zollars Memorial Library
- Stillwater Campus – 2<sup>nd</sup> Floor commons area of Classroom Building
- Tonkawa campus – Entrance of Memorial Student Union; lobbies of Markley, Boehme, Easterling, Threlkeld and Mavericks residence halls

### **Face Covering (Mask) Policy and Guidelines**

To maintain campus safety, all NOC students, employees, and visitors must wear a 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 provided one facial covering (mask) per employee and student. Additionally, one reusable face shield was provided to all employees for use during a lecture or work environment when 6' social distance is also maintained. The shield was added as an alternative to the mask during class times as needed as many students and guests rely on lipreading to further understand. 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 may wear your own clean, well-maintained, and professional face covering from home instead of the NOC-provided covering if you choose.
  - You may use a homemade or purchased cloth or disposable face covering.
  - A multi ply tightly woven cotton cloth or multi ply disposable face covering is recommended.
  - Masks containing valves are not allowed, with the exception of N-95 (although these are discouraged for use by the general public to save for medical personnel) <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks>, and for those with medical documentation.
- Permissible face coverings include cloth masks, including those with clear plastic inserts, and disposable nonsurgical masks. They do not include bandanas, handkerchiefs, fleece coverings, neck gaiters without filters or any other piece of cloth tied with an opening at the bottom as masks.
- You **must** wear a face covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus. 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.



- Masks and cloth face coverings should not depict or promote the use of drugs, alcohol, extremism, offensive language or symbols, and must be worn properly over the mouth and nose.

#### **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 Pandemic Response Plan at the following link for institutional mask policies: <http://www.noc.edu/emergency/>*

Note: The White House Coronavirus Task Force's Recommendations for College Students advocates social distancing and also advocates the use of masks when social distancing is not possible. NOC has taken the extra safety precaution of requiring students to wear masks even when social distancing is followed in the classroom and inside all NOC facilities to further reduce risk for instructors and students.

#### **Questions?**

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

#### **NOC COVID-19 Self-Reporting Form**

**NOC COVID-19 Self-Reporting Form** <https://www.noc.edu/emergency/noc-covid-19-self-reporting/>

#### **WHO SHOULD COMPLETE THIS FORM?**

To ensure that Northern Oklahoma College can provide support and resources to students and employees, the College is requesting that the COVID-19 Self-Reporting Form be submitted by an individual when:

- You have received a positive COVID-19 test result (*laboratory confirmed case*)

- You have been exposed to COVID-19 (*direct contact within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period*)
- You have symptoms of COVID-19 but have not been tested or have test results that are pending (A comprehensive list of COVID-19 symptoms can be found on [CDC website](#))
- You have an update to provide to any of the above

Students are required to immediately self-report to the appropriate campus administrator a positive COVID-19 test or a primary exposure contact with an individual who has tested positive. Employees are required to immediately self-report to the appropriate campus administrator for contact tracing, as well as notifying their immediate supervisor and the HR Director if they have had a positive COVID-19 test or primary exposure contact with an individual who has tested positive.

#### **CAMPUS CONTACTS:**

- Enid Campus: Raydon Leaton, Vice President for NOC Enid, 580.548.2393, [raydon.leton@noc.edu](mailto:raydon.leton@noc.edu)
- Stillwater Campus: Diana Watkins, Vice President for NOC Stillwater, 580.628.6905, [diana.watkins@noc.edu](mailto:diana.watkins@noc.edu)
- Tonkawa Campus: Jason Johnson, Vice President for Student Affairs, 580.628.6272, [jason.johnson@noc.edu](mailto:jason.johnson@noc.edu)
- Human Resources: Shannon Cranford, Director of HR, 580.628.6229, [shannon.cranford@noc.edu](mailto:shannon.cranford@noc.edu)

#### **WHAT DOES THIS FORM DO?**

This form is how you will notify appropriate campus administrators on the emergency response team and Human Resources about your condition. It will create an email confirmation of the report for illness/exposure/monitoring, help reduce potential exposure to the campus community, and allow the College to assist the ill students, employees, and guests connecting them with needed services. **This form does not take the place of the [daily self-screening](#).**

#### **WHAT HAPPENS NEXT?**

Individuals completing this self-reporting form will be contacted by a campus administrator (see campus contacts). If you are experiencing symptoms of COVID-19, or a campus administrator deems it necessary in consultation with the health department, you will then be directed to a health agency for further evaluation and testing. **Please Note:** The College is committed to ensuring that your submission remains private and only will be utilized as a means to provide support and resources.

For a full list of county drive-through testing in Oklahoma, go to <https://coronavirus.health.ok.gov/testing-sites>. Some health departments also advise the public to check their Facebook pages for more information regarding testing.

#### **State Department of Health Coronavirus Hotline - 1.877.215.8336**

<https://coronavirus.health.ok.gov/Oklahoma>

<https://211oklahoma.org/> For Oklahoma information and referrals, please dial 2-1-1. From outside Oklahoma, call toll-free 877-362-1606 (Oklahoma City and Western Oklahoma) or 877-836-2111 (Tulsa and Eastern Oklahoma).

#### **QUESTIONS?**

If you have any questions about self-reporting or concerns or do not have access to a computer to complete the self-reporting form electronically, please contact Jason Johnson, Vice President for Student Affairs, at 580.628.6272 or [jason.johnson@noc.edu](mailto:jason.johnson@noc.edu).

## **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 test or primary exposure contact, 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 (in accordance with county health department officials and CDC guidelines\*) will be applied:

***Incubation period:*** The incubation period of COVID-19 is 2 to 14 days. Most people who develop symptoms do so within 3 to 4 days after being exposed to the virus. If you are exposed to COVID-19 and you develop symptoms, you should get tested soon after you develop symptoms. If you are exposed, and you don't develop symptoms, you should wait until 5 days post-exposure to get tested to receive the most accurate result as a potential asymptomatic carrier.

***Infected Person:*** An individual who has tested positive for COVID-19, with or without symptoms, is most likely infectious. According to medical guidelines, an infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

***Confirmed COVID-19 Case:*** Report of person with COVID-19 and meeting confirmatory [laboratory evidence](#).

***Isolation:*** is used to separate people infected with SARS-CoV-2 (people who have symptoms of COVID-19 and those who have no symptoms or asymptomatic but have tested positive for infection with SARS-CoV-2), the virus that causes COVID-19, from people who are not infected, even in their own home.

People who are in isolation should stay home until it's 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 (close contact, primary exposure):*** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

***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.

***Self-Monitoring:*** For people without symptoms of COVID-19, but who had a low-risk exposure like being in the same workplace or restaurant at the same time as a COVID-19 case but with no close contact.

- Practice social distancing
- Check and record temperature twice (2x) a day and watch for COVID-19 symptoms

- If symptoms develop, self-isolate and seek testing to confirm COVID-19 illness.

\* <https://coronavirus.health.ok.gov/>; <https://www.coronavirus.gov/>;  
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

## Students

Students are required to immediately self-report <https://www.noc.edu/emergency/noc-covid-19-self-reporting/> 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,  
[raydon.leton@noc.edu](mailto:raydon.leton@noc.edu)

Stillwater Campus: Diana Watkins, Vice President for NOC Stillwater, 580.628.6905,  
[diana.watkins@noc.edu](mailto:diana.watkins@noc.edu)

Tonkawa Campus: Jason Johnson, Vice President for Student Affairs, 580.628.6272  
[Jason.johnson@noc.edu](mailto:Jason.johnson@noc.edu)

- Students should self-isolate if they have COVID-19 or self-quarantine if they are a close contact.
- 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, as defined by CDC, is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. PLEASE NOTE: During contact tracing, the health department staff will not ask you for money, Social Security number, bank account information, salary information, or credit card numbers.
- 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 either isolate for 10 days if tested positive for COVID-19 or quarantine for a 14-day period if student has been exposed to COVID-19 (direct contact within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) 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 isolation and/or quarantine time designated by that office.
- Anytime a student is under quarantine and has had additional close contact with someone who has COVID-19, they will need to restart their quarantine.
- Students who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. Students who

develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

- 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 recommends students isolate or quarantine at home if possible; however, if isolation/quarantine measures are implemented and the student is not able to go home, arrangements will be made for a separate isolation/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.
- If student receives an Exclusion Letter from OSDH, they are to provide a copy to Jason Johnson at [jason.johnson@noc.edu](mailto:jason.johnson@noc.edu).

## 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 by completing the online form <https://www.noc.edu/emergency/noc-covid-19-self-reporting/> 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.

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, as defined by CDC, is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Names and contact information will be collected and tracked by the campus administrator. PLEASE NOTE: During contact tracing, the health department staff will not ask you for money, Social Security number, bank account information, salary information, or credit card numbers.

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
  - Symptomatic—isolate for 10 days from date of symptoms with the first day of symptoms being day 0.
  - Asymptomatic—isolate for 10 days from date of being tested with date of being tested as day 0.
  - 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
  - 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.
- Anytime an employee is under quarantine and has had additional close contact with someone who has COVID-19, they will need to restart their quarantine.
- Employees who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. Employees who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- If employee receives an Exclusion Letter from OSDH, they are to provide a copy to the HR Director at [shannon.cranford@noc.edu](mailto: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.

For student cases – 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 and tentative date of return. 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.

For employee cases – NOC supervisors, appropriate vice president(s) and the HR director will receive an employee notification letter via e-mail from Jason Johnson, Vice President for Student Affairs, informing them that one of their employees is in quarantine or self-isolation and tentative date of return. This does not mean the employee has tested positive for COVID-19, and the employee may not have exhibited symptoms. Anyone at risk of primary exposure/close contact 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:**

- NOC Pandemic Response Plan <http://www.noc.edu/emergency/>.
- Weekly Pandemic Situation Update <https://www.noc.edu/emergency/weekly-pandemic-situation-update/>
- For any follow-up questions, please send an email to [covid-19@noc.edu](mailto: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>.

## **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. *NOTE: Effective August 28, 2020, the Governor of Oklahoma issued an Executive Order prohibiting out-of-state travel except for collegiate competitive team travel. NOC will extend collegiate competitive team travel out-of-state within a 125-mile radius from primary campus location.*
- 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.
- All students, coaches/sponsors, drivers and other personnel will be screened for illness prior to approved group travel.
- Vehicles should be approximately half capacity.
- Student travel requires seating chart in vans.
- Highly recommended taking to-go meals for students.

### **Study Abroad**

The U.S. Department of State issued a Global Level 4 Travel Advisory on March 19, 2020 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 the 2020-2021 academic year 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 as it may be 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.

Note: some courses may offer a combination of formats (e.g. face-to-face or online live depending on the students' location).

In-Person Classes	Live Online Classes	Online Classes
<ul style="list-style-type: none"><li>- Courses meet at designated times on one of NOC's campuses.</li><li>- Instructors are available for live instruction and office hours to assist with classroom questions, tutoring, and/or advisement.</li></ul>	<ul style="list-style-type: none"><li>- Courses meet at designated times (synchronous) but students access courses through clicking on a Zoom link.</li><li>- Students may request appointments via Zoom during instructor office hours.</li></ul>	<ul style="list-style-type: none"><li>- Courses are taught through the Blackboard learning management site, where instructors may post any of the following: course notes, class videos, assignment sheets, etc.</li><li>- Institutional attendance requirements are met by</li></ul>

<ul style="list-style-type: none"> <li>- Institutional attendance requirements must be met.</li> <li>- 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.</li> <li>- 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.)</li> <li>- Social distancing guidelines will be applied with assigned seating to limit risk.</li> <li>- As needed for distancing, courses such as lab sciences will alternate days of attendance and virtual labs.</li> </ul> <p><b>Technology needed:</b> Computer with reliable WiFi</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> </ul> <p><b>Technology needed:</b> Computer with camera and mic and reliable WiFi</p>	<p>students submitting work and participating in online discussions.</p> <ul style="list-style-type: none"> <li>- Students have deadlines throughout the course but do have some flexibility in when to access materials and complete assignments.</li> <li>- 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.</li> <li>- Instructors are available via email for questions about course material.</li> <li>- For lab science courses, all labs will be either virtual or “complete at home.”</li> </ul> <p><b>Technology needed:</b> Computer with reliable WiFi</p>
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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.

## **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.

For fall semester, move-in for the Tonkawa and Enid campuses was August 11 thru August 14. They observed 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. For spring semester, the adjusted opening of residence halls will be Sunday, January 17, 2021.

The following is a list of protocols to provide safety that began August 11:

- Student Affairs staff has provided face coverings for all students at move-in.
- Student Affairs staff has provided 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 were removed.
- Recreation areas (pool tables, ping pong tables, etc.) are 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 are conducted with fewer than 10 people, unless outdoor and/or 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 began August 17 for students and employees only Monday through Friday from 8 a.m.to 12:00 p.m. It will remain closed to the public. NOC has

proactively frozen all memberships; upon reopening, NOC will reactivate and extend existing memberships during time of closure. Hours for athletics teams' strength and conditioning time are staggered per sport prior to 8 a.m. and after 1:00 p.m.  
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)**

<https://go.okstate.edu/coronavirus/campus-reopening-plan/plan-at-a-glance/campus-life-facilities/colvin-recreation-center.html>

## **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 through March 31, 2021.

The following is a list of guidelines that will apply to all activities and events that are approved for the 2020-2021 academic year:

- 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.

### **Photography guidelines during the pandemic:**

Listed below are guidelines when taking photographs during the pandemic. To maintain campus safety, all NOC students and employees should adhere to these photography guidelines along with other guidelines and policies already established in the NOC Pandemic Response Plan. These guidelines apply on-campus and off when representing NOC in an official capacity.

- Face coverings are required if safe social distancing is not possible.
- Presentation and acknowledgment methods should be done in such a way that nothing is handed directly from person to person as well as refraining from physical contact such as shaking hands in photos.
- Social distancing is required during staged group photographs with awards presentations, club/organization/team photographs, athletic LOI signings, etc.
- Face masks can be lowered and/or removed temporarily while photo is taken if you are social distanced at least 6 feet apart.
- Reviewing of the photograph on the camera by individuals is suspended until further notice to protect the safety of the institutional photographer and eliminate contamination of the equipment.
- Coaches/sponsors or organizational representatives should be on hand to enforce social distancing and assist the institutional photographer during headshot or “picture day” events.
- Masks and cloth face coverings should not depict or promote the use of drugs, alcohol, extremism, offensive language or symbols, and must be worn properly over the mouth and nose.

## **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. For updated Spring 2021 team schedules, visit our athletic websites at [www.nocjets.com](http://www.nocjets.com) and [www.nocmavs.com](http://www.nocmavs.com).

**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 III Baseball World Series held May 29, 2021 - June 2-3, 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](mailto:alan.foster@noc.edu).

#### **Fall 2020 Tonkawa 60 Consecutive 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 5
Tonkawa Men's Basketball	September 21 – November 19
Tonkawa Women's Basketball	September 21 – November 19

#### **Fall 2020 Enid 60 Consecutive Practice Dates**

Enid Baseball	September 8 – November 5
Enid Softball	September 8 – November 5
Enid Men's Basketball	September 21 – November 19
Enid Women's Basketball	September 21 – November 19

#### **Fall 2020 Athletic Teams Scrimmages**

The information below reflects when each team's 60-day practice time ends and recommended dates to allow a "Bedlam" scrimmage and one external opponent to travel to NOC and scrimmage.

All scrimmage dates must be approved so we can have adequate time and resources to prepare and enforce protocols. As an athletic department, we want to use these scrimmages as "test runs" of our protocols so we can be better prepared for the spring semester.

All scrimmage opportunities are optional only and coaches may elect to not scrimmage as to limit the risks of exposure to their team.

Site for Bedlam scrimmages will be mutually decided between coaches and athletic director with approval from the vice president for student affairs.

- Officials must submit their COVID-19 screening per Region 2 protocol.
- External opponents must submit their campus COVID-19 protocols for review at least one week before scrimmage date.
- Visiting teams must abide by host team campus policies per Region 2.
- All fans will be required to wear a mask and social distance per NOC policies.
- All other questions should refer to the NOC Pandemic Response Plan.

Soccer practice ends November 5

A single external scrimmage between the dates of October 30 and Nov 5

Softball practice ends November 5

A single external scrimmage between October 30 and Nov 5

A single Bedlam scrimmage scheduled after October 20

Baseball practice ends November 5

A single external scrimmage scheduled between October 30 and Nov 5

A single Bedlam scrimmage scheduled after October 20

Basketball practice ends November 19

A single external scrimmage scheduled between November 13 and Nov 19

A single Bedlam scrimmage after November 10

## **REGION 2 POTENTIAL PROTOCOLS & POLICIES FOR RETURN TO COMPETITION 2020-21**

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).
- Consider limiting staff to only essential personnel.
- Consider the capacity of rooms/buildings and consider a reduction in this number.
- Large social gatherings in any spaces should be discouraged.
- Student housing, if applicable, should allow for individual sleeping rooms on and off campus.
- Consider spacing in the cafeterias, classrooms, weight rooms, athletic training rooms/locker rooms, and other on-campus venues.
- 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. Large social gatherings in any spaces should be discouraged.
- Student athletes should 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.
- Fans, staff, and other event attendees must wear face mask.
- Athletes should limit contact with spectators when possible.
- Athletes will wear face masks when not playing on the field or court.
- Cheerleading squads will wear face masks when cheering on the sideline during games. Exceptions to mask policy for Cheer include for tumbling and the longer choreographed routines performed at halftime or during competition.
- Coaching and athletic training staff will wear masks at all times.

#### **Sanitization**

- All equipment and locker rooms will be cleaned between each individual use.

- Develop a schedule for increased, routine cleaning and disinfecting of athletic facilities and equipment.
- Hand sanitizer should be made available throughout the facility for use before, during, and after workouts.

### **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?
- A failed screen (temperature >100.4 or positive symptom that is not explained (cold, allergies, etc.).
- 10-minute acclimation period before re-temperature check to see if the environment is a factor.

### **Team Travel**

- Prior to travel for athletic competition, coaches, athletes, drivers and other team personnel will be screened for illness.
- The traveling team’s official will screen traveling athletes 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. An athlete with a positive screen will be suspended 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.
- Copies of each team's screening will be available upon request
- An athlete with a positive screen will be suspended from competition and could be grounds for game cancellation.
- 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 at the time of competition.
  - Contact host institution’s athletic department prior to traveling for specific institutional policies or changes.

### **Game Management Personnel/Officials**

- Prior to travel game officials will conduct temperature checks. If a positive temperature of 100.4°; 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.
- Whistle with covers/bags/shields are preferred. Electronic whistles are permissible.
- Some form of face mask or whistle covering must be utilized by officials. Any face/whistle cover must be unadorned and black in color.
- Eye protection may be worn and must be shatterproof goggles or glasses.
- Gloves may be worn and must be unadorned and black in color.

### **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.
- Enter and Exit facilities utilizing designated doors only.

### **Post Season Competition**

- Member colleges should adhere to all state and local regulations and guidelines regarding food service for concessions and hospitality rooms.
- 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.

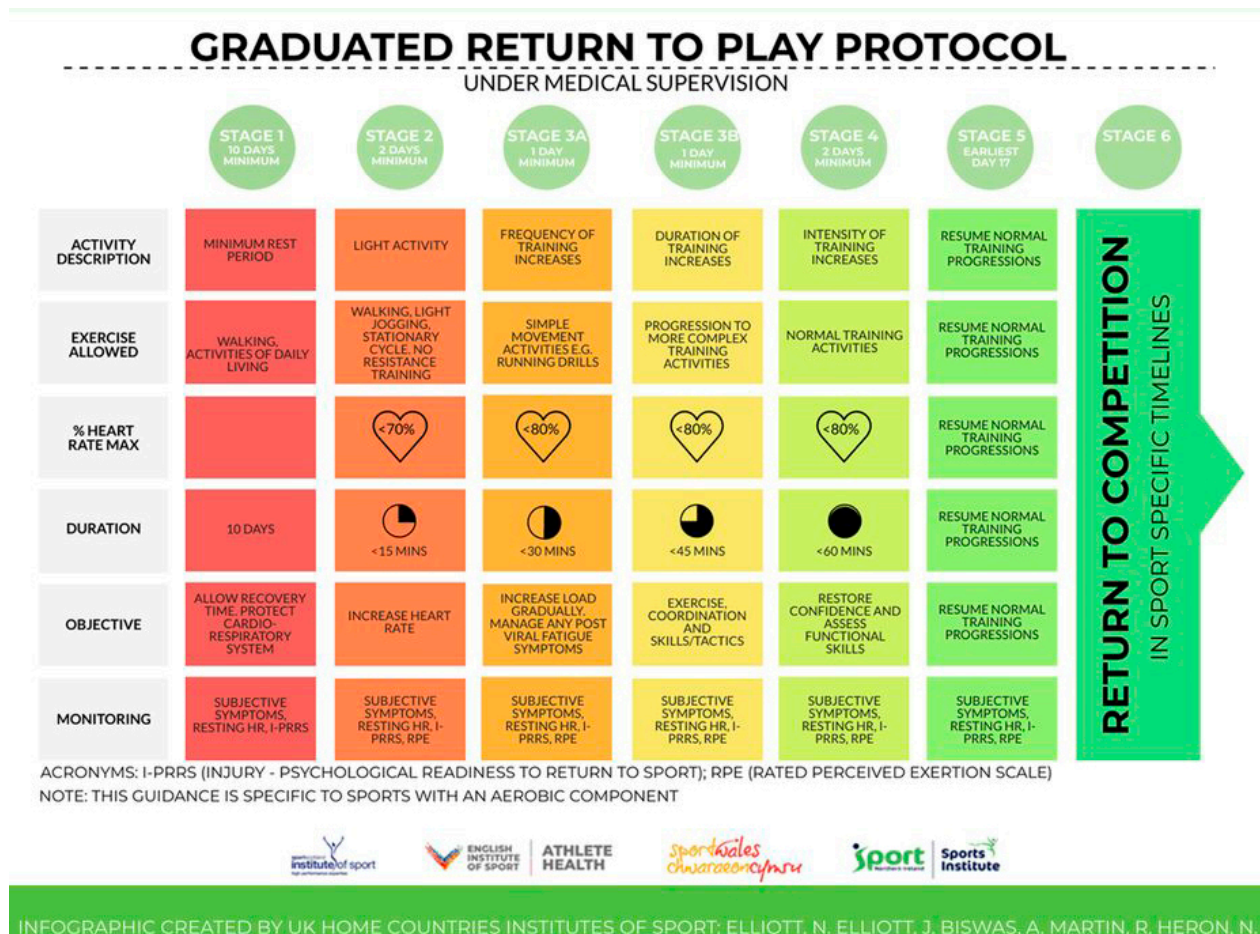
### **Testing**

- 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 unless medically cleared by a physician, nurse practitioner or Physician's Assistant.
- For any potentially exposed athlete who is currently not demonstrating COVID-19 symptoms the 14-day quarantine is required.
- It is highly recommended to have exposed athletes tested.
- A Covid-19 positive athlete is required to isolate in accordance with CDC guidelines for 10 days.

## **NORTHERN OKLAHOMA COLLEGE ATHLETICS** **GRADUAL RETURN TO PLAY FOLLOWING COVID 19**

Student-Athletes at Northern Oklahoma College Enid and Tonkawa will follow a gradual return to play after testing positive for Covid-19. Each athlete will follow the six-step chart

below to ensure a safe return to play. They will be assessed individually and the protocol may vary depending on their needs. The health and well-being of our athletes is a priority. This protocol provides a safe return to play following Covid-19.



### NORTHERN OKLAHOMA COLLEGE AGRICULTURE TEAMS' PROCEDURES FOR COVID-19

Understanding that livestock workouts and competitions are closed events to the public, we have taken into consideration the following recommendations from the CDC Guidelines for COVID-19 Prevention. Judging activities planned from August through December of 2020 provide an opportunity to balance career opportunities for students and economic recovery considerations with safety considerations in light of the ongoing COVID-19 issues. The following characteristics of livestock judging activities provide an ability to modify aspects of the events to ensure greater precautions:

- The livestock team be considered a “family unit” or cohort group based on the amount of time these students have and will spend together.
- Students and coaches are not confined to a single location in close proximity.
- Capacity can be reduced/managed to allow for appropriate social distancing through the utilization of outdoor facilities for most activities and limited access to enclosed areas.

Judging workouts and competitions occur primarily outdoors and in large open-air barns, which provide the opportunity of safe social distancing. The activities and interaction associated with

the events can be accomplished with distancing of 6 feet or more and a very limited number of common contact points as a result of the event parameters described below.

**Measures added to account for health and safety guidelines:**

**Closed to the public.** Numerous changes detailed below have been added to limit the number of attendees.

**Signage:** Placed throughout the facilities, signage will remind attendees of physical distancing requirements and general health and hand washing reminders.

**Sanitizer stations:** Will be carried in judging vans and located around facilities of contests.

**Doors:** All doors will be propped open to limit the number of people having to touch the doors.

**Common Contact Point:** Enhanced cleaning/sanitizing of restrooms or any other common contact points.

**In Person Oral Reasons:** Contestants typically stand 8 – 10 foot away from reasons takers during judging competition. This is the only part of judging competition requiring two people to be in the same room. Contests will also include physical barriers (like Plexiglass) in between reason takers and reason officials that are in the same room together. The oral reasons portion of the contest will be held outdoors when possible.

**Social Distancing:** Other parts of workouts/judging contests can be conducted in a socially distanced format. Contests are incorporating drop boxes at class end, to hand in class placing cards, rather than handing them to a group leader

**Upon Arrival**

- Any student who is showing signs of COVID-19 shall not be allowed to check-in until symptom free for 24 hours or has a negative test. Any student who has been exposed to a person testing positive for COVID-19 shall not be allowed to check-in and should quarantine at their home for a 14-day period.
- Students will be instructed on NOC COVID-19 procedures, proper hygiene, and the importance of social distancing.

**Face Coverings**

- Facial Coverings will be required to be worn during team training, team travel on buses, vans, or college sponsored trip vehicles, and face-to-face meetings where social distancing is not permitted and within all college facilities while not engaged in a workout. We will have a supply of masks available to participants.

**General Guidelines**

- If a student shows any signs/symptoms of COVID-19, NOC's guidelines will be followed and appropriate personnel will be contacted. The student will be encouraged to be tested for COVID-19. If the student tests positive they will be told to isolate for the standard 10 days.
  - If test is positive
    - Student should notify the coach immediately. The coach will notify the department chair.
    - Student will be encouraged to return home if possible.
    - Student will be quarantined if they cannot return home.
    - Student will remain in quarantine area at all times.
    - Student will access courses through web-conferencing and/or online.



- Student may return after negative test and/or if free of symptoms for 72 hours.

### **Practices/Workouts**

- All students will do a self-screening prior to each practice or workout.
- Outdoor workouts will be conducted as normal while practicing social distancing whenever possible; wearing masks and face coverings will be required when social distancing is not possible.
- If possible for the student, masks and/or face coverings will be worn at all times.
- During indoor workouts, social distancing will be practiced best if possible and face masks will be required.

### **Team Travel**

- Prior to team travel, all students, coaches, drivers and other team personnel will be screened for illness.
- All students will go through a health screening prior to departure.
- Students will be required to wear a mask during travel to and from events.
- **LIMITING SOCIAL ACTIVITY:** Students will limit exposure to others outside of team and avoid close contact with people who are sick during the 90-day fall judging schedule (mid-August to mid-November). During travel necessary for practice and competition, team members will be asked to act like a “family unit.” All un-necessary public exposure will be avoided.
- **COACHES**
  - Coaches will wear a face covering or practice social distancing while directing team or in team meetings.

While the outline above is the plan today, we continue to explore different scenarios to be able to ensure that this extremely beneficial, educational opportunity is available to our students.

## **NORTHERN OKLAHOMA COLLEGE DEPARTMENT OF FINE ARTS** **Covid-19 Plan for Theatrical Performances**

Per the request of our administration, the Fine Arts faculty have met and discussed a plan to make our fine arts season safe for audiences and performers in the wake of the Covid-19 pandemic. Listed below are some of the changes being implemented this semester.

- Submit Application for Campus Activities and Events for consideration prior to any publicity/promotions.
- Titles with smaller cast sizes for plays and musicals will be chosen, allowing for easier social distancing.
- Masks will be required for students at all auditions, rehearsals, and backstage during performances.
- Masks will be required for audience members. Signs will be posted to remind everyone of masks and social distancing requirements.
- Show direction will prioritize distancing on stage, striving for a minimum number of people on stage at one time while also maintaining safe distances.
- Musicians will wear masks and perform on stage rather than in the orchestra pit.
- Bathrooms in the art gallery (lobby) are labeled for a maximum capacity of four people.
- Dressing room will not be used for makeup application. The Choir room will be utilized instead.

- Audience will distance in the theatre. Theatre seats will be labeled for distancing. Theatre seats will be assigned to audience members when entering the lobby using a map of the theatre and the numbers on seats. Performances will be limited to 50% maximum capacity in audience seating.
- Seats and touchpoints will be cleaned and disinfected before every performance.
- South doors will be locked every evening to prevent visitors from entering anywhere but the north doors. This will minimize traffic and mingling through the building's south side where students will be.
- Concession stand will utilize a plexiglass window, gloves and masks for servers, and only drinks will be handled by the servers. Only pre-packaged food and drinks will be available.
- All shows will be streamed for audiences who choose to view from home.

The faculty will continue to discuss ways to keep our performances safe this year.

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***Plans for the Operation of Northern Oklahoma College in preparation for, and during the 2020-2021 academic year 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/>.***

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