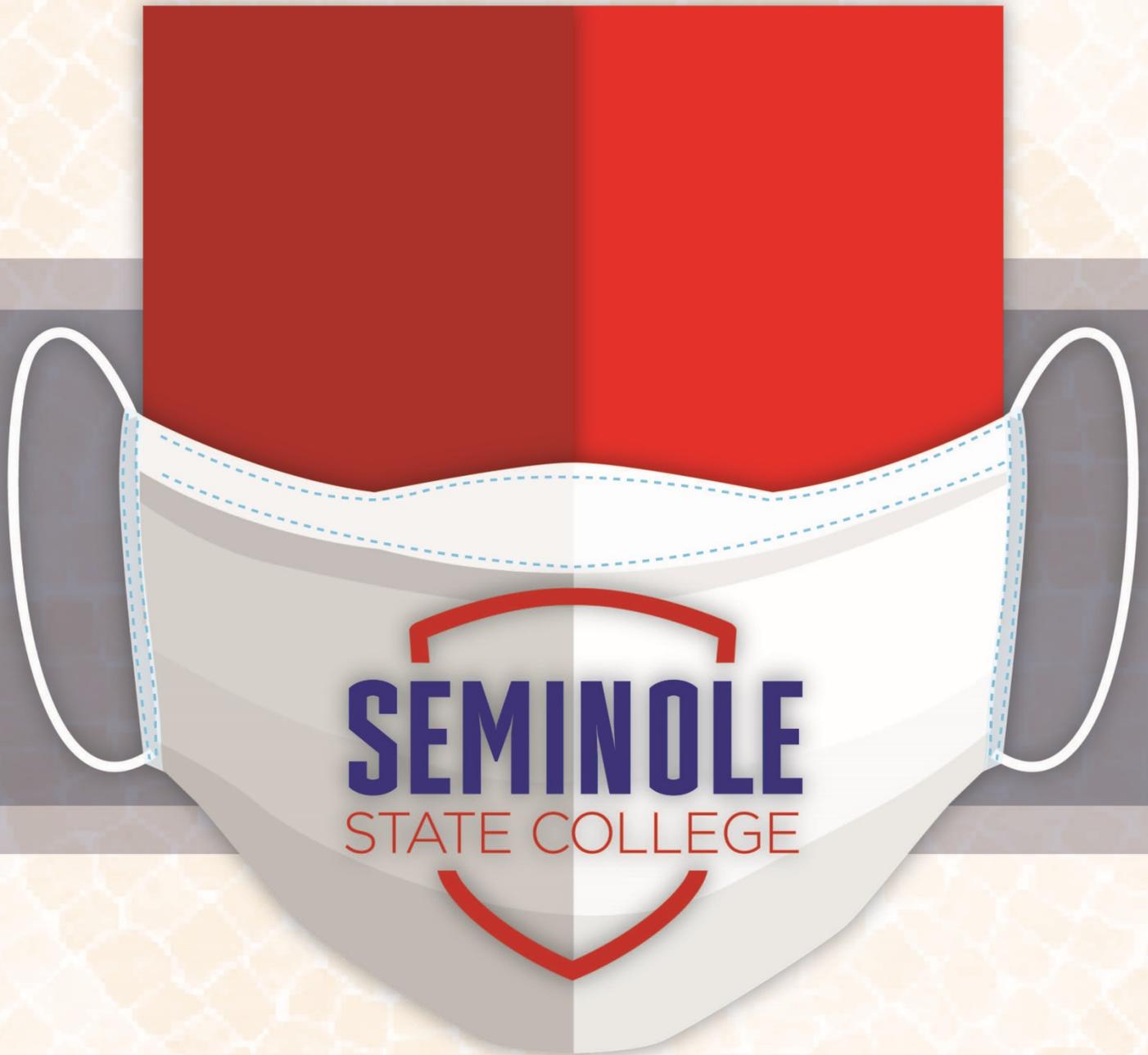


COVID-19 SAFETY PROCEDURE MANUAL



FALL 2020

INTRODUCTION

Seminole State College is excited to welcome students back on campus this semester. Though COVID-19 has brought many challenges our way in recent months, we remain optimistic for a successful fall semester.

We have been working to provide a clean and safe work and learning environment for our students, employees and visitors. Below you will find 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.

Please take a minute to review the following information and do your part to help keep yourself and others on campus safe.

Best wishes for a safe and successful year!



GENERAL SAFETY PRACTICES

Face Coverings

- For the protection of yourself and others, face masks are required for employees, students, and visitors when on campus.
- Accepted face coverings include masks – either cloth, disposable or surgical and approved shields. The covering should cover the nose and mouth.
- Face coverings are required at all times, unless you are working or walking alone.
- Students, faculty and staff will receive a SSC-branded cloth mask at the beginning of the semester
- Disposable masks are available at a centralized location in each building to those that forget to wear a mask.
- Signage will be posted to inform and remind all individuals (students, employees and visitors) arriving on campus of SSC's mask requirements.
- Students who may have a documented medical disability that prohibits them from wearing a mask must schedule an intake 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 6 feet when possible, both inside buildings and outdoors.
- Informational signage and stickers may be posted around campus, encouraging one-way or divided hallways and sidewalks as applicable.
- When possible, meetings and services are encouraged to be conducted virtually.
- In an effort to promote safe physical distancing, furniture may be rearranged or removed from rooms.

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.
- Wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Cleaning supplies will be provided for this task.
- 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 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 and get tested as soon as possible.
- If you have been in first-degree contact with anyone awaiting COVID-19 test results, please **stay home for 14 days starting from your last contact with a positive person**. First-degree contact is considered only if you were within six feet of someone who tested positive for 15 minutes or more. *(Updated 10-5-20)*
- Positive tests should be reported as soon as possible. This can be reported at <http://www.sscok.edu/covid19/Covidform.html>

FALL 2020 INSTRUCTION

While inside a classroom, all students, faculty and staff are required to adhere to the following guidelines. To help enforce these guidelines, consistent signage will be posted in classrooms across campus that promote physical distancing, face masks and hand hygiene.

Arriving to Class

- Faculty should arrive early to assist with and ensure guidelines are followed.
- Students and faculty should minimize what they bring to class, only bringing what is needed.
- Students and faculty should use hand sanitizer provided throughout campus buildings.
- Faculty should disinfect the lectern/podium and any equipment or tools used, including computer surfaces and markers. Students and faculty should disinfect desktops with provided cleaners before using.

During Class

- To maintain physical distancing within the classroom, seating will be arranged to allow for six feet between each individual.
 - Seating and equipment not being used may be marked.
 - Faculty and students should not alter the furniture arrangement during class.
- All students, faculty and staff are required to wear masks.
 - If a student arrives without a mask on, faculty should first ask the student to put on their mask. If they do not have a mask, they will be sent to get one.
 - Those wearing face shields should also wear a mask if feasible.
 - Avoid touching your face when possible.
 - Faculty should set the tone positively and “coach” students to meet this requirement or take a virtual/alternative mode of delivery.

- If a student persists in not complying, faculty should follow the recommended steps provided by Student Affairs.
- At the start of the semester, faculty will need to create a seating chart and track attendance each class session in order to facilitate contact tracing should it be needed. The seating chart can be created based on where students sit on the first day of class, instructor assignment, or a suitable method.
- During class, faculty should:
 - Provide materials digitally, when possible, including syllabi;
 - Minimize hard copies/materials that are distributed, used and collected; and,
 - Practice good hand hygiene after picking up papers as necessary.
 - During lab and group activities, students and faculty should:
 - Wear gloves if accepting paperwork;
 - Limit or avoid the sharing of items; and,
 - Maintain physical distance as much as possible.
 - Faculty and students should be cautious about sharing personal issues and information, as those participating remotely may be able to hear conversations.
 - Faculty should inform students that all conversations that include personal information should be conducted via office hours and not in the classroom environment.
 - Faculty will be on campus for office hours, but may conduct meetings virtually, or by using PPE and physical distancing, if a face-to-face meeting is needed.

Leaving Class

- Consider the volume of traffic at the end of class and consider staggering the exit of students relative to nearby classes.
- In classrooms with two doors, students and faculty should use only one door as an exit.
- Exit the classroom, or the building, when applicable, promptly when class has ended.
- Use hand sanitizer after exiting each classroom. Hand sanitizer dispensers are conveniently located in each classroom and throughout the buildings.

Computer Labs

SSC computer labs in classroom buildings and in the library will remain open so students can access core services. Capacity will be limited to half the number of seats provided in the lab. Students will be required to socially distance in the labs, clean the area before using the equipment, and wear masks. Students will be required to check in and check out. Labs are available during SSC regular business hours.

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.

Meetings, Activities & Events

- Virtual meetings and events will be encouraged.
- For those requesting in-person meetings, work with campus event staff to determine the maximum number of attendees in each space to maintain at least 6 feet of physical distance if possible. Campus event staff will arrange the room appropriately for distancing.
- All participants at any campus event, indoor or outdoor, will be required to wear face coverings (cloth or disposable/surgical). Face coverings can be removed when eating.
- For all events, signs should be posted alerting participants about the requirements to wear face coverings and maintain physical distancing, and to not move the furniture. Language will be added to the campus event agreement with an acknowledgement of this requirement.
- Use of multiple rooms is preferred to a single gathering of large numbers in the Utterback Ballroom.
- Preference will be given to room reservations submitted one month in advance, to allow for adequate time to develop spacing plans and coordinate with other events on campus.
- Buffet-style, self-served meals will not be allowed. Only served or individual, prepackaged meals will be allowed.
- All SSC-affiliated events will track attendance if possible.
- For groups of 10 or more:
 - Use seating charts, or note where participants sat in the room.
 - Gather contact information of participants for any necessary contact tracing.
 - Events open to the public will be required to limit attendance and account for appropriate physical distancing. Personal contact information will be collected to assist with contact tracing, should it be necessary.

Student Residents

- Students living in student housing will move in and move out in staggered shifts.
- One person can accompany students into the residence hall and will have 30 minutes to move their property in.
- Temperature checks and pre-move-in screening will be asked of all parties.
- All student residents will need to follow the campus mask requirement and wear their masks at all time unless in their rooms.
- Social distancing is encouraged at all times in residence halls.

Athletic Events

- Athletics will follow NJCAA guidance.
- All NJCAA fall sports or official competitions, with the exception of Men's and Women's golf, have been moved to the spring semester with reduced number of competitions.
- Virtual team meetings will be held when possible.
- Unnecessary contact at practice/competition will be discouraged.
- Coaching staff and student-athletes will be required to have their own water bottles.
- Screening questions and temperatures will be taken daily before practice.
- Before team travel, pre-boarding screening and temperature will be taken. Those with a temperature of 100.4 or more will not be allowed to travel.
- Dugout/bench/sideline spacing will be required.
- Teams will immediately exit the venue after practices so game management can begin the disinfection process.
- International student-athletes will quarantine in a residence hall room for 14 days prior to contact with others.
- When possible, games and matches will be livestreamed.
- Athletics teams may meet and practice in person but only if they follow physical distancing and face covering as applicable.

Student Union Dining

- Chairs have been removed to encourage social distancing.
- Student-athletes will have a predetermined time they can eat certain meals to encourage social distancing.
- All food will be served by Great Western Dining. No self-serve options will be available.
- At the present time, all food will be served in to-go containers.

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 removed to promote recommended physical distancing guidelines at tables.
- Visitors to dining facilities will be required to wear a mask until they are seated and eating.

Other Campus Event Considerations

- Request that all student organizations meet virtually, if practicable. If not practicable, follow guidelines for physical distancing, PPE, etc.
- Meeting or holding events outdoors is preferable to indoors.
- If an event is held off campus by an SSC department, office or organization, the college's guidelines should be followed, particularly those related to wearing masks, physical distancing and food service. Holding an event off campus is not a way to avoid following college guidelines.
- Shared "pot luck" style meals are not currently allowed on campus for students, employees or guests.

COVID-19 - SYMPTOMS & CAMPUS PROCEDURES

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

Experiencing COVID-19 Symptoms

- If you are experiencing signs of any COVID-19 symptoms:
- Stay home, except to get medical care/testing per your doctor's advice.
- If you are a SSC employee, notify your SSC supervisor. You may be able to telework from home or have other options.
- If you are a student living on campus, notify your residence hall staff.
- Your doctor or testing site will ask you screening questions to help determine if testing is needed. If testing is not recommended, follow your doctor's guidance.
- If testing is recommended, your doctor can recommend a testing site, or you can find one via the Oklahoma Health Department website <https://www.ok.gov/health/>.
- Depending on the testing source it may take days to get results. Plan to be isolated at home until you get the results.

Testing Positive

- If test results are positive, treat your symptoms according to your doctor's advice while staying isolated from others at home, unless directed to go to a medical facility. Follow the college protocol for those who test positive by utilizing the SSC COVID-19 report located at <http://www.sscok.edu/covid19/Covidform.html>
- All positive cases should be reported immediately – by both students and employees.
- If you are an employee, please notify your supervisor immediately.
- Students should email their instructors immediately.
- Do not return to campus until you have a negative test report, or a release from your health care provider and all symptoms, as applicable, have subsided.
- Documentation will need to be provided to the SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu.
- For more information about COVID-19 or its symptoms, visit www.cdc.gov/coronavirus.

First Degree Notification and Clearance (Added 8-25-20)

If a student or employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19, has been advised by a health care provider to self-quarantine related to COVID-19; or is experiencing COVID-19 symptoms and is seeking a medical diagnosis, he/she should:

- Follow college protocol and immediately complete the appropriate reporting form located on the college website at www.sscok.edu
- Notify your supervisor immediately if you are employed at the College
- Email your instructors immediately if you are a student
- Quarantine for 14 days starting from the last contact with a positive person – even if you test negative. Do not return to campus until you obtain documentation from a medical provider stating your name and the date you can return to campus. (Updated 10-5-20)
- Provide documentation to the SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu for clearance to return to campus
- Students will not be allowed to attend face-to-face classes until clearance is granted by Dr. Miles.

ADDITIONAL GUIDANCE

Stay Informed

- Updated information about procedures, guidelines and announcements can be found on the SSC website <http://www.sscok.edu/covid19/covid.html> and on the Brightspace homepage for students, and through digital and paper signage and stickers in locations across campus.
- Students, faculty and staff should check their SSC email regularly for any important messaging and updates.

- Please note that according to the Oklahoma Department of Health, first-degree contact is considered only if you were within six feet of someone who tested positive for 15 minutes or more.
- A county health department official will contact you if you were in contact with a positive case. This is done in accordance with contact tracing protocol. If you have not heard from a county official, then you are considered unexposed.

Campus Services

- Campus offices should continue protocols of physical distancing of at least 6 feet between workspaces as feasible.
- Many campus offices will continue to offer services virtually or by appointment when possible to reduce and manage foot traffic.
- Areas with in-person appointments or walk-up foot traffic should have visitors (from on or off campus) sign in with their name, phone number and email address to facilitate contact tracing, if needed.

Faculty, Staff and Student Travel

- The U.S. Department of State issued a Global Level 4 Travel Advisory (<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>) 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.
- Other nonessential travel has been canceled for faculty, staff and students until further notice.
- Personal Travel - follow CDC travel guidance (www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) and utilize the same hygiene tips for dealing with the flu.
- Requests for exceptions to the SSC travel restrictions on nonessential travel may be made through appropriate supervisors to the area Vice Presidents. The Vice President will confer with the President to analyze feasibility and possible health risks on a case-by-case basis. Factors to be considered include: number of people to be travelling; distance of designation from campus; expected amount of exposure to other people; number of positive COVID-19 cases in the area of the destination; and appropriate transportation options. **(Added 8-24-20)**

Arrival of Students, Faculty and Staff from International Destinations

- All new students arriving for the first time in Oklahoma directly from an international destination and anyone who has recently returned from an international trip are required to self-quarantine for 14 days, following current Centers for Disease Control and Prevention guidelines (www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html).
- New and returning students traveling to Oklahoma directly from an international location are recommended to arrive at least two weeks prior to the start of classes on Aug. 17, 2020.

- If a student is required to be quarantined beyond the start of classes, they must contact the instructors for all classes to make arrangement for special accommodation.
- During quarantine, students living on campus will have their meals brought to them.
- If students living on campus are placed in quarantine, they should notify their instructors immediately.
- 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. Our custodial staff and specialized contractors have worked around the clock to disinfect campus buildings and daily cleaning protocols have also been enhanced in response to COVID-19.

- Increased level of disinfecting and deep cleaning, in addition to daily routine cleaning by housekeeping.
- Installation of protective Plexiglas shields (with more to come).
- Campus-wide increase of hand sanitizing stations.
- Deactivation of drinking fountains.
- Removal of tables and chairs in the Student Union to assist with social distancing.
- 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. The Families First Coronavirus Response Act (FFCRA) requires employers to provide their eligible employees with expanded family and medical leave (EFMLA) and paid sick leave (EPSL) effective April 1, 2020 through December 31, 2020. If you have any questions related to the below information, please contact Human Resources at ext. 204.

EFMLA

Provides up to 12 weeks of partially paid coronavirus-related family leave. Eligible employees may take this leave if they are unable to work or temporarily telework due to the need to care for a minor child whose school or daycare is closed due to COVID-19.

EPSL

This new leave provides up to two weeks of paid leave for eligible employees for the following reasons:

- The employee is subject to a government-ordered quarantine or isolation order related to COVID-19
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis
- The employee is caring for an individual who is subject to a government-ordered quarantine or a health care provider's recommendation to self-quarantine
- The employee is caring for a child whose school or place of care has been closed due to COVID-19
- The "employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor."

Additionally, 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>

EMPLOYEE RESOURCES

The Seminole State College OKHEEI Employee Assistance Program (EAP) is a valuable resources full time employees and their eligible family members may contact for a variety of services designed to help you be your best at home and at work. The EAP is a free assessment and counseling service designed to provide you and your family with assistance. With the EAP program, members can contact clinicians 24 hours a day, seven days a week via phone, online, live chat, email, and text.

EAP Services can help with:

- Depression, grief, loss, and emotional well-being
- Family, marital, and other relationship issues
- Life improvement and goal setting
- Addictions such as alcohol and drug abuse
- Stress or anxiety with work or family
- Financial and legal concerns
- Identity theft and fraud resolution
- Online will preparation

Please note your contact and discussions with the EAP representatives are confidential. To learn more about the program or to set up an appointment with an EAP representative, please contact EAP at 1-888-293-6948.

ENFORCEMENT OF GUIDELINES

Employees and students who refuse to comply with the guidelines and policies approved by the SSC Board of Regents are subject to disciplinary action, in accordance with the applicable faculty, staff or student handbook policy. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate college office to request accommodations on the basis of disability (Human Resources for employees - hr@sscok.edu ; ADA Specialist for students - c.hutchins@sscok.edu). Vendors and visitors who refuse to comply are subject to having their access to campus suspended or terminated.

*Approved by SSC Administrative Council
8-10-2020*

*Addendums
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