CNCC COVID SPRING 2021

Office and Employee Safety Plan

Updated 11/18/20

Currently: CNCC staff is currently under COVID work restrictions meaning that only about 50% of the workforce is in their offices while the other 50% work from home. Those employees in a vulnerable category for COVID-19, or with special considerations, can work with their supervisor and HR to extend remote work. CNCC flextime allowances and pre-pandemic HR policies around remote work will be updated and will remain in place. Eventually employees will be expected to return to work assuming no new unexpected state or federal health orders or guidance are issued that make this expectation unworkable.

CNCC’s Up to Date Information as Changes Occur: https://cncc.edu/covid-19-updates

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New Policies on Both Campuses for Offices, Classrooms, and Common Areas

- **Work from Home**
  - CNCC 50% Employment on Campus
  - Please call campus before coming to ensure person in there and not working from home
  - Have patience – with employees working from home some processes may be delayed or take longer.
    - Appointment Only – Certain Offices or Times
    - Virtual Offices – Setup on each campus so all services are offered
    - Virtual Meetings- Zoom, Skype, FaceTime, WebEx, Teams, Polycom
- **Masks Policy**
  - Wear your mask or face-covering
  - Masks required in all CNCC buildings unless: In your office/room AND socially distanced - 6-feet
  - Masks are not required in outdoor spaces so long as 6 feet of physical distance is maintained
  - How to [properly use, take off, and wash cloth face coverings](#)
- **Social Distancing Required**
  - Stay 6 ft. from each other when and where possible
  - All classrooms will have reduced capacities so that students can maintain a 6-foot distance
- **Practice Good Hygiene**
  - Wash hands with soap, refrain from touching your face, and sanitize commonly touched surfaces
- **Disinfecting wipe/hand sanitizer stations**
  - Placed at entrances to buildings
  - Recommended to have each in offices
- **Increased Sanitization**
  - Facilities: [Click here to see facilities plan](#)
- **Plexiglass Barriers**
  - CNCC Purchased Plexiglas Barriers for high traffic or high-risk offices.
- **Limited Group Sizes**
  - Reduce 3rd party non CNCC affiliated group meetings
  - Employees and students must not gather in large groups
  - Limited Tour sizes
  - No STAR Days

**Responsibilities: Everyone is Responsible – Stop the Spread Together**

- **Student, Staff and Faculty** – Enforcement and Lead by Example
  - Wear masks, social distance, and follow the rules – student will follow.
    - Remind others to keep their distance – 6ft
    - Remind others both employees and students to wear the masks
      - How to [Address People with No Facemask document below](#)
  - Disinfecting and Sanitization
    - Faculty, staff, and students need to disinfect/sanitize commonly touched surfaces used before and after each class - - Disinfecting wipes provided by CNCC
    - Good hygiene: Wash hands with soap, refrain from touching your face,
    - Use hand sanitization stations
  - Mask Policies
    - Students, staff, and faculty are required to wear masks in academic buildings and while attending class
    - Masks are required inside of all CNCC buildings unless (1) in your office/room AND (2) maintaining social distance of 6-feet.
    - Masks are not required in outdoor spaces so long as 6 feet of physical distance is maintained.
    - How to [properly use, take off, and wash cloth face coverings](#)
What do I do if I have symptoms related to COVID-19? Whom to contact?

- Employees (staff, faculty, admin, adjuncts, etc.)
  - If you have questions or concerns, please contact Angie Miller, Director of HR 970-675-3235
  - If you are not feeling well, please contact Angie Miller, Director of HR 970-675-3235
    - Take the CNCC COVID Questionnaire
  - Benefit questions or other COVID related questions please contact Angie Miller, Director of HR 970-675-3235
  - If a student comes to you with concerns
    - Hear the concern – Email John Anderson, call John at (970)824-1110 or Fill out Incident Report
    - Tell student next steps
      - If symptomatic or concerned with COVID – Tell student to immediately self isolate
      - Contact John Anderson Vice President of Student Affairs (970)824-1110

- Students: Steps if you are not feeling 100%
  1. Take the CNCC COVID Questionnaire – This will help us determine your next steps.
  2. Contact Campus Life – Jen Rea (970-675 3229) or John Anderson (970)824-1110 Office or (970)629-9401 Cell
     a. If unable to reach Campus Life, contact your RA through the On-Call Phone or call (1-800-562-1105).
  3. Self-Isolate until Campus Life gives you further direction
     a. Remain in your room, house, or apartment. Do not come to class; go to practice or the cafeteria. Avoid people and high traffic areas.
     b. Campus Life will coordinate with food services, student services and faculty concerning your needs.
        Do the following: Wear a mask - practice good hygiene - sanitize and disinfect, drink plenty of fluids and eat healthy, and get plenty of rest

Resources and Other Information

CNCC’s Up to Date Information as Changes Occur: https://cncc.edu/covid-19-updates

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

<table>
<thead>
<tr>
<th>Fever or chills</th>
<th>Cough</th>
<th>Short of breath/difficulty breathing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatigue</td>
<td>Muscle or body aches</td>
<td>Headache</td>
</tr>
<tr>
<td>New loss of taste or smell</td>
<td>Sore throat</td>
<td>Congestion or runny nose</td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td>Diarrhea</td>
<td>Blush lips or face</td>
</tr>
<tr>
<td>Trouble breathing</td>
<td>Loss of Appetite or food not tasting good</td>
<td>New confusion</td>
</tr>
<tr>
<td>Persistent pain/pressure in the chest</td>
<td>Inability to wake or stay awake</td>
<td></td>
</tr>
</tbody>
</table>

Isolation vs Quarantine: While similar, these two terms have some key differences. The main goal of both is to avoid spreading COVID to others.

- **Isolation:** Isolation separates sick people with a contagious disease from people who are not sick. This is normally a precaution, will be implemented if students display symptoms of COVID 19, and will remain in place until the symptoms are no longer present or until advised differently by a licensed medical professional. Isolation is a precautionary term for people who are not feeling well but do not know if they have COVID. In case they do have COVID, by isolating, they are preventing the spread to others unknowingly.

- **Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. This is used for students who have been tested and are awaiting results or for students who receive a Positive Test Result. Quarantine also prevents the spread of COVID-19, but is a term used for people who more likely than not have COVID, have gone in for COVID testing or have had a positive COVID-19 test result.

Safe Locations and Case Tracking

Rio Blanco County (Rangely) https://www.rbc.us/606/COVID-19-Updates

Moffat County (Craig) https://routtgis.maps.arcgis.com/apps/opsdashboard/index.html#/467d3f1adc3641839662cb02601639e9
Addressing People Not Wearing Face-covering/Masks

Things to remember:

- **Not a Habit**: This is not a normal thing for most people. Student will forget and it will take several reminders for this to become a normal habit. We learned from Dr. Deitz’s 2019-20 Spartan Talk that new habits could take up to 21 days to form.
- **Be polite and remain calm**: There is no reason to be angry or escalate the situation by raising your voice, antagonizing or challenging the student.
- **This is not optional**: Students either comply or not. If they do not comply then they are not welcome in the classroom or buildings.
- **Do not bring up political, religious, or philosophical beliefs**: Simply put, this is State Law and we are State Employees, so we will follow the law.
- **Being a CNCC student is a privilege not a right**: As such, student agree, as we do, to follow CNCC, CCCS, State and Federal Regulations, so the belief that personal rights trump our regulating bodies is not relevant.

Steps to Address Student:

1. **Do they have ADA Exempt Pin?**
   a. Yes – Do not ask or address the student about not wearing a mask as they have an ADA exemption and asking can put CNCC at risk of violating policies under that act, as well as make the student very uncomfortable.
   b. No – Continue to next step
2. **Ask politely for the student to put on their mask.**
   a. If they do not have one, offer a disposable one, or inform the student where on campus they can get them.
      i. Every student on campus should have, or will be, receiving a mask – please send them to student services, or Vice President John Anderson’s office on the Craig campus, and Caitlan Moore’s office on the Rangely campus to get their CNCC branded mask.
      ii. CNCC branded cloth masks are available in the books store for purchase.
      iii. Disposable masks should be available at entrances to each building on campus, resident halls, student services offices and John Anderson’s office.
3. **If they refuse to wear a mask, you can ask them to leave the classroom, building or campus.**
   a. Again, this is not a question but a mandate.
4. **If the student still refuses**, follow normal protocol for removing a student from a classroom or campus.
   a. If the situation escalates to where you feel unsafe please call 911 or Campus Safety
   b. Then call Dean, VP or Admin in charge

Strategies for Encouraging Students to Wear Masks

NOTE: These tips were developed for primary/secondary school students, but instructors may find them helpful.

- Encourage parents, caregivers, and guardians to practice wearing cloth face coverings with students at home before the first day of school. If parents, caregivers, and guardians model appropriate use of face coverings and help students get used to wearing them, students may be more comfortable using them.
- Introduce students with sensory concerns/tactile sensitivities to face coverings with a variety of materials, prints, and textures, and allow them to choose which face covering is most comfortable.
- Use behavioral techniques such as positive reinforcement to increase the likelihood that students will comply with face covering guidance and other prevention practices.
• Encourage parents, caregivers, and guardians to include students in the selection of their cloth face covering and/or the material that is used to make it. This might increase a student’s acceptance of wearing the cloth face covering.
• Display age appropriate posters and materials with visual cues that show the proper way to wear a face covering in classrooms and hallways. Consider incorporating images of popular influencers promoting or modeling use of cloth face coverings.
• Include reminders about face coverings in daily announcements, and other materials. All communication should be in an appropriate format, literacy level, and language. Consider including how to properly use, take off, and wash cloth face coverings in back-to-school communications educational materials.

References:

Other CNCC Plans

1. CNCC Spring 2021 Open Campus Safety Plans
2. CNCC Spring 2021 Open Campus Safety FAQ
3. CNCC Spring 2021 Athletics Safety Plan
4. CNCC Spring 2021 Food Services Safety Plan
5. CNCC Spring 2021 Rangely Housing Safety Plan
6. CNCC Spring 2021 Craig Housing Safety Plan
7. CNCC Spring 2021 Facilities Cleaning and Safety Plan
8. CNCC Spring 2021 Offices & Employee Safety Plan