



COVID-19 Re-entry and Response Plan

Revised August 13, 2020

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TO OUR COMMUNITY

Planning for the start of a new academic year always brings its challenges, though this year is certainly is unique. As we plan for the fall semester, we hope to assure you that the priority in our planning over the past few months has been the health and safety of our students, faculty, and staff. The focus on minimizing the risk of exposure to COVID-19 for all our community members while also creating a safer environment for the return to our facilities and on-campus activities and instruction has been and will continue to be paramount.

The planning process began early this spring with constant refinement. With the help from our Department Chairs and Program Coordinators, the Academic Affairs team was able to make minimal modifications and adjustments to our pre-existing schedule so students had the least amount of impact when returning to campus. Goals throughout the planning process were to allow for technical programs and first year courses to have as much face-to-face instruction as possible and identifying what lecture-based courses made sense to move to either a mixed modality or completely online. Once a draft plan was in place, the WMCC Reopening Task Force reviewed the recommendations and worked with maintenance staff to determine square footage of classrooms and maximum occupancy in lab spaces, among the many other items that needed to be addressed.

There are primarily four different modalities that courses will be offered in the fall semester: face-to-face, remote synchronous, Hyflex, and 100% online. With any course that has face-to-face instruction, it has been recommended to all faculty that a remote opportunity is incorporated from the beginning of the semester to prepare students for an eventual shift to 100% remote instruction should the pandemic force us to do so. Further, options for students to attend courses remotely should they not feel comfortable on campus is highly recommended. It has also been determined that at the Thanksgiving break, all courses will transition to remote instruction for the remainder of the semester.

As each day moves us closer to the start of the fall semester, we will continue to listen to feedback and respond to those needs. The spring 2020 semester forced us into a remote learning environment with little time to plan, and we feel fortunate that we have put many months into the planning process and we will be delivering an exceptional experience to our

students. We will continue to monitor and evaluate our instruction and modalities so we continue to offer high quality instruction and accessibility of higher education to our students.

Sincerely,

The WMCC College Leadership Team

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The WMCC Reopening Task Force

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CREATING A SAFER ENVIRONMENT

The Reopening Task Force and the Leadership Team at White Mountains Community College recognize that there are steps we can take to try to create a safer environment from COVID-19. While there is no guarantee that our buildings are immune from the current health crisis, we believe we have implemented a variety of precautions and requirements to try to mitigate the risk of exposure as best we can. Here is what you can expect when coming to campus:

Health Screening

- All WMCC employees and students are required to complete a daily symptom screening questionnaire prior to entering any campus building
- The document and/or app pre-screens everyone for potential exposure and symptoms of COVID-19
- The employee screening form can be found online, <https://my.ccsnh.edu/ccsnh-covid-19-employee-screening-form> or as a paper document at each of our locations
- Any individual who presents symptoms during the day are asked to leave the premises and not return to campus until 72 hours without symptoms has passed, without use of symptom-altering medications
- When entering any of the campus buildings, students must show the screening staff that they have completed the mobile app and have the “all clear” to enter the building
- Upon entry, all individuals will have their temperature checked for anything higher than 100°F
- Any individual who has a temperature higher than 100°F will be asked to leave the premises and connect with their faculty and the Vice President of Student

Affairs. They are not to return to the building until 72 hours without symptoms has passed

Masks

- Masks MUST be worn in all common areas, including the hallways, Bistro, Library, and other congregate settings and when 6-feet of social distancing cannot be maintained
- Masks or cloth face coverings are always highly encouraged to be worn while on campus
- Masks may be removed in the classroom only if all students and faculty can maintain at least 6 feet of distance from one another
- Clear face shields are not an appropriate face covering and must be worn with a mask



Building Access and Facilities

- There will be two entrances open to faculty, staff, and students on the main campus with a staff screener at each entrance to review the symptom screening app and take temperatures
- There will be one entrance at each of the academic centers for faculty, staff, and students with a staff screener to review the symptom screening app and take temperatures
- Signage has been posted to remind everyone of social distancing, mask wearing, frequent hand washing and sanitizing
- Traffic flow patterns have been posted on the floors of the building to allow for social distancing throughout the building
- Each classroom has been equipped with a sanitation station with sanitizer, disinfectant spray, gloves, and paper towels

- The college has contracted with a cleaning company who will be cleaning the main campus an additional three times a day, assuring that high touch areas are sanitized frequently
- The maintenance staff will do a deep clean each night
- Increased cleaning services have been implemented at each of the academic centers
- Enhanced cleanings of all common areas and classrooms will be performed, including regular disinfecting of frequently touched surfaces (door handles, hard surfaces, tables, chairs, etc.). Disinfecting of all common areas and classrooms will also occur every night by maintenance staff. Additional cleaning supplies will be available for students and instructors to clean learning spaces after use. Hard surfaces such as desktops, tables, etc., in private offices are not cleaned by maintenance staff. Employees should clean and disinfect tabletops, desktops, cabinets, etc., within their own office space. Cleaning supplies will be made available in each office area. Additionally, at the end of the day, employees should place garbage bags outside office doors for collection by the maintenance staff.
- All restrooms will be cleaned and disinfected per CDC guidelines. High touch surfaces will receive additional sanitizing throughout the day. Individuals should use a paper towel to open the door after drying hands and place the towel in a trash receptacle. Individuals are encouraged to sanitize hands after opening the restroom door as an alternative to using paper towels. Hand air dryers will be disconnected and should not be used.
- Drinking fountains at all locations will not be available; however, the water bottle filling capability at these stations will remain available. Individuals are encouraged to fill personal water bottles and/or bring personal beverages.

- HVAC systems will be operated to best provide available ventilation for all areas. Where possible, office doors should remain open to provide additional ventilation as well as reduce the frequency of touches on door handles. Auxiliary fans have been removed from classrooms and common areas to prevent air from being blown directly on individuals. Employees may use fans on low setting if desired.
- How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

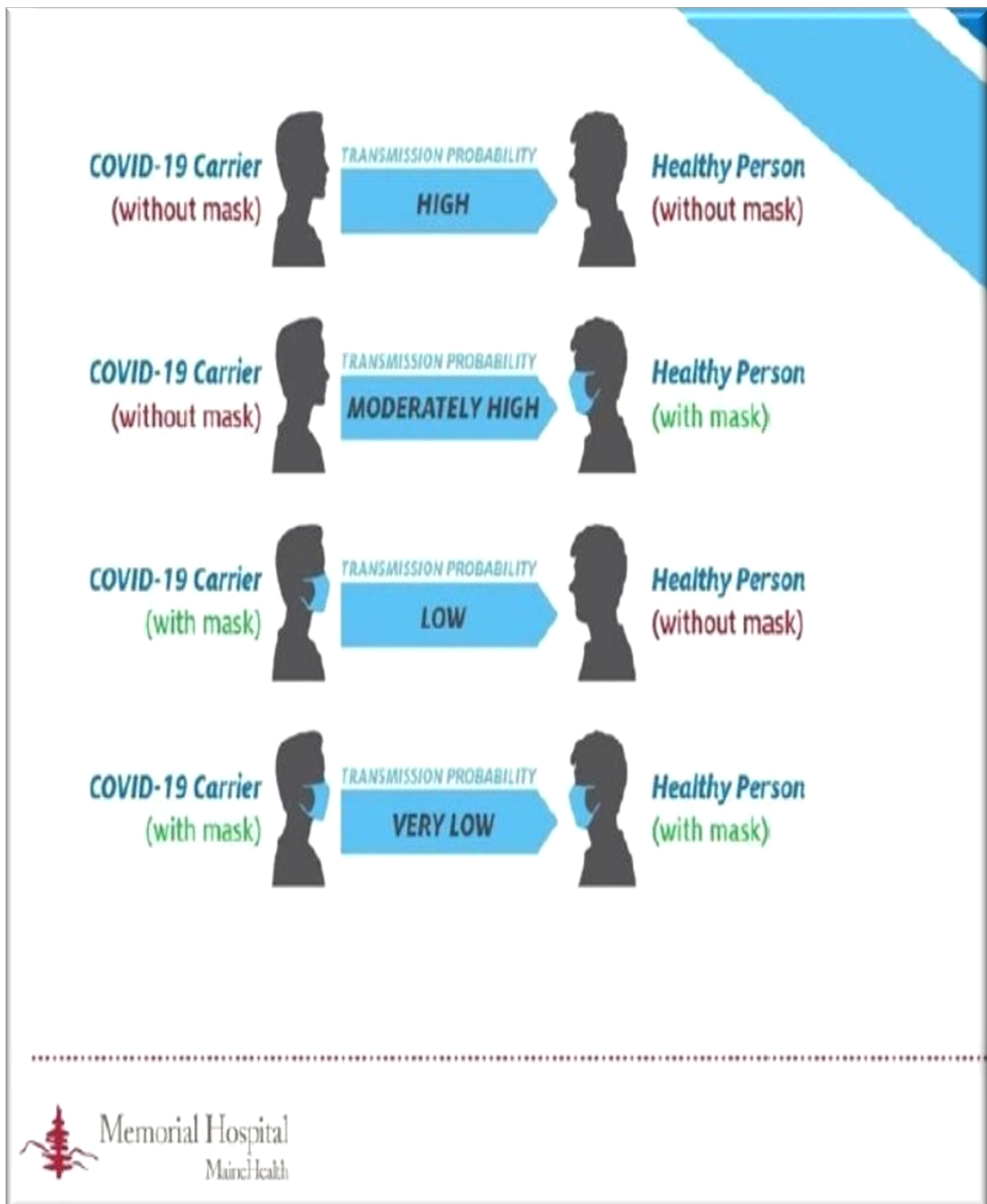
IN THIS TOGETHER

Responsibilities	
<p>Students</p> 	<ul style="list-style-type: none"> • Prepare for the potential shift between face-to-face and remote instruction • Practice hygiene and sanitation protocols • Wear masks/face coverings as required • Adhere to social distance guidelines • Positively support one another in the hallway, classroom, common areas • Assist in the cleaning of classroom desks, chairs, computers, high touch surfaces etc. • Monitor health symptoms and maintain health screening practices • Stay home when sick! • Continue to learn, grow, and complete your credential and do not let COVID stop you!
<p>Faculty</p> 	<ul style="list-style-type: none"> • Prepare for the potential shift between face-to-face and remote instruction throughout the semester • Have plans outlined for students who need to access your face-to-face course remotely if they are symptomatic or cannot attend due to health issues • Practice hygiene and sanitation protocols • Wear masks/face coverings as required • Adhere to social distance guidelines • Positively support one another in the hallway, classroom, common areas • Assist in the cleaning of classroom desks, chairs, computers, high touch surfaces etc. • Monitor health symptoms and maintain health screening practices • Participate in training when provided • Stay home when sick!

Staff

- Practice hygiene and sanitation protocols
- Wear masks/face coverings as required
- Adhere to social distance guidelines
- Positively support one another in the hallway, classroom, common areas
- Assist in the cleaning of classroom desks, chairs, computers, high touch surfaces etc.
- Monitor health symptoms and maintain health screening practices
- Participate in training when provided
- Stay home when sick!

THE WHY OF MASKING



STAFFING AND WORKPLACE POLICIES

WMCC Leadership understands that the Coronavirus has placed several implications on the daily lives of our staff, faculty, and students. The virus has impacted our lives for a variety of reasons, and we understand that the reopening of the college for face-to-face instruction may cause uncertainty and stress when returning to the workplace. We are committed to working with managers and identifying the staffing needs pertinent to each office so we can continue to serve our community, while being cognizant to the individual needs of each one of you.

The Community College System of New Hampshire has been working throughout the summer to determine workplace policies under the COVID environment. The most recent temporary workplace policies that continue to guide our managers in staffing and instructional need can be found here:

<https://my.ccsnh.edu/sites/default/files/content/hr/CCSNH%20Coronavirus%20Workplace%20Policies%20%5BDLA%207-2020%5D.pdf>

Travel

Employees should avoid carpooling with other employees or with those outside of their immediate household in college or personal vehicles. All college owned vehicles will be disinfected after each use.

Employees with plans to travel to any state outside of New England or to any country with widespread ongoing transmission of COVID-19 (Level 3 Travel Health Notice), must notify the Human Resources Office. Depending on location of travel, self-quarantine may be required prior to returning to work. Please also notify the Human Resources Office if household members are traveling to these areas, or guests are visiting from these areas.

BUILDING AND OFFICE HOURS

Below is a list of offices and academic centers and the scheduled hours of operation and staff presence. This schedule is subject to change as we continue to monitor the COVID-19 situation.

Office of Academic Affairs

Office Hours

- Monday - Thursday: 8:00-4:30
- Fridays by appointment

Registrar - Laura Provost

- Monday - Thursday: 8:00-4:30
- Friday - remote work or by appointment only at the college

Coordinator of Educational Partnerships - Chrissy Grant cgrant@ccsnh.edu

- Monday - Friday: Remote or by appointment at the college

Fortier Library Hours:

Monday - Thursday: 8:00 - 6:00

Friday - remote assistance: 8:00-4:00

Office of Student Affairs

Office Hours

- Monday - Thursday: 8:00 - 6:00
- Friday: 8:00-4:00

Admissions

- Monday - Thursday: 8:00 - 6:00
- Friday: 8:00-4:00

Welcome Center

- Monday - Thursday: 8:00 - 6:00
- Friday: 8:00-4:00

Book Store

- Monday - Friday: 8:00-2:00
- Curbside Pickup Available by appointment. Call 603-752-1060 to make arrangements.

Academic Success Center

- Monday: 8:00-4:30
- Tuesday - Thursday: 10:00 - 6:00
- Friday: 8:00-4:00

College Counseling

- Monday - Thursday: 9:00 - 3:00 or by appointment

Coordinator of Accessibility Services

- Monday - Thursday: 9:00 - 3:00 or by appointment

Academic Advising

- Monday - Friday: 8:00-4:30

Student Financial Services

Business Office

- 9:30-4:00

Financial Aid

- By appointment: Angela Labonte alabonte@ccsnh.edu

Bursar

- By appointment: Jessica Hill jhill@ccsnh.edu

Bistro

Hours of Operation

- Monday - Friday: 7:30 - 1:00
- Lunch begins at 11:30

Littleton Academic Center

Hours of Operation:

- Monday - Thursday: 8:00-7:30
- Friday: 8:00 - 1:00

North Conway Academic Center

Hours of Operation:

- Monday - Thursday: 8:30 - 6:00
- Friday: Closed

Workforce Development

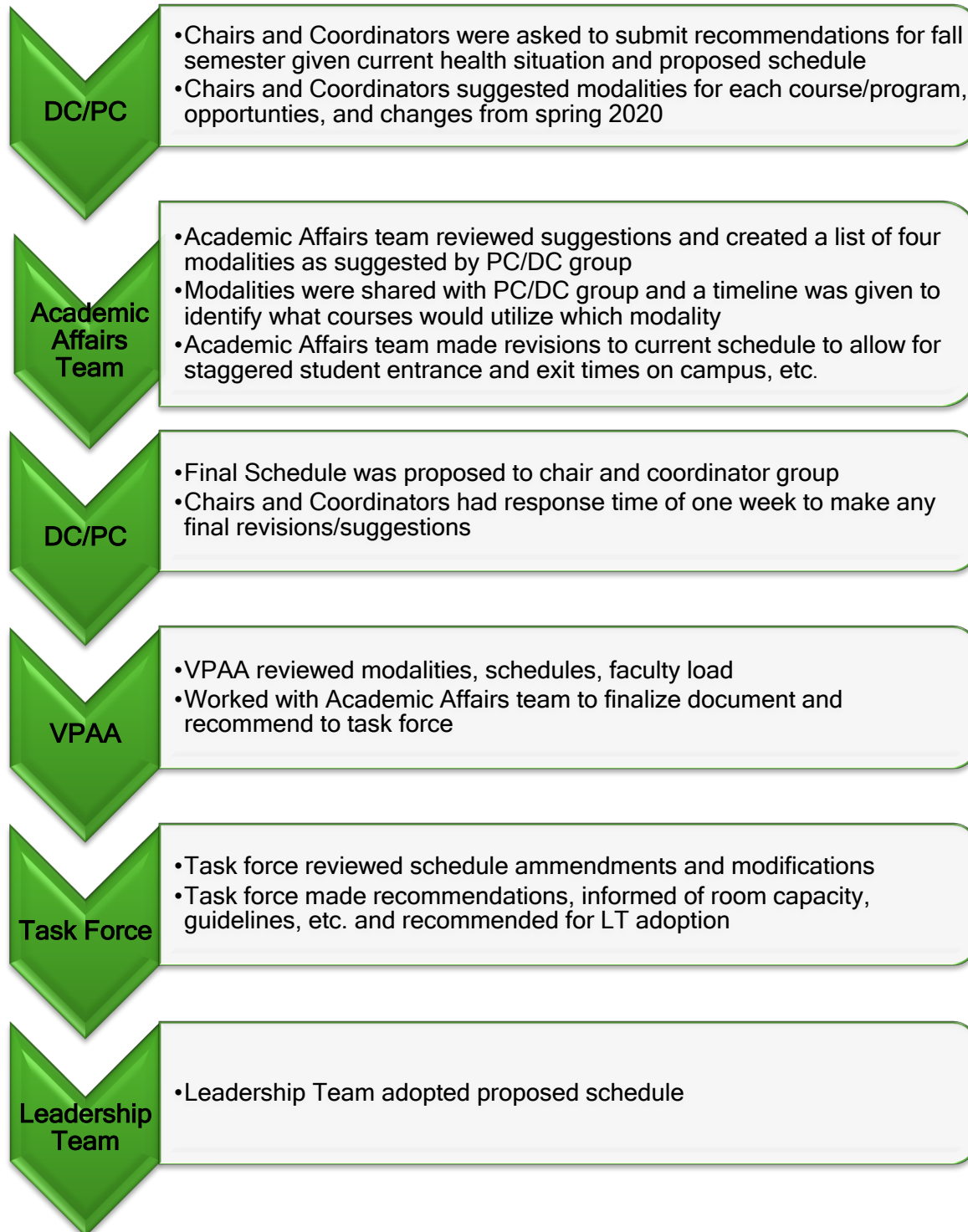
Tamara Roberge: 8:00 - 4:30 available remotely troberge@ccsnh.edu

By appointment on campus

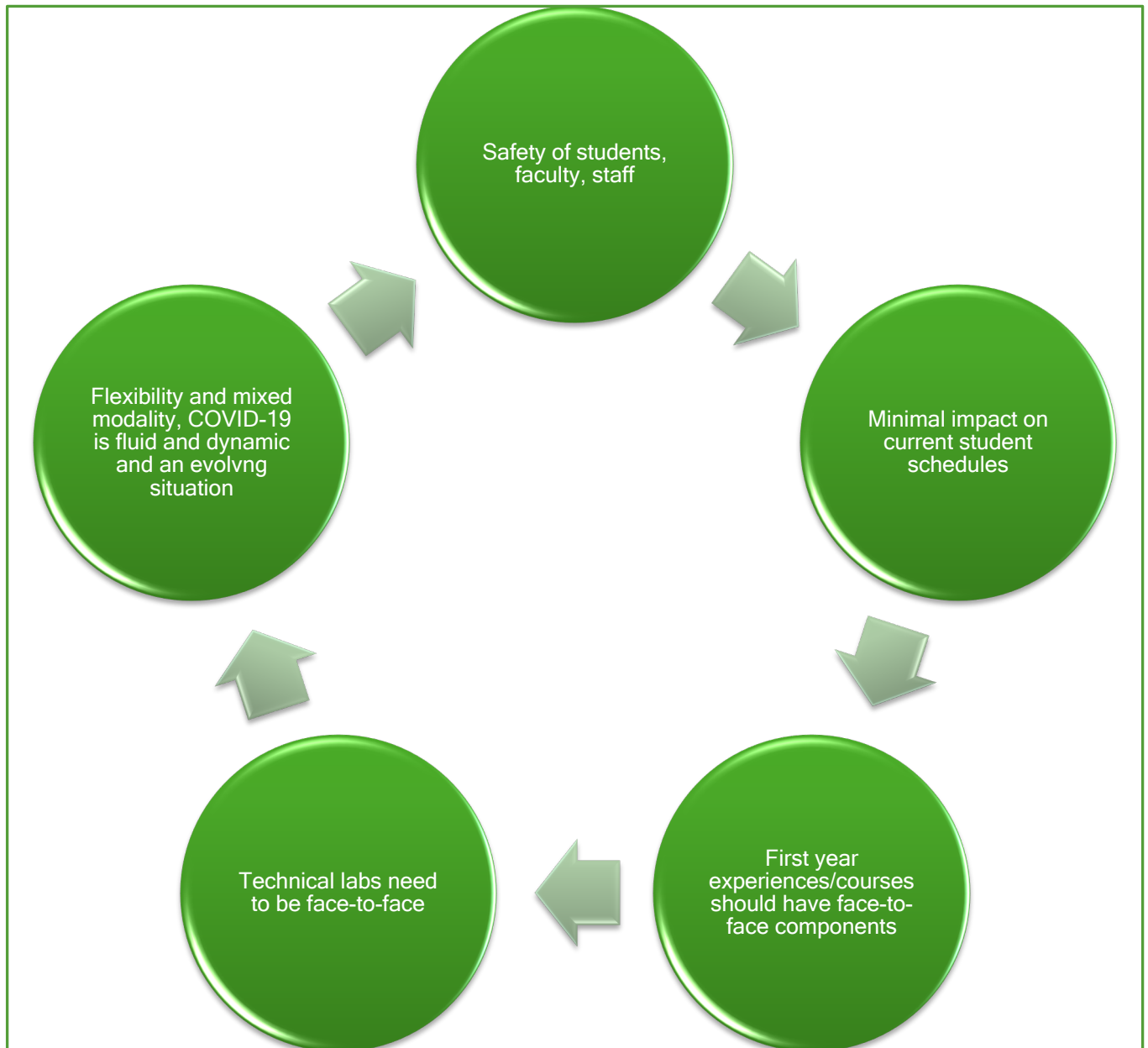
Fitness Center

Use of the fitness center will be limited to two people at a time. You may reserve your time at the sign-up form located outside of the fitness center. Prior to first use, please complete the Fitness Center Waiver form, which may be obtained in the Welcome Center. Physical distancing is required. It is required that equipment be disinfected after use, and disinfection prior to use is also encouraged. Cleaning supplies are available in the center.

THE ACADEMIC PLANNING PROCESS



GUIDING PRINCIPLES



GUIDING RESOURCES

The WMCC Reopening Task Force and Leadership Team have been utilizing the following guidance and documents while planning for the re-entry of students and response to instruction during the COVID-19 Pandemic:

- **New Hampshire Safer at Home Universal Guidelines**
<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>
- **New Hampshire Department of Health and Human Services**
<https://www.nh.gov/covid19/>
- **CDC Considerations for schools**
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **The Governor's Guidance for School Reopening**
<https://drive.google.com/file/d/13t87VET63RoEt215FEsLnWcPwzeqLqo4/view>

Additional Resources:

- **CDC - Cleaning & Disinfecting Your Facility**
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **CDC - Considerations for Institutions of Higher Education**
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#principles>
- **CDC - Hand Washing & Use of Hand Sanitizer**
<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

- **CDC - Social Distancing**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- **CDC - Symptoms of COVID-19**
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **CDC - Travel**
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/>
- **CDC - Use of Cloth Face Coverings**
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- **CDC - What to Do if You Are Sick or Caring for Someone**
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- **NH Safer at Home Universal Guidelines - COVID-19 Reopening Guidance**
<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-universal.pdf>




COURSE SCHEDULE AND MODALITIES

Several scheduling scenarios were discussed when strategizing the return to campus for the fall semester, including the opportunity to be face-to-face, remote, and online. It was clear that the chairs and coordinators felt there were certain aspects of instruction, especially in the technical and first year experience courses, that could not be replicated in a remote or online environment. Rather than determine a one size fits all model, the team in Academic Affairs allowed for flexibility within each course, program, and department to best suit each industry standard and expectation. Once courses that must remain on campus for all or partial instruction were identified, the team worked to determine if class start or end times needed to be adjusted to minimize large groups of students on campus. The following matters were taken into consideration:

- *Safety of students, faculty, staff*
- *COVID-19 is dynamic and constantly evolving*
- *Plans need to be adaptable and focused on reducing risk*
- *Schedule changes need to have least possible impact to currently registered students*
- *Highly technical programs must have face-to-face component if not all face-to-face labs*
- *First year experience courses must have face-to-face component if not all face-to-face*
- *All face-to-face courses/components must have remote option for students who cannot attend*
- *All face-to-face courses/components must have remote option for students to understand, learn, and get used to learning remotely*
- *After Thanksgiving break, all courses will be 100% remote*

Course Modalities

To provide a variety of options for learners, four different modalities were provided for chairs and coordinators to apply towards their courses and programs. Each course is coded as one of four different modalities as described in the infographic below:







White Mountains
Community College




WELCOME BACK
TO CAMPUS!


White Mountains Community College
Fall 2020 Course Modalities

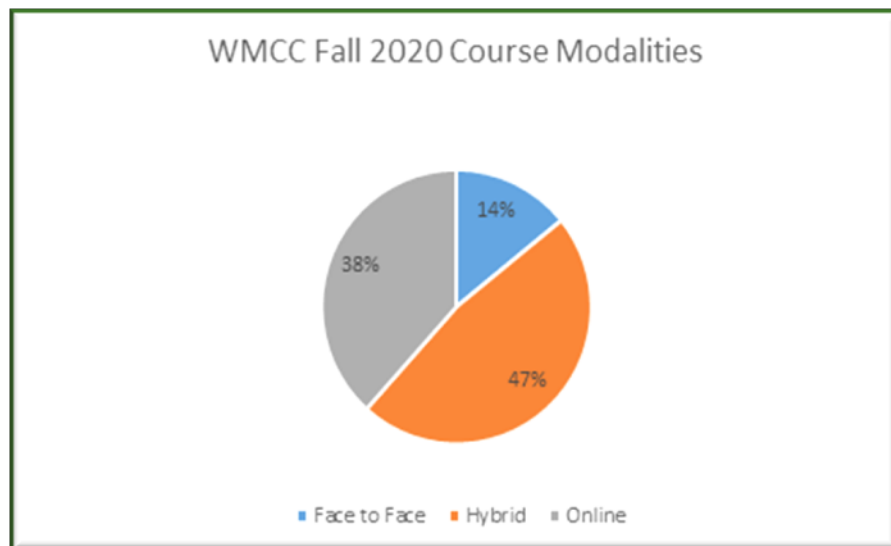
We look forward to welcoming you all back to campus for the Fall 2020 semester!

We understand that remote learning is not ideal and does not work for all learning styles. While there will be an element of remote learning for all modalities, and a strong likelihood that all classes will become remote at some point during the semester, the following course modalities will be listed on the schedule and is what you can expect to encounter when you return to campus in August.

	Face to Face/Hybrid:	Courses identified as a face to face/hybrid course are a combination of both on campus and online learning.
	Remote/Synchronous:	Conducted fully online and remotely, students will meet at the same time and day listed on the schedule via Canvas, Zoom, and other platforms.
	Hyflex Learning Plan:	Students will register for a hyflex course but will have the option to attend face to face, remotely, or asynchronously online on any given week.
	Online/Asynchronous:	Completely online to allow students to learn at their own pace and schedule while following set deadlines and requirements for the course.

BERLIN  LITTLETON  NORTH CONWAY  ONLINE

www.wmcc.edu  [603-342-3000](tel:603-342-3000)



CLASSROOM SAFETY PROTOCOLS

The safety and well-being of faculty, staff, and students is of the utmost importance to us. Many precautions, guidelines, and restrictions have been implemented to keep our classroom spaces clean and safe for instruction. Below is an overview of the indoor classroom safety protocols that will be in place during the Fall 2020 semester:

- If faculty and students cannot maintain a 6-foot distance from each other, masks will be required. Some programs may require masks to be worn throughout the class as it is an industry requirement
- Students and employees are encouraged to supply their own face coverings/masks. If this is a hardship, WMCC can provide PPE
- Classrooms will be utilized at limited capacity. All desks, chairs, and workstations have been distanced at 6 feet from one another
- Faculty are highly encouraged to utilize assigned seating in their classrooms and to use those assigned seats for the duration of the semester. This is to assist with contact tracing and to limit the number of people students come in close contact with
- Working groups can continue in those classes that require such activities, though groups/pairs should remain consistent throughout the semester and face coverings must be used when working near one another
- All classrooms will be supplied with a sanitization station equipped with sanitizer, spray and wipes for chairs and tables and hand sanitizer as students and faculty are expected to use this before and after every class and after sharing resources.
- Classrooms will be cleaned throughout the day

- All faculty will be provided their own set of white board markers to take to and from the classroom. Sets of markers and erasers are not to be left in the classroom

For additional information on WMCC's health and sanitation plans, please contact Melanie Robbins at mrobbins@ccsnh.edu.

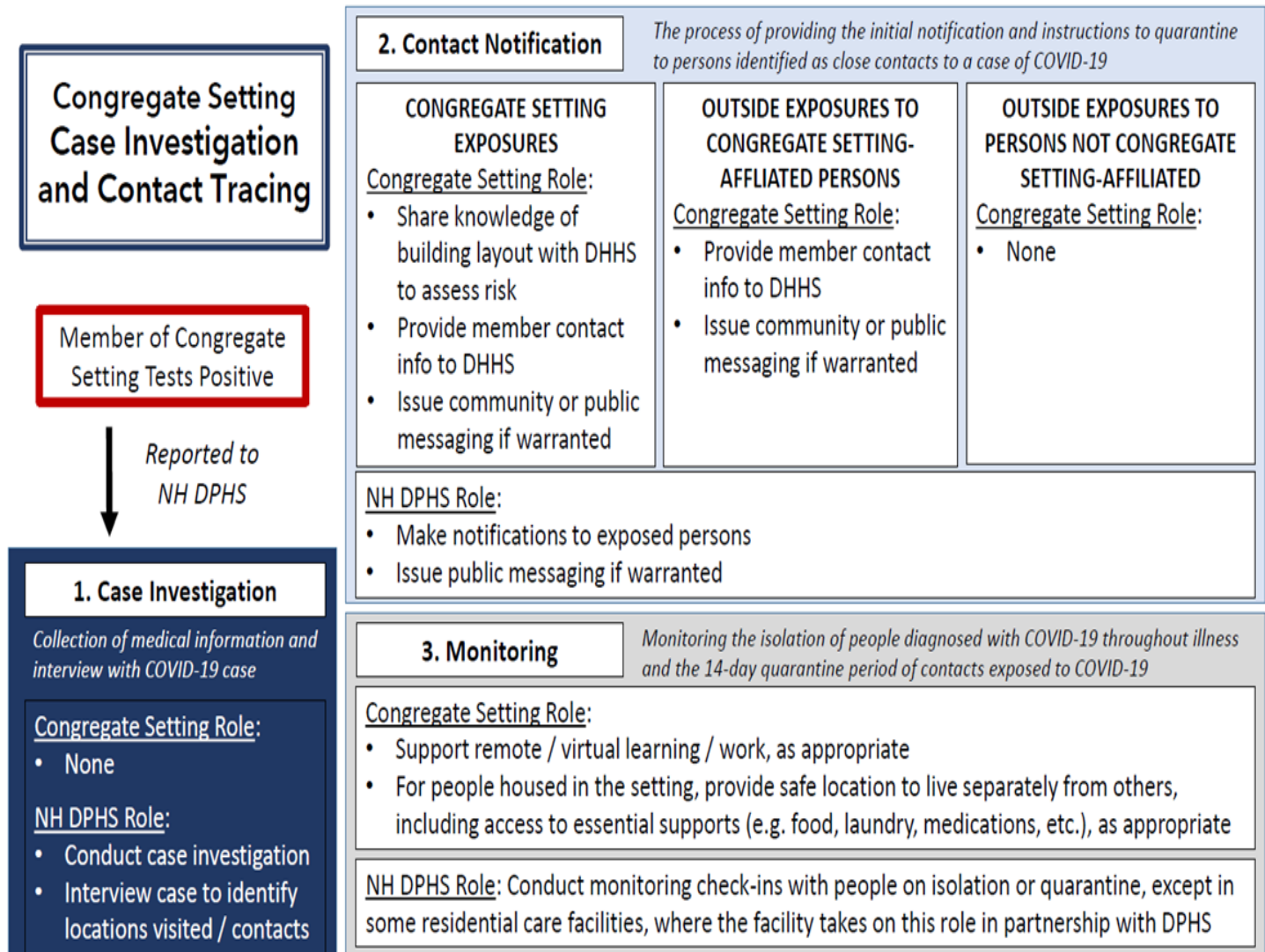


RE-ENTRY PHASES AND GUIDELINES

Below is a chart describing college modality based on community infection level. Students will be notified if the college moves from one phase to another

Phase	Benchmark	Instruction
Green	<ul style="list-style-type: none"> Based on low numbers of current COVID-19 cases and 14 days of flat or declining positive tests in Coos, Carroll, and Grafton counties No positive tests/current cases within the WMCC community (Staff, faculty, students) 	<ul style="list-style-type: none"> Current re-entry plan as listed in course schedule with a combination of face-to-face, hybrid, remote, and online instruction Staggered course start and end times to reduce traffic on campus Active monitoring of course enrollments and proactive management of additional course sections to reduce class sizes
Yellow	<ul style="list-style-type: none"> Based on a rising number of COVID-19 cases or positive tests in Coos, Carroll, and Grafton counties or a confirmed positive case within our WMCC community (staff, faculty, students). Transition to yellow is temporary and will be monitored and re-evaluated based on a flat or declining trend in cases within a 14-day period 	<ul style="list-style-type: none"> All lecture-based courses will transition to remote/synchronous instruction Face-to-face and hybrid lab-based courses can remain on campus with the theory converted to remote instruction
Orange	<ul style="list-style-type: none"> Transition to the orange phase removes the temporary status of the yellow phase and is based on continued rise in cases or a sustained event in cases with the counties and communities WMCC serves. Depending on cases in the counties and communities we serve, some locations may remain open and in the yellow or green phase while others are in orange or red. 	<ul style="list-style-type: none"> Highly technical labs can remain face-to-face with the minimal amount of contact hours required to satisfy high quality instruction Programs/courses with simulated lab experience must move to 100% remote Only those courses and classroom experiences that cannot be duplicated in a remote environment can remain on campus Smaller cohorts and schedule adjustments will be made at this time The VPAA and Leadership Team will approve of programs that may remain on campus for face-to-face lab instruction
Red	<ul style="list-style-type: none"> Based on a significant and sustained rise in COVID-19 cases Indication that New Hampshire will return to a stay at home order 	<ul style="list-style-type: none"> All instruction transitions to remote learning No on campus or face-to-face labs

PROTOCOL FOR SUSPECTED OR CONFIRMED CASES IN THE BUILDING



CCSNH Protocol for COVID-19 Positive Case Management

- I. CCSNH Case Managers and CCSNH Community Reporting Obligation
 - A. Each CCSNH institution will designate an employee to serve as its COVID-19 positive case manager and another employee to serve as deputy case manager. Both the case manager and deputy case manager shall have completed the Coursera Johns Hopkins contract tracing course. The case manager is responsible for managing communication and investigation related to COVID-19 positive and probable/suspected cases, investigation and contact tracing for institutional response and serving as the institution's primary point of contact with the NH DHHS Division of Public Health Services.
 - B. All members of the CCSNH community - employees, students, vendors and visitors - have an obligation to report promptly upon learning that they have tested positive for COVID-19.
 - C. Upon receiving a report of a case, the CCSNH institution will notify NH DHHS Division of Public Health Services and will cooperate with any requests for information issued by Public Health authorities including providing contact information of CCSNH employees, students, vendors and visitors, facility maps, class rosters, etc.
- II. Investigation and Contact Notification
 - A. Following a report of a COVID-19 positive case, the case manager will immediately begin an internal investigation to determine the risk to the institution and persons who may have had close contact with the COVID-19 positive person during the infectious period by identifying locations within the institution visited and persons contacted.
 - B. Restricted information gathered during the investigation will be treated as confidential to protect personal privacy interests but may be shared with Public Health authorities.

- C. Based upon the results of the internal investigation and any additional information provided by Public Health, CCSNH officials will notify persons who are determined to have been close contacts of the risk of infection in a manner calculated to protect personal privacy interests. Such persons will also be directed that they should self-quarantine and may not return to any CCSNH institution for 14 days even if they are symptom free. During the period of quarantine, CCSNH institutions will support remote learning and remote work as appropriate and may conduct daily check-ins to monitor for symptoms and, if any person becomes ill, will determine an appropriate date for return to on-site activities.
- D. To the extent that the CCSNH internal investigation results indicate that the risk of exposure extends beyond identifiable members of the CCSNH community, the CCSNH institution will issue an appropriate notice to the community as warranted by the circumstances and in a manner calculated to protect personal privacy interests.

III. Building Shutdown and Cleaning

- A. Upon determining the locations visited by the COVID-19 positive case, the CCSNH institution shall close off areas that were used by the person who is sick during the infectious period. The CCSNH institution does not necessarily need to close on-site operation if the affected areas can be effectively closed off.
- B. The CCSNH institution shall follow CDC guidance for cleaning and disinfecting all affected areas of the building. See <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

STUDENT CHECKLIST

**** to be included in each course syllabus****



WMCC Safety Checklist for Students

So that WMCC follows recommendations set forth by the NH Department of Health and Human Services, all students attending classes on campus are required to read and follow the guidelines below.

Students are required to follow the safety measures outlined below, and to comply with the related requests of WMCC faculty, staff, or outside contractors. Failure to comply may lead to disciplinary action including removal from class and an administrative failure (AF) for the course.

Entering Campus: Please note that entering campus may take longer than normal: therefore, please plan to arrive at least 15 minutes before your class begins.

- Upon entrance to the building, students are required to show the symptom screening questionnaire response to screeners at the door indicating that the student is cleared to enter based on COVID-19 screening questions.
- Students who can answer yes to the questions below should NOT come to campus and should instead contact their faculty. You will not be permitted to return to on-campus class until you are free of fever and any other symptoms for at least 72 hours, without using fever reducing or symptom altering medication.

- Have you been in close contact with a confirmed case of COVID-19 within the last 14 days?
 - (Close contact is defined as: a) being within 6 feet of a known or suspected COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a known or suspected COVID-19 case; or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)). NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question.
- Have you had a fever or felt feverish in the last 72 hours?
- Are you experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
- Are you experiencing any new muscle aches or chills?
- Have you experienced any new changes in your sense of taste or smell?

- Students will use the entrance doors that have been predetermined for each campus location

Within Campus Buildings

- Students should go directly to their classrooms when arriving on campus.
- Students should not congregate in groups within the campus buildings or attached parking lots and property.
- During breaks students should be in the library, computer lab, Academic Success Center, bistro, or outside in their vehicles without congregating in groups.

- Security and Maintenance have posted clear signage about directions within buildings, doors and entrances to use, staircases, , etc.
- If leaving the room during class, students and faculty must wash/sanitize hands before returning to class, and if being used for specific program requirements, must put on a new pair of gloves.

Within Labs/Classrooms

- Students are required to wear proper PPE during their labs/classes, which may include gloves, masks, and any other item considered necessary by their program.
- Students will be provided with PPE, and they should put on these items with as little contact with others as possible, and before beginning their classes.
- Students should follow the social distance requirements put in place by their faculty, including directions on working in consistent pairs, limiting interactions, and wiping down equipment when finished.
- After the labs have been completed, students should take their masks home with them or properly dispose of them.
- Students should leave campus promptly after class.

These guidelines are subject to revisions and updates, which will be communicated by your faculty members or WMCC officials.

STUDENT CONDUCT STATEMENT

Students at White Mountains Community College adhere to a set of rules and regulations outlined in the student code of conduct to ensure that all students can learn in a safe and productive environment. The Student Code of Conduct is outlined in the student handbook and the scope of the code is as follows:

II. STUDENT CODE OF CONDUCT

Scope The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.

The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

As the COVID-19 pandemic is entirely new, evolving, and dynamic, it is understandable that we all have reservations and hesitations in response to guidelines set forth by varying officials. The college administration and the Reopening Task Force has utilized many

resources in determining how to create a safer environment so our students can return to the college campus. We see it as a privilege to be here, and to be able to offer face-to-face courses and instruction as many campuses across the nation are closing doors and offering remote learning opportunities only.

In order to maintain on campus instruction, it is imperative that students abide by our code of conduct in protecting the health and safety of persons in the campus community. Students who are not adhering to the safety standards set forth by college administration in response to the COVID-19 pandemic will be in direct violation of the student code of conduct and can face disciplinary action, which could include but not limited to an academic failure in a course to dismissal from a program.

To review the entire Student Code of Conduct and Judicial Policy, please refer to the Student Handbook. For questions, please reach out to Dr. Mark Desmarais, VPSA, or Dr. Kristen Miller, VPAA, who will be happy to assist you.

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

Are faculty expected to plan and teach their classes in both face-to-face and online formats?

Yes. All faculty should have plans to teach remotely throughout the fall semester. This includes a plan for students to access the course should they have to quarantine/isolate or if it is determined that instruction must take place remotely prior to November.

How was the reduced classroom capacity determined?

The maximum number of individuals in a classroom is determined by the square footage of each classroom and the need to maintain a six-foot distance between individuals.

Will the classrooms be set up differently to accommodate the reduced capacity?

Yes. Desks and chairs have been set at distances of 6 feet. Materials on walls have been removed to avoid potential contamination. Chairs with cloth seats have been replaced with plastic chairs for easier sanitization.

Am I required to use assigned seating in my classroom?

It is highly recommended that you use assigned seating in your classroom and maintain the assigned seats throughout the semester. This will help with contact tracing and to limit the number of people students come into close contact with.

Can I still do group work if my students have to maintain 6 feet physical distancing?

Yes, group work is still allowed, as long as you are wearing face masks if you cannot maintain a distance of 6 feet. It is recommended that you keep the same groups working together throughout the semester.

Will all classrooms be equipped to allow for synchronous online teaching?

A number of Zoom rooms will be set up at all locations to allow for remote instruction. These rooms will be equipped with microphones, video cameras, and large screen televisions for projection. WMCC has also purchased a number of web cams and video conferencing units to equip other classrooms when needed.

Can people eat and/or drink in the classroom or hallways?

Eating and drinking will be limited to the Bistro or in classrooms where social distancing can occur. Eating and drinking will not be allowed in the hallway as masks are required to be worn at all times in the hallway and in common areas of the college buildings.

If a student has decided not to return to campus and requests to take a face-to-face course online, is the faculty member obligated to accommodate that student?

Yes. If a student chose to stay off campus due to health concerns, faculty are obligated to provide synchronous remote instruction to that student.

What if a student is confirmed positive for Covid-19 or is quarantined and is unable to attend my class face-to-face?

As always, faculty will be expected to accommodate students in the most appropriate way possible in these situations, which may mean providing the course materials/assessment in an alternative mode, including, but not limited to an online format. It is recognized that some courses do not easily convert to online pedagogy. If a student is so ill they are unable to participate in class and/or fall behind in coursework, please see current WMCC policies on make-up work, Incompletes, and or withdrawals.

Will the emergency Pass/No Pass grading policy continue this fall?

No. The **emergency** Pass/No Pass grading policy was a temporary policy for Spring 2020 only, instituted because of the sudden transition to remote teaching and learning last spring and the unusual challenges that created for many students.

Classroom Safety FAQ's:

Do faculty have to wear face coverings while teaching in indoor classrooms?

It is highly recommended that all faculty, staff, and students wear a face covering at all times, but only required in common areas and in the classroom when 6 feet of distance cannot be maintained between all individuals.

How will the face coverings requirement be enforced?

Wearing face coverings is a practice that will need time and patience for all members of our community to get used to. Rather than penalizing and disciplining students throughout the first few weeks of the semester, conversations and reminders will need to be encouraged amongst faculty, staff, and students. By doing so, our culture will continue to maintain that of a safe and positive culture for learning. Should the same student, employee, or faculty member continue to not wear a face covering when appropriate, certain disciplinary action could be enforced.

What will happen if a student, faculty, or staff member refuses to wear a face covering upon entrance to an academic building?

If a student, faculty, or staff member refused to wear a face covering upon entrance, they will not be able to enter the building and the name of the individual will be reported to the appropriate manager/faculty member.

What are the sanitation plans for the classrooms?

The college has contracted with a cleaning company to be in the building three times a day for five days a week. The cleaning company will assure that high touch areas and classrooms are cleaned and disinfected throughout the day. The maintenance staff will do a deep clean of the building each night. All classrooms and offices have been set up with a sanitation station and it is highly encouraged that students, faculty, and staff participate in frequent cleanings of their spaces throughout the day.

Miscellaneous FAQ's:

As an employee what should I do if mid-way through the semester I, or someone who lives with me is confirmed positive with COVID-19? What if I learn I have been exposed to someone confirmed positive with COVID-19 and am required to quarantine?

All employees of WMCC are asked to complete the daily self-screening questionnaire when coming to campus. The questions on this form address whether you have been exposed to someone confirmed positive or are living with someone who is confirmed positive. If you feel you have been exposed to an individual who has been confirmed positive, please contact Gretchen Taillon, Human Resources Officer. Faculty are being asked to have contingency plans for the semester should this occur. This can include teaching a face-to-face course remotely or if the nature of the course does not allow for this having a substitute instructor to fill in for the time needed to quarantine or recover from illness.

When we went remote in the Spring 2020 semester, I had great difficulty with internet access. Is there a plan to support faculty with internet access this Fall, if we have to return to fully remote teaching?

The college has invested in advanced technology, web cams and laptops to support remote teaching. If you experienced difficulties with internet access, please be sure to reach out to VPAA, Kristen Miller as soon as possible so that resources can be made available prior to a move to remote learning.

Last Spring (Spring 2020) when we went remote, I had students who did not have computers/tablets and/or internet access. Is there a plan to address this during the Fall semester (2020)?

As mentioned above, the college has invested in advanced technology and an increased supply of laptops and tablets at all locations so students will have access to computing and internet access.

CCSNH COVID-19 STUDENT SOCIAL COMPACT

As members of this campus community, we face a serious public health situation that requires a new level of awareness and caution in our daily lives. As a caring community, we understand that our health and safety depend on how well we take care of ourselves and each other. As a member of this community I promise to responsibly protect my health and the health of others. I make these efforts to help prevent the spread of COVID-19 and other risks to our community's health and to best preserve the learning opportunities available to me as a student at this college.

The virus that causes COVID-19 is highly contagious. It is possible to develop and contract COVID- 19, even when individuals follow all of the safety precautions recommended by the Centers for Disease Control (CDC), the State of New Hampshire, and the College. NH's community colleges are following coronavirus guidelines issued by the CDC, the NH Department of Health and Human Services (DHHS), and other reliable resources to reduce the spread of infection. However, by engaging in on- or off-campus activities, students, faculty and staff can never be completely shielded from all risks of exposure or illness caused by COVID-19 or other infections.

Maintaining college instructional and service activities is dependent upon how well ALL members of our college community adhere to public health recommendations and expectations. Significant changes in the trajectory of the virus may result in changes to instructional and campus operational plans. It is in all of our best interests to do our part to mitigate the spread of COVID-19. To protect myself and others, and preserve the opportunity

of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

PROTECT MYSELF

1. Monitor for the symptoms of COVID-19 and report as directed by the college and to a medical professional if I experience fever, cough, shortness of breath or other [symptoms](#) identified by public health authorities
2. [Wash my hands often](#) with soap and water or use effective hand sanitizer
3. Maintain appropriate physical distancing, especially in indoor settings
4. Protect myself from viral respiratory infections by means that may include [obtaining a flu shot](#) as recommended by NH public health authorities
5. Follow all other recommendations of public health officials in [the State of New Hampshire](#)

PROTECT OTHERS

1. Stay home if feeling ill, or after exposure to someone who is ill or is suspected or confirmed positive for COVID-19
2. Wear an appropriate [face covering](#) and other protective gear as directed by the college
3. Be positive, sensitive and helpful to anyone around me who may be troubled or struggling
4. Recognize that others may have health conditions or relevant family circumstances that are private and respect their needs for personal and community precautions
5. Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus

PROTECT MY COLLEGE COMMUNITY

1. Keep clothing, belongings, personal spaces and shared common spaces clean

2. Carefully observe instructional signs and follow directions
3. Inform the designated COVID-19 Contact Person at my college if I have a positive test or am experiencing symptoms associated with COVID-19
4. Participate as requested in testing and contact tracing to preserve the wellness of the community
5. Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community
6. Behave with compassion and understand that we are all doing the best we can in unprecedented circumstances - share concerns rather than anger or blame

PROTECT MY SURROUNDING COMMUNITY

1. Complete [required precautions](#) prior to arrival on campus, or if I have had to leave the state
2. Self-isolate in accordance with [NH DHHS guidelines](#) if I test positive for COVID-19
3. Quarantine in accordance with [NH DHHS guidelines](#) if I am identified as having been in close contact of a suspected or confirmed case for COVID-19 or fall under the travel restrictions for COVID-19
4. Practice safe physical distancing when participating in the community outside of the campus
5. Pay attention to and observe local and state directives
6. Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe
7. This virus does not discriminate, and neither will I - no person or group of people is responsible for this virus and I will not blame the presence of COVID-19 on anyone in my community

This Social Compact is part of the Student Code of Conduct adopted for the 2020-21 academic year.

