Plan for Return to On Campus Instruction in Fall 2020

Health & Safety

- A copy of this plan will be shared with all faculty and staff after approval of the plan by the ACCS office. Students will be notified of safety measures and plans for instruction through the use of the College website and social media.
- Classrooms will be cleaned and disinfected at the conclusion of each class or lab.
  - Upon completion of the class:
    - The door to the class will be closed
    - A sign (Appendix A) will be placed on the door indicating the room is closed for cleaning and disinfecting
  - Cleaning and disinfecting will occur as described in the Routine Cleaning & Disinfecting guidelines
- Entrance/exit doors of facilities used for in-person instruction will be sanitized at least twice per day.
- Signs are posted in highly visible locations (entrances, restrooms, and throughout the building) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, properly using handrub, properly wearing a cloth face covering), signs/symptoms of CoVid-19, and social distancing reminders.
- Students will remain in their vehicles until the time for class to start (students who are dropped off will be allowed to wait in a designated space in the library).
- Students will report directly to a seat upon entering a classroom.
- Classrooms and laboratories will be arranged to maximize the space between individuals.
- All students, faculty, and staff will be required to wear a mask or other facial covering that covers his or her nostrils and mouth at all times when within six feet of a person from another household in any of the following places: an indoor space open to the general public, a vehicle operated by a transportation service, or an outdoor public space where ten or more people are gathered. The College will provide every on-campus student, as well as faculty and staff, a facemask.

Exceptions for practical necessity.
The facial-covering requirement does not apply to:
- Any person six years of age or younger
- Any person with a medical condition or disability that prevents him or her from wearing a facial covering. We will provide these faculty, staff, and students with a face shield.
- Any person while consuming food or drink.
- Any person who is obtaining a service (for example, a medical or dental procedure) that requires removal of the facial covering in order to perform the service.
Northwest-Shoals Community College

- Any person who is required to remove the facial covering to confirm his or her identity, such as for security or screening purposes.
- Any person who is seeking to communicate with another person where the ability to see the person’s mouth is essential for communication (such as when the other person has a hearing impairment)
- Any person speaking for broadcast or to an audience if the person maintains six feet of separation from persons from another household. The College will provide face shields for all faculty members to wear while lecturing.

**Enforcement of the facial covering requirement:**
- Students refusing to wear a facial covering will be removed from class.
- Faculty and staff who refuse to wear a facial covering will be disciplined following the disciplinary policies outlined in the College’s Personnel Handbook.

- Upon completion of class, laboratory, or clinical activity, the student will depart the campus.
- Students are discouraged from gathering/congregating in parking lots or common areas.
- Class sizes are limited, and many converted to a blended format, to accommodate social distancing guidelines.
- Faculty will provide information to all students with directions on the best way to contact them while working in this virtual/hybrid environment.
- If a second wave of Covid-19 occurs, all academic courses will moved to a distance format. CTE and health studies labs will be closed and implement flexible lab hours upon reopening of the campus so students can complete the required competencies. Since all courses are currently using the College’s LMS to provide content while working in a hybrid environment, students will receive notification through their course in the LMS. Additional notification will be provided through email and social media outlets.
- The following (or similar) statement will be shared with all incoming students during the Fall 2020 registration process: “Northwest-Shoals Community College is strongly committed to the safety of its students and staff. Although the College plans to conduct on-campus instruction during the fall semester, the transition to online education may be necessary to protect the health of our college community. Please be assured that services will be in place to support your college success, such as online student success coaching, online tutorial services, and virtual faculty meetings. “
- The College monitors all courses (both on-campus and online) to determine if additional sections need to be opened. The College’s practice for the past 5 years has been to open a new online section as sections fill. The College will continue this practice throughout the pandemic.
- The ADA office talks frequently with all ADA students to help with concerns related to their courses. Webcams have been purchased for ADA students who need to check them out to view content provided in their courses. The College purchased laptops for check out by all students, including ADA students. The ADA office will coordinate any zoom/webcam correspondence if needed. Students who lack internet access at home will be referred to an Adult Education site in close proximity with their home. The College has also purchased several face shields for students who, with sufficient documentation, cannot wear a face mask.
• The College will have communication with the agencies/organizations of no-college facilities to ensure classes will be allowed to be held at their facilities. The College will be respectful of their guidelines and will abide by the most restrictive, whether it be the College’ guidelines or the partnering agency/organization.

• Protocol for COVID-19 symptoms/positive tests will follow guidance from Chancellor's memo (#2020-EXE-048). (See Appendix B)

• All students will complete the COVID-19 liability waiver online prior to attending class (See Appendix C).

• An online health questionnaire will be completed each day by all students, faculty, and staff before reporting to work or class. (See Appendix D)

Cleaning and Disinfecting Procedures
Specific Cleaning and Disinfecting of Classroom and Laboratory Facilities following possible contamination

• Place notice (Appendix A) on door that explains the room is currently closed for cleaning and disinfecting. The door shall remain closed and locked.

• Open outside windows and doors to increase air circulation in the area.

• Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.

• Don appropriate personal protective equipment (N95 if available, eye protection, gloves and gown)

• Clean and disinfect all areas used by the individual who is sick, such as offices, bathrooms, common areas, frequently touched surfaces and shared objects.

Routine Cleaning and Disinfecting of Classroom and Laboratory Facilities

Place notice (Appendix A) on door that explains the room is currently closed for cleaning and disinfecting. The door should be locked during this time.

Wear disposable gloves and eye protection to clean and disinfect.

Frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls) will be cleaned with soap and water prior to disinfectant. The surfaces shall be cleaned a minimum of twice per day.

Shared objects (e.g. lab equipment, computer equipment, desks) will be limited when possible. Shared objects will be cleaned and disinfected between use.

Faculty and staff will use Bioesque Botanical Disinfectant Solution as the surface disinfectant.
Disinfect

Following cleaning on the surfaces and shared objects, faculty and staff will:

- Spray the disinfectant solution on the surfaces and shared objects
- The surface and shared objects should remain wet for a minimum of 4 minutes
- A disposable cloth will be used to dry the surface and shared objects
- Place sign (Appendix E) on door indicating room has been cleaned and disinfected. Door should remain closed until 10 minutes prior to class session.

Instructional Services

The Fall 2020 semester will begin on August 17 and will be conducted in one of three methods: online (if the class was originally scheduled in an online format), hybrid (students will meet with the instructor at least one day each week with the remainder of instruction online), and traditional face-to-face instruction (when class and/or room sizes will accommodate appropriate social distancing).

In all classes that dictate that students will be on campus for all or a portion of the instruction:

- Student must complete the online waiver for classroom and laboratory activities (See Appendix C) prior to participating in in-person instruction.
- The following statements will be placed on all course syllabi:

  “All students will be required to wear a mask. Students refusing to wear a face covering will be removed from class. Every student will be required to practice social distancing on campus. In the event Northwest-Shoals Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plan, such communication will be provided to students. This addendum will provide details pertaining to the college, department, and/or program’s remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your instructor at (give name and information.)”

- Desks will be spaced a minimum of six foot away from other desks in the classroom
- Faculty will maintain a roster of all participants in each session.
- All participants will be required to wear a mask and/or face shield.
- Faculty or students will not participate in an in-class setting if any signs of illness are present. Each faculty member and student will complete the online questionnaire (Appendix D) each day before coming to campus. Those who answer “Yes” to any question will be directed to stay home, contact their supervisor/instructor, and consult with their health care provider.
Northwest-Shoals Community College

Upon completion of the class:

- The door to the class will be closed
- A sign (Appendix A) will be placed on the door indicating the room is closed for cleaning and disinfecting
- Cleaning and disinfecting will occur as described in the Routine Cleaning & Disinfecting guidelines

All on-campus instruction will convert to a remote format after the Thanksgiving break. Course syllabi will include instructions on how each instructor will accommodate students in the remote format during the last two weeks of the semester.

Northwest-Shoals provides on-going professional development opportunities to faculty related to student engagement in online courses. The College received a Title III grant four years ago that includes an instructional designer who provides extensive professional development opportunities for faculty in both and face-to-face and virtual formats. Appendix F contains a list of the virtual training sessions related to student engagement and online instruction that are available to faculty.

Academic Plans

The Academic Division has developed plans for each course being offered during the Fall 2020 Semester. Disciplines impacted by these changes include: Accounting, Art, Biology, Business, Business Office Management, Chemistry, Child Development, CIS, Criminal Justice, Geography, History, Physical Science, Physics, Psychology, Sociology, Economics, English, Mathematics, Music, and Speech.

All rooms have been examined for the appropriate number of seats that can accommodate social distancing standards. For courses whose enrollment numbers exceed the number of students who can be properly socially distanced, two alternatives are available: (1) The class will be moved to a larger classroom that will allow proper social distancing, or (2) The class will be converted to a hybrid course where the instructor meets with a smaller number of students and provides additional instruction in an online format. This will allow the instructor to easily maintain contact with the students, while not exceeding social distancing guidelines. For Biology, Chemistry, Physics, Physical Science, and Computer Science labs, students will be seated in the lab to accommodate social distancing. In many cases, students may complete lab assignment virtually, or the lab class may be divided in order to safely accommodate students.

A detailed instructional plan for the Academic Division can be found in Appendix G (attached).

Career/Tech and Workforce Development Plans

The Career Technical Division has developed plans for each program as to how to deliver both the theory and lab (skills) portion of the courses to students during the 2020 Fall Semester while maintaining social distancing and utilizing extra disinfecting processes. The programs within the Division include: Electrical Technology, Welding, Machine Shop Technology, Industrial Systems (and Fame), Heating and Air Conditioning Technology (Power5), Automotive Services Technology, Automotive
Collision Repair Technology, Design Engineering Technology, Carpentry/Cabinetmaking, and Salon and Spa Management.

Participants in Workforce Development Training will follow the same guidelines and follow the same structure as students taking credit-bearing coursework. The College, when possible, will include a remote instruction clause in the enrollment form in case there is a need to transition to remote instruction. In the event the College is not able to fulfill any contracted obligations to Business/Industry, the College will provide written language to address the situation on a case-by-case basis.

A detailed instructional plan for the Career Technical Division can be found in Appendix H (attached).

Point of Contact: Leslie Tomlinson, Executive Director of Grants and Strategic Partnerships – 256-331-8040; ltomlinson@nwscc.edu

**Adult Education**

Adult Education, Ready to Work, and non-credit MSSC CPT courses will continue to be offered virtually to students with the required technical skills and technology to do so. Platforms to be used are Zoom, Alabama Ready to Work, Facebook Groups, Google Classroom, Essential Education, Burlington English, Aztec, Learn Amatrol, etc. Students who cannot be successful in the virtual format will be allowed to participate in in-person instruction following the College’s procedures as stated above for in-person testing.

Adult Education, Ready to Work, and MSSC CPT assessments that cannot be completed remotely will be offered in person by appointment and will follow the College’s procedures for allowing students in the classrooms (waiver of liability, daily health questionnaire, wear masks, follow social distancing guidelines, and sanitizing). When possible, Adult Education, Ready to Work, and MSSC CPT will proctor tests remotely and they will be administered utilizing Alabama Adult Education, DRC TABE, and MSSC testing guidelines.

The College will have communication with the agencies/organizations of no-college facilities to ensure classes will be allowed to be held at their facilities. The College will be respectful of their guidelines and will abide by the most restrictive, whether it be the College’s guidelines or the partnering agency/organization.

Point of Contact: Tara Branscome, Director of Adult Education and Ready to Work Programs – 256-331-5438; tbranscome@nwscc.edu

**Health Studies Plans**

The Health Studies Division has developed plans at the course level for how to modify the format of all curriculum offered during the 2020 Fall Semester to accommodate for social distancing. The programs include Associate Degree Nursing, Practical Nursing, Medical Assisting Technology, Emergency Medical Services, Diagnostic Medical Sonography, and Diagnostic Medical Imaging.
Most classrooms and labs are large enough that social distancing will be easily accomplished. For those classes whose enrollment exceeds the number of students who can be properly socially distanced, two alternatives are available: (1) The class will be moved to a larger classroom that will allow proper social distancing or (2) The class will be converted to a hybrid or blended course where the instructor can meet on campus with a smaller number of students and provide additional instruction in an online format. This will allow the instructor to easily maintain contact with the students, while not exceeding social distancing guidelines. For the courses which contain clinical experiences, the College will continue to be guided by accreditation guidelines as to whether or not students will utilize actual clinical sites or simulation and/or hybrid learning.

Assigned College faculty will attend clinical instruction in the clinical settings.

In-person instruction and evaluation of clinical activities will be as follows:

- Faculty and students will abide by the policies of the clinical agencies
- Faculty will minimize the number of students in the clinical setting by scheduling students throughout the assigned times provided by the clinical agencies
- Participants will be spaced a minimum of 6 foot away from other participants as practicable
- Faculty will maintain a roster of all participants in each session
- All participants will be required to wear a mask
- Faculty or students will not participate in an in-clinical setting if any signs of illness are present.

A detailed instructional plan for the Health Studies Division can be found in Appendix I (attached).

**Library Services**

Northwest-Shoals operates library services on both the Shoals and Phil Campbell campus. The libraries will remain open, and librarians will ensure proper social distancing of students who choose to use the libraries on campus. The use of the Alabama Virtual Library will be encouraged for use by students as an alternative.

**Student Services**

The goal will be to limit the number of students and visitors in Student Services Offices.

NW-SCC Student Services will do the following:

- Continue and encourage virtual options such as online advising, career development inventories, and financial aid and admissions processing;
- Create WebEx chat rooms for all Student Services offices (Recruitment-General Q&A, Financial Aid, Student Success/Advising, Career Planning and Development, and Dual Enrollment) to conduct live help sessions;
- Allow a limited number of non-staff individuals in each office at a time. Number of non-staff individuals allowed in offices will be dependent on the size of the specific office;
Northwest-Shoals Community College

- Visitors will not be allowed to have a guest accompany them unless they have prior approval, such as ADA accommodations. Visitors will be strongly encouraged to wear a mask, or the college will provide them with a mask;
- Student Services will create a general Google Voice number for visitors to call/text when needing in-person visits. Signs with this number will be posted in the parking lots and on doors of Student Services buildings.
  - Visitors will call/text the Google number identifying the office that he/she wishes to see.
  - Google Voice operator will communicate with desired office through Slack inter-office instant messaging to determine capacity of the office.
  - Google Voice operator will respond to each visitor with an approximate wait time as well as the office’s WebEx chat room link. Once made aware of WebEx chat room, the visitor may choose to interact via the virtual option rather than enter the office.
  - Once the Google Voice operator has been notified of the office availability, he/she will call/text the visitor to enter the office.
- Offices will be cleaned and sanitized regularly.
- If a staff member’s office space is within six feet of another staff member, appropriate social distancing guidelines will be implemented and staff members’ desks will be arranged to fit those guidelines.
- All shared spaces will be made unavailable for faculty, staff, and students (student union, lounge spaces, water fountains, etc.).
- Testing Center
  - Encourage virtual testing through WebEx with Testing Center staff or course instructor
  - Limited number of testers at a time
  - Appointment only
  - Clean and sanitize computers between testers
DO NOT ENTER
ROOM
CLOSED FOR
CLEANING
AND
DISINFECTING
MEMORANDUM #2020-EXF-048

DATE: May 27, 2020

TO: Presidents, Alabama Community College System
Alabama Community College System Office

FROM: Jimmy H. Baker, Chancellor

RE: Revised Return to Work/Classes following positive COVID results

The last few months have truly proven the resiliency and adaptiveness of our colleges as we have navigated through maintaining operations during the COVID-19 pandemic. As we look forward to the start of our summer semester and returning to the workplace/campuses, I want you to continue to be vigilant in your efforts to maintain modified social distancing and hygiene practices for the continued protection of students, faculty, and staff.

The purpose of this memo is to provide guidance regarding the return to work/campus if students and/or faculty and staff self-report positive COVID-19 test results. This guidance is provided from the most recent updates from the Center for Disease Control (CDC) and/or Alabama Department of Public Health (ADPH). This guidance should be used in addition to your college’s specific plan for modified campus activities/workplans.

Persons arriving to campus/work WITH signs/symptoms of COVID-19

Should a faculty/staff or student arrive to campus/work exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), institutions should ask the person to leave campus and consult a healthcare provider before returning to campus/work. Further, if the person is an employee then the institution should continue to utilize MEMO-EXF-029 (Paid Leave, Instructors who cannot work remotely, and FFCRA) regarding the use of sick leave.

The need for work excuses or negative COVID-19 results from healthcare providers should follow your institutions human resources policy.

Persons WITH Positive COVID-19 test results returning to campus/work:

Institutions should assign a designated contact person on campus for faculty/staff and students if they have had a positive COVID-19 test during the time period between April 1, 2020 to present date for further guidance on returning to campus/work.
The following CDC guidance should be utilized when providing guidance to students, faculty/staff returning to work and/or campus.

1. Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
   - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
   - At least 10 days have passed since symptoms first appeared.

2. Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
   - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above should be used.

Any college with a student or faculty/staff member who reports a laboratory-confirmed positive test for COVID-19 should also notify Rachel Adams, Communications and Marketing Administrator, Alabama Community College System, (o) 334-293-4651, (c) 334-328-6191, Rachel.Adams@aces.edu.

Thank you for the work that you do to support and protect our colleges and well-being of our students and state. I am continually grateful for the efforts our colleges have made adapting to these highly unusual operating conditions.

cc: President’s assistants, Alabama Community College System
    System Office Staff
COVID-19 Liability Release Form

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Northwest-Shoals Community College ("the College")** has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, attending the College, participating in College lead classes, trainings or labs could increase your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities ("Claims"). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

I have read and agree to the above liability release statement.

https://nwascc.evaluationkit.com/Respondent/Survey?id=ikRuF%2b3Uk%2fHJfB8NoVn fixed CW505e071A2OHv6jHQQG6xO8Ht1AFs2p%26XG8t%2f... 1/2
Please click the circle below to indicate that you have read and agree to the above liability release statement.

Clicking this option and entering your name and student number will serve as your digital signature.

Name

Student Number

COVID-19 Screening Questionnaire (not used)

COVID-19 Screening Questionnaire

Your health and well-being are important to us, and we are taking measures to keep the college a safe environment for students, employees, and the public.

We ask that you complete this self-screening each day before coming to campus.

Student or Employee Number (A Number):

Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition?

- Yes
- No

Within the last 14 days, have you experienced new shortness of breath that you cannot attribute to another health condition?

- Yes
- No

https://nwscc.evaluationkit.com/Respondent/Survey?id=K9JIKWPYQs7r8z1x4%2bRE8bd5U%2b5CDEVn8Rd9RlJNcDcPvS9FHQzmGEJNp566lD...
Within the last 14 days, have you experienced a new sore throat that you cannot attribute to another health condition?

☐ Yes
☐ No

Within the last 14 days, have you experienced new muscle aches or fatigue that you cannot attribute to another health condition or a specific activity such as physical exercise?

☐ Yes
☐ No

Within the last 14 days, have you had a temperature at or above 100.4 degrees or the sense of having a fever or chills?

☐ Yes
☐ No

Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone is currently sick or suspected or confirmed COVID-19?

*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes.*

☐ Yes
☐ No

Submit
ROOM HAS BEEN CLEANED AND DISINFECTED
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

cdc.gov/coronavirus
Prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.
- Stay home. Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated.
- Get medical care when needed. Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people and pets in your home.
- As much as possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

Monitor your symptoms.
- Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop emergency warning signs for COVID-19 get medical attention immediately.
Emergency warning signs include:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face
*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.
- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor’s office. This will help the office protect themselves and other patients.

If you are sick, wear a cloth covering over your nose and mouth.
- You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).
- You don’t need to wear the cloth face covering if you are alone. If you can’t put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

cdc.gov/coronavirus
Prevent the Spread PAGE 2

Cover your coughs and sneezes.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if your hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put them in the dishwasher.

Clean all “high-touch” surfaces everyday.
- Clean and disinfect high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom. High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- Clean and disinfect areas that may have blood, stool, or body fluids on them.

How to discontinue home isolation
- People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
  - If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fever) AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
    - at least 10 days have passed since your symptoms first appeared.
  - If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fever) AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.
Symptoms of COVID-19

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
**WHO Handrub/Handwash**

**How to handrub?**

**WITH ALCOHOL-BASED FORMULATION**

1a  Apply a palmful of the product in a cupped hand and cover all surfaces.

1b  Rub hands palm to palm

2  Rub hands palm to palm

3  Right palm over left dorsum with interlaced fingers and vice versa

4  Palm to palm with fingers interlaced

5  Backs of fingers to opposing palms with fingers interlocked

6  Rotational rubbing of left thumb clasped in right palm and vice versa

7  Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

8  Rinse hands with water

9  Dry thoroughly with a single use towel

10  Use towel to turn off faucet

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**How to handwash?**

**WITH SOAP AND WATER**

0  Wet hands with water

1  Apply enough soap to cover all hand surfaces

2  Rub hands palm to palm

3  Right palm over left dorsum with interlaced fingers and vice versa

4  Palm to palm with fingers interlaced

5  Backs of fingers to opposing palms with fingers interlocked

6  Rotational rubbing of left thumb clasped in right palm and vice versa

7  Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

8  Rinse hands with water

9  Dry thoroughly with a single use towel

10  Use towel to turn off faucet

11  ...and your hands are safe.

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20-30 sec

40-60 sec

WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

World Health Organization

October 2006, version 1.

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Cloth Face Covering

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS
- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
Appendix F

Virtual Professional Development Opportunities at NW-SCC

Virtual Professional Development Course
This is a course housed within Moodle and formatted similar to many course offerings to students. The course offers sessions in the following areas: Moodle, VidGrid, SoftChalk, BigBlueButton, Creating Accessible Resources, Creating An Online Presence, Combatting Cognitive Load Using Multimedia Design Principles, Academic Slide Design. Each of these sessions is recorded during the live presentation of the content and then edited and posted through VidGrid. After viewing the video, faculty will complete a 10-15 question quiz and respond to open-ended reflection prompt.

Online Faculty Resource Center
This resource is a website created using Google Sites. The website contains a wealth and variety of information and resources. There is a section dedicated specifically to Covid-19 resources to provide guidance and resources for instructors new to online teaching. The Understanding Learning section contains pedagogical information about the learning process as well as links to a wonderful video series by Dr. Stephen Chew titled “How to Get the Most out of Studying”. Sections on course design, course delivery, and tutorials on all the instructional technologies available to faculty round out the rest of the website.

NW-SCC Online Educator Development Course
This training course is also accessed through Moodle and uses a similar format to the Virtual PD course. The training is segmented into three levels. Level I covers the basic information and resources one would need to successfully teach in an online format: policies and procedures, an overview of the Quality Matters standards, DOE criteria for regular and substantive interaction, and tutorials on the main instructional technologies necessary to facilitate online instruction. Level II requires an analysis of and reflection on the Technological Pedagogical Content Knowledge (TPACK) framework and the SAMR model, the creation of a personal philosophy of education, and the completion of a project using one of three instructional technologies. Level III requires participants to view the recorded sessions on Cognitive Load and Academic Slide Design and complete quizzes and reflection activities on both; view, evaluate, and compare two online courses (one QM certified and one not); create or re-design a slide-based presentation using the strategies and principles presented in the aforementioned sessions; and to complete a project using one of three instructional technologies.

On-going Professional Development Sessions
Sessions are held frequently to provide faculty the opportunity to receive training in a face-to-face setting. Many of these sessions are recorded and added to the Virtual Professional Development Course in Moodle.