



White
Mountains
Community College

COVID-19
Response Plan
Spring 2021

CREATING A SAFER ENVIRONMENT

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

Screening

- All WMCC employees and students are required to complete a daily health screening questionnaire prior to entering any campus building. The CCSNH COVID-19 Self-Screening Assessment can be downloaded to your mobile device ([download](#)) and is also accessible via web browser (<http://healthreport.ccsnh.edu/>).
- The health screening assesses for potential exposure and symptoms of COVID-19. When entering any of the campus buildings, individuals must show the screening staff that they have completed the mobile app and have received the 'all clear' to enter the building.
- Upon entry, all individuals will have their temperature checked for anything higher than 100.4°F. Any student who has a temperature higher than 100.4°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 24 hours has passed without symptoms without use of symptom-altering medications.
- Any individual who presents symptoms during the day will be asked to leave the premises and not return to campus until 24 hours has passed without symptoms, without use of symptom-altering medications.

Masks

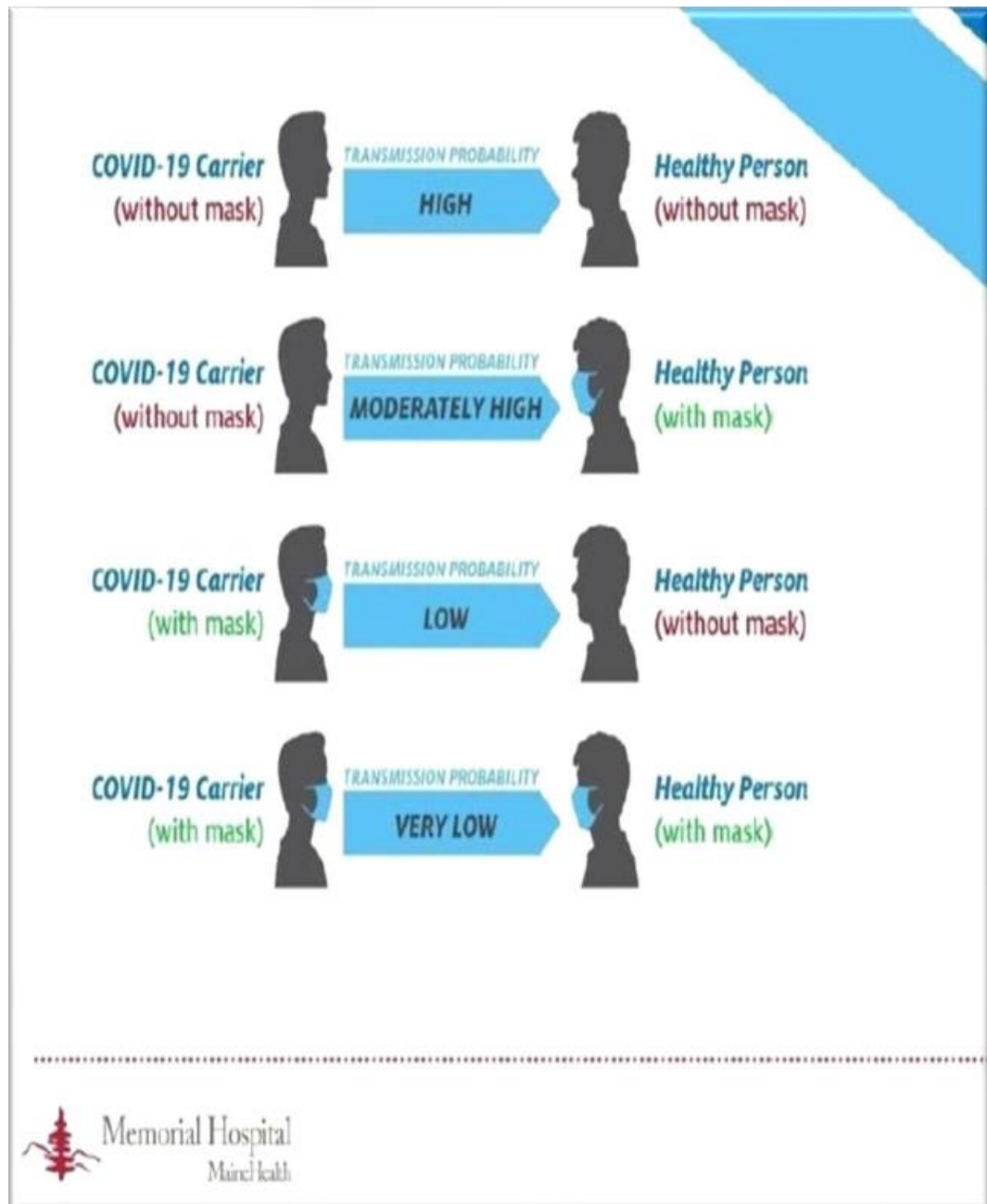
- Masks must be worn at all times in all areas except for when eating, drinking, or when in private office space. This includes in all common areas, including the hallways, bistro, library, parking lots, classrooms, and other areas of congregate settings.
- When lecturing, faculty may elect to not wear a mask while maintaining at least six feet distance from all others in the classroom.
- 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 health screening assessments and take temperatures.
- There will be one entrance at each of the academic centers and the Diesel Technology Lab with a staff screener to review health screening assessments and take temperatures.
- Signage has been posted to remind everyone of social distancing, mask wearing, and frequent hand washing and sanitizing.
- Traffic flow patterns have been posted on the floors of the buildings to allow for social distancing.
- Each classroom has been equipped with a sanitation stations, which include sanitizer, disinfectant spray, gloves, and paper towels.
- 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 using the cleaning supplies that have been made available in each office area.
- 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 have been disconnected.
- Drinking fountains at all locations will not be available; however, the water bottle filling capability at these stations will remain available.
- Use of the fitness center will be limited to two people at a time. You may reserve your time via 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.

- 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.

THE WHY OF MASKING



WORKPLACE POLICIES

The Community College System of New Hampshire continues to monitor and update the CCSNH Temporary Coronavirus Workplace Policies on a regular basis. The most recent version of this document can be found on myCCSNH at <https://my.ccsnh.edu/>. These policies are revised under the guidance of the State of New Hampshire Safer at Home Universal Guidelines: <https://www.covidguidance.nh.gov/>.

The WMCC Reopening Task Force and Leadership Team also refer to and utilizes the following resources for guidance:

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>

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/about-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>

TRAVEL




Individuals who are considering traveling for non-essential purposes outside of the United States or via cruise ship should contact Gretchen Taillon, Human Resources Officer (if employee), or Mark Desmarais, Vice President of Student Affairs (if student) for guidance regarding any required quarantine upon return.

COURSE SCHEDULE AND MODALITIES

Many factors are considered when planning course schedules. There are certain aspects of instruction, especially in the technical and first year experience courses, that cannot be replicated in a remote or online environment. Rather than determine a one-size-fits-all model, the team in Academic Affairs has allowed for flexibility within each course, program, and department to best suit each industry standard and expectation. Start and end times for classes have been staggered, as well, to minimize the number of students on campus at one time. The following matters are taken into consideration when determining the course schedule:

- Safety of students, faculty, staff
- COVID-19 is dynamic and constantly evolving
- Plans need to be adaptable and focus on reducing risk
- Schedule changes need to have the 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

To provide a variety of options for learners, four different modalities have been 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:

	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

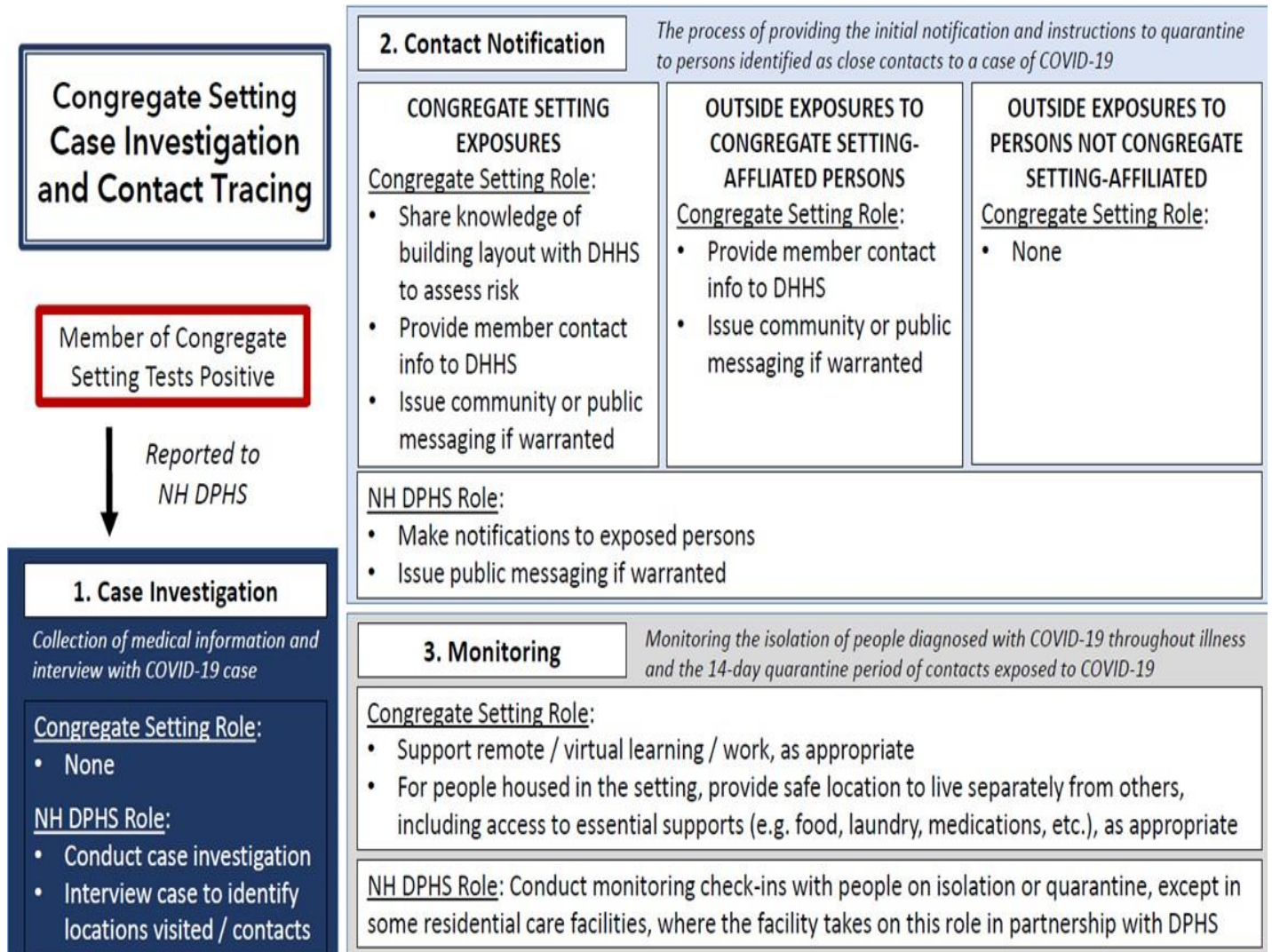
CLASSROOM SAFETY PROTOCOLS

The safety and wellbeing 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 indoor classroom safety protocols that have been established:

- Masks **MUST** be worn at all times in all areas except for when eating, drinking, or when in private office space. This includes in all common areas, including the hallways, Bistro, Library, parking lots, classrooms, and other areas of congregate settings.
- When lecturing, faculty may choose to not wear a mask while maintaining at least six feet distance from all others in the classroom.
- Clear face shields are not an appropriate face covering and must be worn with a mask.
- 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' 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 classes that require such activities, though groups/pairs should remain consistent throughout the semester whenever possible, 6' distance should be maintained between individuals at all times possible, and face coverings must be used when working near one another.
- All classrooms have been supplied with a sanitization station, which includes 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.
- 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.

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 and staff. 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 10 minutes before your class begins.

- Upon entrance to the building, students are required to show the health screening app 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 24 hours, without using fever reducing or symptom altering medication.
- 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 traffic flow 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 s precautions put in place by their faculty, including directions regarding 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 Name (printed): _____

Student Signature: _____

Date: _____

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 COVID-19 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

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 semester. This includes a plan for students to access the course should they have to quarantine/isolate.

How is 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 6' distance between individuals.

Are classrooms set up differently to accommodate the reduced capacity?

Yes. Desks and chairs are set at distances of 6'. 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' physical distancing?

Working groups can continue in classes that require such activities, though groups/pairs should remain consistent throughout the semester whenever possible, 6' distance should be maintained between individuals at all times possible, and face coverings must be used when working near one another.

Are all classrooms equipped to allow for synchronous online teaching?

All classrooms at all locations have capabilities to allow for remote instruction. Rooms are equipped with microphones, video cameras, and large screen televisions for projection. WMCC also has web cams and video conferencing units available for use when needed.

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

Eating and drinking is limited to the Bistro or in classrooms where social distancing can occur. Eating and drinking is not 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.

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.

Classroom Safety FAQs**Do faculty have to wear face coverings while teaching in indoor classrooms?**

Faculty, staff, and students wear a face covering at all times, except when eating and drinking, while maintaining 6-foot social distancing. When lecturing, faculty may elect to not wear a mask while maintaining at least six feet distance from all others in the classroom.

How will the face coverings requirement be enforced?

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 a college building?

If a student, faculty, or staff member refuses 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?

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 also occurs every night by maintenance staff. Additional cleaning supplies are available for students and instructors to clean learning spaces after

use. 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 FAQs

As an employee what should I do if I am, 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?

If you have been diagnosed with COVID-19, identified as a close contact of someone who has been confirmed positive, or are concerned that may 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.

Is there a plan to support faculty with internet access 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.

Previously when we went remote, I had students who did not have computers/tablets and/or internet access. Do we have technology available for students who are in this situation so they can continue their education?

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

- 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
- [Wash my hands often](#) with soap and water or use effective hand sanitizer
- Maintain appropriate physical distancing, especially in indoor settings
- Protect myself from viral respiratory infections by means that may include [obtaining a flu shot](#) as recommended by NH public health authorities

- Follow all other recommendations of public health officials [in the State of New Hampshire](#)

PROTECT OTHERS

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

PROTECT MY COLLEGE COMMUNITY

- Keep clothing, belongings, personal spaces, and shared common spaces clean
- Carefully observe instructional signs and follow directions
- Inform the designated COVID-19 Contact Person at my college if I have a positive test or am experiencing symptoms associated with COVID-19
- Participate as requested in testing and contact tracing to preserve the wellness of the community
- 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
- 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

- Complete [required precautions](#) prior to arrival on campus, or if I have had to leave the state
- Self-isolate in accordance with [NH DHHS guidelines](#) if I test positive for COVID-19
- 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
- Practice safe physical distancing when participating in the community outside of the campus
- Pay attention to and observe local and state directives
- 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

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.