

COVID-19 SAFETY PROCEDURE MANUAL



Fall 2022

INTRODUCTION

Seminole State College wishes to thank all of our staff, faculty, and students for their patience and perseverance through this rough time. Though COVID-19 has brought many challenges our way in the past year, we can see a light at the end of the tunnel. The new vaccination efforts have greatly reduced the number of COVID-19 cases in and around campus. We want to thank everyone on campus for doing their part to provide a clean and safe work and learning environment for our students, employees, and visitors.

Below you will find updated guidelines and procedures for general health and safety, sanitation, reporting a positive case and many other resources that we feel are valuable to our campus community. The main changes include lifting of the mask mandate, but we still highly encourage everyone to wear masks whenever feasible. Please take a minute to review the following information and do your part to help keep yourself and others on campus safe.



GENERAL SAFETY PRACTICES

Face Coverings

- Masks are not mandatory but are highly encouraged for all students and employees.
- Please respect the wishes of others. If you are entering a room, office, or lecture hall or you are near others, please wear a mask if they ask you to do so.
- Situations where masks are especially recommended:
 - Certain teaching labs where masks were required even before the pandemic.
 - Meetings in small rooms where social distancing is not possible.
 - Situations where a person is handling or serving food.

Refer to the more specific information for each department outlined later in this document.

- Signage will be posted to encourage all individuals to wear masks whenever possible.
- Should there be a situation where masks are required, students who may have a documented medical disability that prohibits them from wearing masks must make arrangements for an exception with Seminole State ADA Specialist Carmen Hutchins. She may be contacted at c.hutchins@sscok.edu or 405-382-9719.

Physical Distancing

- Practice physical distancing of at least 3 feet when possible.
- Respect others' wishes if they ask you to stay distanced.

Personal Hygiene

- Practice proper hand sanitation and utilize personal protective equipment (PPE).
- Wash hands frequently, for at least 20 seconds, and use hand sanitizer as often as possible.
- Cleaning supplies are available for sanitation of desks/workstations in offices and classrooms.
- SSC will continue to provide PPE. However, college employees should continue to use the Asset Essentials (School Dude) work order system to request cleaning supplies and additional PPE.

Monitor Your Health

- Self-check your temperature daily. If you have a fever (a temperature above 100.4 degrees Fahrenheit) do not come to campus and contact your primary health care provider.
- Stay aware of any potential COVID-19 symptoms, such as shortness of breath, persistent cough, muscle aches, chills, headaches, diarrhea, vomiting or loss of taste/smell.
- If you have symptoms, do not come to campus. Contact your primary health care provider, get tested as soon as possible and fill out the COVID-19 Report Form: <http://www.sscok.edu/covid19/Covidform.html>

- If you are determined to be a first-degree close contact and you are NOT fully vaccinated, please fill out the COVID-19 Report Form found on the SSC Homepage and follow Local Health Department guidelines. <http://www.sscok.edu/covid19/Covidform.html>
- First-degree close contact is considered only if you are not fully vaccinated and were within six feet of someone who tested positive for an additive 15 minutes or more within a 24-hour period.
- Positive tests and anyone isolating or quarantining should fill out the COVID Report Form as soon as possible. This can be found at <http://www.sscok.edu/covid19/Covidform.html>
- For more specific instructions see the section labeled “COVID-19 – Symptoms and Campus Procedures.”

FALL 2022 INSTRUCTION

While inside a classroom, all students, faculty, and staff are required to treat others with respect and be respectful of others’ space. It is better to err on the side of caution and safety. Due to the return to normal class sizes, we encourage the use of face masks when social distancing cannot be maintained. Hand hygiene will continue to be stressed with stations placed at convenient locations across campus.

Recommendations Before Coming to Class

- One of the things we have learned from COVID is awareness of our own health. If you feel ill, please monitor your symptoms, and take your temperature before coming to campus. Do not come to campus if you have a temperature over 100.4 °F.
- Know your professors’ expectations for communication. Should you need to be absent for any reason including COVID-19 exposure, contact your professors immediately using the appropriate method.

Arriving to Class

- Students and faculty are encouraged to wear masks especially during class.
- Students and faculty should use hand sanitizer provided throughout campus buildings.
- Faculty are encouraged to disinfect the lectern/podium and any equipment or tools used, including computer surfaces and markers. Students and faculty are encouraged to disinfect desktops with provided cleaners before using.

During Class

- The professors may encourage students to wear masks.
- In labs or clinical instruction where masks were required before the pandemic, the proper PPE (including masks) will still be required for student and instructor safety.
- Avoid touching your face when possible.
- Sanitize or wash your hands every time you touch your face or mask.

Leaving Class

- It is recommended that faculty and students use hand sanitizer after exiting each classroom. Hand sanitizer dispensers are conveniently located in each classroom and throughout the buildings.

Computer Labs and On-Campus Wi-Fi Access

- SSC computer labs in classroom buildings and in the library will remain open so students can access core services. Students may be required to clean the area before using the equipment. Students will be required to check in and check out on a sign-in sheet. Computer labs are available during SSC regular business hours.
- Wi-Fi signal has been boosted throughout campus. If any student needs internet access but would like to stay physically distanced, they may use the campus Wi-Fi in their cars in the parking lot between the E.T. Dunlap Student Union and the Walkingstick Student Services Center.
- Laptop loan program is available for students through the Campus Library.

CAMPUS GUIDELINES

In order to maintain proper space usage inside buildings in accordance with physical distancing, the following guidelines should be followed for all gatherings on campus.

Student Residents

- Students living in student housing will move in and move out in staggered shifts.
- Move-in is coordinated by Sports Teams and President's Leadership Class members and staggered over several days to help avoid the congregation of large groups of people.
- Masks are encouraged for non-vaccinated students.
- Social distancing is always encouraged in residence halls.

Residence Hall Quarantine

- Follow all Campus Quarantine/Isolation procedures on page 8 of this document.
- Quarantine rules and guidelines will be provided to all student residents at move-in. Those not following these guidelines may face disciplinary actions.
- All students living in the Residence Halls should inform the Residential Life Coordinator (Melinda Sims) immediately if they need to quarantine or isolate.
- Students cannot move rooms without permission.
- Quarantine rooms must be kept clean and students must care for the room as they would their own.

Athletic Events

- Teams will follow NJCAA Region 2 recommendations and guidelines depending on the sport and crowd size to optimize safety as well as participation.

Event Dining

- By contract, the college's dining partner, Great Western Dining, should be used whenever possible. They have the capacity to follow stringent food preparation and serving requirements in addition to the appropriate liability coverage.
- Dining hall tables and chairs have been returned but physical distancing is still recommended while dining if possible.

COVID-19 – SYMPTOMS & CAMPUS PROCEDURES

These procedures have not changed but are reorganized to be clearer. Guidelines from the Centers for Disease Control and Local Health Departments may change during the school year. Campus will follow any updated guidelines regarding Quarantine and Isolation.

COVID-19 Symptoms

There are a wide range of symptoms associated with COVID-19 – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Someone with COVID-19 may experience the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Definitions

First-Degree Close Contact: Anyone within six feet of a person who tested positive for COVID-19 for an additive 15 minutes or more within a 24-hour period. If you were in an environment with recirculated air like a transportation vehicle you may also be considered a close contact.

Isolation: staying away from others when you are sick or when you have COVID-19, even if you don't have symptoms.

Quarantine: staying away from others when you have been in close contact with someone who has COVID-19.

HD = Health Department

CDC = Centers for Disease Control

If you fall into any of these 3 categories follow Steps 1 – 5:

- You have symptoms of COVID-19.
- You are determined to be a First-Degree Close Contact.
- You test positive for COVID-19.

Step 1: Isolate or Quarantine according to current CDC and local HD guidelines.

- Use the CDC Quarantine and Isolation (Q/I) Calculator found here:
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#>

Step 2: Immediately seek medical care from your Healthcare provider or your local Health Department.

- There are antiviral treatments you can take but they work best if taken within 72 hours of your first initial symptoms and may be prescribed by your doctor.

Step 3: Fill out the COVID-19 Report Form on the SSCOK website:

- <http://www.sscok.edu/covid19/Covidform.html>

Step 4:

Employees: notify your direct supervisor immediately (this includes all student workers).

- You may be able to telework from home or have other options.

Students: notify your professors that you are on Quarantine or Isolation.

- Develop a plan with them to stay caught up with course material and assignments.
- Residence Hall Students: should also notify their residence hall staff by phone or email.

Step 5: To return to campus you must meet CDC and HD guidelines for ending isolation or quarantine.

- These guidelines can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
- Also, please notify the Campus COVID-19 Officer that you are returning. Any documentation needed to return to campus should be provided to the SSC COVID-19 Officer Dr. Deanna Miles by email or by fax.

Dr. Deanna Miles

d.miles@sscok.edu

fax to (405)-382-9524

Campus Services

- Campus offices should continue protocols of physical distancing of at least 3 feet between workspaces as feasible.

Faculty, Staff and Student Travel

Travel should be done in accordance with local guidelines and state guidelines.

Before traveling here are some factors you should consider:

- Your vaccination status
- Expected amount of exposure to other people
- Number of positive COVID-19 cases in the area of the destination.
- Social distancing allowed by your transportation options.

Arrival of Students, Faculty and Staff from International Destinations

- All new students arriving for the first time in Oklahoma directly from an international destination should follow current Centers for Disease Control and Prevention guidelines depending on where they were traveling from (www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html).
- International students should direct questions/concerns about the arrival process to the Registrar's office s.morris@sscok.edu or 405-382-9501.
- Call the SSC Police Department at 405-380-8989 after regular office hours or on weekends.

CLEANING AND SANITIZATION EFFORTS

The Maintenance and Custodial Services team is helping to protect the SSC community by keeping our facilities clean and safe.

- Divisional Office Managers and Staff may submit maintenance tickets for sanitation station refills.
- Solution bottles filled with Neutracide 64 (which kills 99.999% of all viruses) are conveniently located throughout each building. Any employee who would like a bottle for a certain area may request one through Asset Essentials – maintenance work order software which is located on MYSSCOK.
- Protective Plexiglas shields are installed in various areas of campus.
- Hand sanitizing stations are available across campus.
- Disinfectant misters have been purchased to clean more square footage.

WORKPLACE ACCOMMODATIONS

The Human Resources team is continually monitoring federal and state regulations related to COVID-19 and employee rights. If you have any questions related to leave, please contact Human Resources at ext. 204.

- Employees may request reasonable accommodations under the American with Disabilities Act (ADA) Act by following the Seminole State College Reasonable Accommodation Employee Procedure For additional information related to reasonable accommodation procedure please visit this link:
- <https://www.sscok.edu/HR/PDFs-Forms/ADA%20Reasonable%20Accommodation%20Employee%20Procedure.pdf>