



Arkansas  Northeastern
COLLEGE

RETURN TO CAMPUS PLAN

2020 - 2021

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SECTION 1: INTRODUCTION

What a challenging yet innovative time we are now experiencing at the Arkansas Northeastern College. While the COVID-19 pandemic has greatly impacted our operations, it has not stopped them, and we are using this experience to find new, and perhaps, better ways to serve our students and the public. An education is too important to put on hold, and our faculty and staff have worked tirelessly to transform our already advanced college into one with even more possibilities.

ANC considers the health and safety of its campus community (faculty, staff, students and visitors) to be a foremost priority. This plan explains the strategies the College will implement to minimize the risk of spreading COVID-19 among its employees and students. As we work through this pandemic, we will continue to monitor and implement the protocols designated by the Arkansas Department of Health (ADH) and the Centers for Disease Control and Prevention (CDC). Please understand this plan is fluid and will be updated as new information becomes available. The timing for removing restrictions is contingent upon the ongoing assessment of any federal or state guidelines and requirements that may apply. Our aim is to be no more or less restrictive than the guidance provided by state and federal public health agencies.

A successful return to campus relies on each member of the campus community exercising common sense and good judgment, as well as practicing the health and safety guidance contained in this plan. As we move into the fall semester during this global pandemic let us be kind and have compassion for one another. These are trying times for all of us but together we will maintain an environment where every member of our college community can thrive.

We remain:

1. Focused on our mission.
2. Committed to the health and safety of students, faculty, staff and visitors.
3. Innovative and flexible in the delivery of our services and courses.
4. Dedicated to providing quality opportunities for learning and working.

Respectfully,

Dr. James Shemwell

ANC President

Important Dates for Return to Campus

In preparing to return to campus some adjustments to the academic calendar were necessary. Below is a listing of the most critical dates on the Fall 2020 calendar. Please note that reconvening will held as scheduled on August 10th and registration will continue until August 19th. Classes will begin on the 24th. The dates for mid-term grades and final exams have not changed. The fall break, scheduled during Thanksgiving week, has been cancelled and classes will meet on Monday and Tuesday, November 23rd and 24th. Two additional class days will be made up on Fridays during the semester to be scheduled by the instructor.

The detailed calendar may be found at: <http://www.anc.edu/calendar/index.htm>

DATE	ACTION
August 10, 2020	Reconvening, Employees Complete COVID-19 Mandatory Training
August 17-31, 2020	Virtual Student Orientation Available
August 19, 2020	Fall Registration Ends
August 24, 2020	Fall Classes Begin
August 31, 2020	Classes begin for Early College
October 2, 2020	Midterm Grades Due at Noon
October 5, 2020	Second 8 Weeks Begin
November 25-27, 2020	Thanksgiving Break (Faculty/Students)
November 26-27, 2020	Thanksgiving Holiday -College Closed
December 8-11, 2020	Final Exams
December 11, 2020	Grades Due at Noon

SECTION 2: HEALTH AND SAFETY

Every member of the campus community must take responsibility for their own personal health and safety. These guidelines describe the simple actions each of us must practice to protect ourselves and others from spreading the virus. These guidelines will be updated as necessary and will remain in effect at least until there is a widely available, reliable vaccine for COVID-19.

Reducing the Risk of COVID-19 Transmission

Appropriate means of mitigating the risk of COVID-19 transmission for Arkansas Northeastern College requires all employees, students and visitors to:

- Respect social distancing measures of keeping at least 6 feet of distance from others whenever possible.
- Face masks covering the nose and mouth are required inside of all buildings. Exceptions include: while eating, drinking, teaching if maintaining a 12 foot distance, in the Zoom Overflow Rooms (not the same as a Zoom classroom), or in private offices where social distancing can be maintained. **All** employees and students are expected to comply with this directive and to respectfully encourage others to comply when violations are observed. Additional PPE including face shields may be required in specific areas on campus.

- Exceptions may be made for individuals with a documented medical condition that prevents their safe use. Employees should contact their supervisor and Tabatha Hampton, Coordinator of Human Resources, at thampton@smail.anc.edu. Students should contact Courtney Fisher, Director of Student Services, at cfisher@smail.anc.edu.
- Practice frequent hand-washing hygiene and coughing/sneezing etiquette.

Monitoring and Self-Assessment for All Employees and Students

Daily checks are essential to maintaining a healthy campus environment. On a daily basis, ANC employees and students **are required** to “self-assess” prior to coming to campus using the following screening questions:

ANC COVID-19 Self-Assessment Questions:

1. Within the last 14 days, have you been in close contact (6 feet or less) with someone who is suspected or confirmed to have COVID-19?
2. Have you been diagnosed (tested positive) with or do you believe yourself to have COVID-19?
3. Have you had the following new symptoms within the last seven days: cough, shortness of breath or difficult breathing, fever greater than 100.4 degrees, chills, muscle pain/body aches, sore throat, fatigue, diarrhea, and new onset loss of taste or smell?

If you answered yes to any of the self-assessment questions, please contact your medical provider. Employees should also contact their supervisor and Tabatha Hampton, Coordinator of Human Resources, at thampton@smail.anc.edu. Students should contact their instructor(s) and Courtney Fisher, Director of Student Services, at cfisher@smail.anc.edu.

By entering any ANC building, employees and students are acknowledging they have self-assessed, are symptom free and are entering a public space on their own free will.

A manual temperature screening will not be a general requirement for employees or students when coming to campus since medications, room temperature or walking long distances can lead to inaccurate body temperature reading; however, specific campus locations may institute additional monitoring or screening measures as required by the Arkansas Department of Health.

Who Should NOT come to Campus?

- Any one answering **yes** to any question on the ANC COVID-19 Self-Assessment.
- Anyone arriving from an international destination or CDC/ADH-identified hot spot who has not contacted ADH and completed the mandated 14-day self-quarantine.
- Non-essential visitors and guests — only essential, official visitors and guests here for academic or business purposes should be invited on campus.
 - **Essential visitors must have prior approval by the department’s/divisions respective Vice President.** This does not include deliveries to the Shipping/Receiving Department or the Sun Shine Grill. *Approved visitors must comply with the Return to Campus Guidelines.*

Daily Steps Each ANC Employee and Student Must Follow:

1. Self-assess:

Complete the **ANC COVID-19 Self-Assessment** prior to coming to campus.

2. Wear a Face Mask/Covering

- ANC will provide disposable masks for employees and students who are unable to secure their own. ANC will also provide any specialized face masks/coverings required by the nature of the course or job duty.
- Face masks/covering are required for all ANC employees and students inside all buildings except where noted, and outside when social distancing is not possible.
- Face masks/coverings must cover the mouth, nose & chin and be worn at all times. Exceptions include: while eating, drinking, teaching if maintaining a 12 foot distance, ZOOM Room, ZOOM Overflow Rooms, or in a private office where social distancing can be maintained.
- Exceptions may be made for individuals with a documented medical condition that prevents their safe use. Refer to “Reducing the Risk of COVID-19 Transmission”.
- All employees and students are expected to comply with this directive and to respectfully encourage others to comply when violations are observed. Additional PPE including face shields may be required in specific areas on campus.

3. Respect Physical/Social distancing:

- Employees, students and campus visitors are required to adhere to social distancing guidelines.
- Work and study at least 6 feet away from others whenever possible.
- Do not gather in groups.

4. Practice Hand Hygiene:

- Wash hands frequently with soap and water for at least 20 seconds.
- Use hand sanitizing stations available in all campus buildings.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.

5. Practice Respiratory Etiquette:

- Cover coughs and sneezes with a tissue or sleeve, and dispose of the tissue properly.

6. Stay at Home if You:

- Answered yes to any questions on the ANC COVID-19 Self-Assessment.
- Refer to “Who Should Not Come to Campus” list.

7. Abide by the Rules for Everyone’s Health:

- ANC expects the campus community to behave responsibly with respect for the health and safety of others.
- Refusal to abide by these requirements may result in employee or student disciplinary action.

Face Masks/Covering Health Tips

- Avoid touching your face as much as possible.
- Wash hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
- You should be the only person handling your face covering.

Types of Acceptable Face Masks/Coverings

Cloth Masks

- Homemade or commercially manufactured face coverings that are washable will help reduce the spread of respiratory droplets when talking, coughing or sneezing.
- These masks may not be effective at preventing infection for the person wearing the mask, but they do help stop the spread to others. Since people who are infected may not show symptoms, widespread use of masks of any kind can help slow down the spread.
- Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

Disposable Masks

- Commercially manufactured face mask that helps reduce the spread of respiratory droplets when talking, coughing or sneezing.
- This type of mask is intended to be thrown away and replaced daily.

Other higher quality masks as preferred by employees and students are acceptable.

Cleaning, Sanitizing and Disinfecting Protocol

Cleaning, sanitizing and disinfecting will continue under the purview of Plant Maintenance. Plans, protocols, and schedules have been created to meet the specific needs in all buildings including restrooms, classrooms, and teaching laboratories. Hand sanitizer and other disinfecting supplies will be provided in common areas and to individualized departments in order to supplement sanitizing services.

- Cleaning, sanitizing, and disinfecting will be done daily by the evening and overnight staff. The day staff will clean/disinfect high touch areas (door knobs, door handles, light switches, and stairway rails, etc.) throughout the day.
- Restrooms will be cleaned twice daily, once in the evening and once at mid-day.
- Each employee will be expected to sanitize their own work area frequently with the supplies provided.
- Faculty will be responsible for seeing that the classroom and/or laboratory furnishings and teaching stations are wiped down prior to each class session. Supplies will be provided.
- Specific plans, training, and instruction will be provided along with ways in which our campus community can support collective hygiene and sanitation.
- Plans should be considered as flexible since adjustments may be required at any given time based on the availability of human resources and supplies. Any potential changes will be communicated to all supervisors.
- All cleaning protocols will be developed and adapted based on current CDC guidance about cleaning and disinfecting to reduce transmission.

Vulnerable Populations

Please understand that some people are at a higher risk for severe illness from COVID-19 complications. Based on the current data, vulnerable populations may include people 65 and older and those with underlying health conditions such as high blood pressure, heart disease, chronic lung, kidney or liver disease, diabetes, severe obesity or moderate to severe asthma along with people with weakened immune systems and other circumstances that enhance risks associated with COVID-19 exposure or illness.

SECTION 3: RETURN TO CAMPUS – EMPLOYEES

Campus Information

ANC reopened the campus to the public on May 18, 2020. Supervisors have assisted in developing modifications to work environments for employees to meet the social distancing requirements whenever possible.

All employees will be required to wear a mask inside the buildings with the following exceptions: eating, drinking, teaching from a distance of at least 12 feet, or in private office when social distancing can be maintained. Information regarding the proper wearing and cleaning of masks is provided in the Health and Safety Section of this plan.

Sanitation and disinfecting efforts have been increased and cleaning supplies have been provided in each department. Employees should clean their own work space daily.

Please understand we will monitor and likely have to adjust our operations over the next few months to ensure the health and safety of employees and students. You should check your email frequently and download the free **ANC App** to find the most current information.

Travel

Non-essential institutional travel has been restricted. Employees are encouraged to avoid personal travel to countries or states with a Level 2 or Level 3 travel health noticed related to COVID-19. Although the college is not prohibiting personal travel, employees should be aware their personal travel could impact their ability to return to the campus. Employees must notify their Supervisor and Human Resources of travel to a Level 2 or Level 3 Health Notice location before returning to campus (see below for level 2 and 3 definitions)

- **Level 2** – Ongoing community transmission
CDC recommends that older adults and people of any age with a serious chronic medical condition consider postponing nonessential travel to most global destinations – **practice enhanced precautions**
- **Level 3** – Widespread ongoing transmission without restrictions on entry to the US
CDC recommends travelers **avoid all nonessential travel** to all global destinations (Brazil, China, Iran, most European Countries, United Kingdom and Ireland)

COVID-19 Mandatory Training

All employees are required to complete a COVID-19 training course entitled *Understanding COVID-19 and How to Stay Safe*. The purpose of this training is to ensure all faculty and staff are knowledgeable about COVID-19 and have an understanding of how to minimize the impact of the spread on campus. The training and quiz must be completed by August 10, 2020. To access the training, login to your ANC portal and click on COVID-19 Training - listed under the quick links on the right hand side.

COVID-19 Self-Assessment

Every employee is required to self-assess by answering the three screening questions each morning before coming to the campus.

1. Within the last 14 days, have you been in close contact (6 feet for 15 minutes) with someone who is suspected or confirmed to have COVID-19?
2. Have you been diagnosed (tested positive) with or do you believe yourself to have COVID-19?
3. Have you had the following new symptoms within the last seven days: cough, shortness of breath or difficulty breathing, fever greater than 100.4 degrees, chills, muscle pain, body aches, sore throat, fatigue, diarrhea, and new onset loss of taste or smell?

If you answer yes to any of the questions, you should not come to campus. You should contact your supervisor and Tabatha Hampton, Coordinator of Human Resources at thampton@smail.anc.edu. Refer to the ANC Employee COVID-19 Protocol Table.

Reporting COVID-19 Symptoms/Exposure and/or Diagnosis

The Employee COVID-19 Protocol Table was developed to provide employees with requirements and options related to several possible scenarios. If you have questions please contact Tabatha Hampton at (870)762-3121 or email thampton@smail.anc.edu. HR may require you to provide written documentation from a state or local official.

Employee COVID-19 Protocol Table

SCENARIOS	REQUIREMENTS	OPTIONS AVAILABLE
1. Symptoms of COVID-19	<ul style="list-style-type: none"> • Stay Home • Notify Supervisor & HR • Contact Medical Provider • Monitor Symptoms • Requires symptom free, fever free for 72 hours before returning to work 	<ul style="list-style-type: none"> • If possible, remote work from home • If unable to remote work from home – access to Emergency Paid Sick Leave or sick/personal/annual leave if extending beyond the Emergency Leave limit
2. Exposure or Contact with someone who tested positive for COVID-19	<ul style="list-style-type: none"> • Stay Home • Notify Supervisor & HR immediately • Requires Testing after the 5th day of exposure • Quarantine 14 days 	<ul style="list-style-type: none"> • If possible, remote work from home • If unable to remote work from home or positive test – access to Emergency Paid Sick Leave or sick/personal/annual leave if extending beyond the Emergency Leave limit
3. Possible Exposure or Contact with someone who may have or has been exposed to COVID-19 but is pending test results.	<ul style="list-style-type: none"> • Stay Home • Notify Supervisor and HR immediately • Quarantine until notification of test results. • Notify Supervisor and HR with test results: <ul style="list-style-type: none"> -If positive, refer to # 2 COVID-19 Exposure -If Negative, may return to work with HR approval 	<ul style="list-style-type: none"> • If possible, remote work from home • If unable to remote work from home or positive test – access to Emergency Paid Sick Leave or sick/personal/annual leave if extending beyond the Emergency Leave limit
4. Positive Test for COVID-19.	<ul style="list-style-type: none"> • Stay Home • Notify Supervisor & HR immediately • Isolate until fever free for 3 consecutive days • Requires written release from Medical Provider or ADH after 14 days 	<ul style="list-style-type: none"> • Will have access to Emergency Paid Sick Leave & Expanded Family Medical Leave • Otherwise, will need to use sick/annual leave

The CDC defines a **close contact** as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

COVID-19 Contact Tracing

Arkansas Northeastern College will cooperate with the Arkansas Department of Health (ADH) for **contact tracing** investigations. All close contacts for a person diagnosed with COVID-19 will be **required to be tested**; and regardless of test result, must self-quarantine for 14 days. ANC is required to report all positive cases to ADH.

Campus Outbreak: The Arkansas Department of Health is the agency with the responsibility of declaring an outbreak. ANC will work in coordination with local, state and federal health agency directives to follow appropriate response and mitigation efforts. ANC will cooperate with ADH for contact tracings and investigations. Once a person has been identified as having COVID-19 and a contact tracing investigation has been initiated by the Arkansas Department of Health (ADH), all close contacts for that person will be tested; and regardless of test result, must self-quarantine for 14 days.

SECTION 4: RETURN TO CAMPUS – STUDENTS

Arkansas Northeastern College is dedicated to the safety and success of every student. While times may be uncertain, our dedication to our students is not. We will continue to modify our plans and operations as necessary. Please check your ANC email frequently and download the free **ANC app** for the most current information.

As we work to re-open the campus and maintain a safe environment for our faculty, staff, and students, we invite students to access many of our services that are available remotely. Staff may be contacted by email or telephone. However, we understand that some activities require an in-person visit. We are currently accepting walk-ins, but will also make an appointment if that is more convenient/comfortable for you.

Fall registration will continue until August 19, 2020. Students needing to speak with their advisor can do so by phone, email, or in person. Students who come onto campus should be prepared to follow campus rules regarding Covid-19 compliance.

COVID-19 Self-Assessment

Every student is required to self-assess by answering the three screening questions each morning before coming to the campus.

1. Within the last 14 days, have you been in close contact (6 feet for 15 minutes) with someone who is suspected or confirmed to have COVID-19?
2. Have you been diagnosed (tested positive) with or do you believe yourself to have COVID-19?
3. Have you had the following new symptoms within the last seven days: cough, shortness of breath or difficulty breathing, fever greater than 100.4 degrees, chills, muscle pain, body aches, sore throat, fatigue, diarrhea, and new onset loss of taste or smell?

If you answer yes to any of the questions you should not come to campus. You should contact your instructor or Courtney Fisher, Director of Student Services as cfisher@smail.anc.edu

Admissions: New students start with the Admissions process. Here we will collect your application, test scores, shot records and high school diploma or transcripts from other colleges. We can also point you in the appropriate direction for questions about the campus in general or certain degree programs. (870) 838-2955, admissions@smail.anc.edu, <http://www.anc.edu/admissions/index.htm>

Registration: Applications can be found at <http://www.anc.edu/>. Click the Registration link on the home page and follow the instructions from there. If you have any questions, call (870) 838-2955 or email admissions@smail.anc.edu.

Transcripts: Transcripts are sent electronically (If service is available) or by mail. You can also pick up your transcript to deliver it yourself. A request in writing is required to complete this process. Forms can be found on our website and be emailed or faxed, or at the front desk in Student Services. (870) 838-2955, transcripts@smail.anc.edu, or http://www.anc.edu/docs/transcript_request_form.pdf

Financial Aid: Many forms are offered online and emails are sent out regularly if additional information is needed to complete your file. If you have a question about your financial aid, scholarships, or deferments, please contact our office. (870) 838-2955, or <http://www.anc.edu/financialaid/index.htm>

FAFSA Preparation: Completing the Free Application for Federal Student Aid (FAFSA) can seem overwhelming, but we have staff to help you through this process. Call Student Services at **(870) 838-2955** to set up an appointment with a TRiO - EOC Advisor. Appointments can be live, virtual, or over the phone.

Advising: ANC strives to provide its students individualized quality advising. Advising appointments are required before students can enroll in classes. All new students will be advised through the ACE Advising Center. Returning students may email their assigned Faculty Advisors to schedule an advising session. These sessions can take place over the phone, via email, or in person. Just call today to schedule your appointment at: **870) 762-3194**
For more information regarding the ACE Advising Center go to: <http://www.anc.edu/advising/>

Testing: Placement testing is a necessary and integral part of the advising process. Students who do not have current placements scores such as the ACT can sign up to take the Next- Generation ACCUPLACER through our ACE Advising Center. Please call, email or access the link to register for placement testing. (870) 762-3104, cmunn@smail.anc.edu, or <http://www.anc.edu/testingcenter/>

Tutoring: Tutoring services are offered remotely and in-person on the Main ANC Campus. Once tutoring sessions are scheduled, times will be posted on the ANC Student Portal. For further questions, contact the ACE Advising Center. If tutoring assistance is needed, contact the ACE Advising Center at: (870) 762-3104, cmunn@smail.anc.edu or http://www.anc.edu/advising/supplemental_instruction.htm

Bookstore: The Bookstore has implemented certain protocols to protect students, customers, and staff. These protocols are listed on the ANC Portal. Please contact the Bookstore either by phone or email if you have questions. ancbookstore@bbasolutions.com or by phone at **870-762-0510**.

Business Office: To assist students with navigating the Business Office services, the staff has provided a variety of options to engage with the Business Office staff:

Making Payments

Credit Card Payment:

If making a credit card payment, please access the ANC portal using the instructions provided. Once the payment has been made you should receive an email receipt. If the portal is unavailable, you may call the Business Office at 870-762-3120 for payment assistance.

Steps to making an online payment with a credit card:

1. Login to ANC Portal using your ANC student ID and password
2. At the top of the page, click on the tab that says "Campus Connect"
3. Click "Account Info"
4. Click "Review/Pay Account"

Check Payments:

You can come to the Business Office to complete your transaction or check payments (no cash) can be sent by mail to:

ANC Business Office

Arkansas Northeastern College

P.O. Box 1109

Blytheville, AR 72316

Reporting COVID-19 Symptoms/Exposure and/or Diagnosis

The ANC Student COVID-19 Protocol Table was developed to provide students with requirements and options related to several possible scenarios. If you have questions please contact Courtney Fisher, Director of Student Services at cfisher@smail.anc.edu. Please refer to the ANC Student COVID-19 Protocols. You may be asked to provide written documentation from a state or local official.

Student COVID-19 Protocol Table

SCENARIOS	REQUIREMENTS	OPTIONS AVAILABLE
1. Symptoms of COVID-19	<ul style="list-style-type: none"> • Stay Home • Notify Instructor(s) and Student Services immediately • Contact Medical Provider • Monitor Symptoms • Requires symptom free, fever free for 72 hours before returning to campus 	<ul style="list-style-type: none"> • If possible, complete course work from home using the internet or ZOOM OR • If unable to complete course work from home, make-up work upon return OR • If appropriate, request a grade of Incomplete OR • Withdraw from course(s).
2. Exposure or Contact with someone who tested positive for COVID-19	<ul style="list-style-type: none"> • Stay Home • Notify Instructor(s) and Student Services immediately • Requires Testing after the 5th day of exposure • Quarantine 14 days 	<ul style="list-style-type: none"> • If possible, complete course work from home using the internet or ZOOM OR • If unable to complete course work from home, make-up work upon return OR • If appropriate, request a grade of Incomplete OR • Withdraw from course(s).
3. Possible Exposure or Contact with someone who may have or has been exposed to COVID-19 but is pending test results.	<ul style="list-style-type: none"> • Stay Home • Notify Instructor(s) and Student Services immediately • Quarantine until notification of test results. • Notify Instructor and Student Services with test results: <ul style="list-style-type: none"> -If positive, refer to # 2 COVID-19 Exposure -If Negative, may return to campus with Student Services approval 	<ul style="list-style-type: none"> • If possible, complete course work from home using internet or ZOOM OR • If unable to complete course work from home, make-up work upon return OR • If appropriate, request a grade of Incomplete OR • Withdraw from course(s).
4. Positive Test for COVID-19.	<ul style="list-style-type: none"> • Stay home • Notify Instructor(s) and Student Services immediately • Isolate until fever free for 3 consecutive days • Requires written release from Medical Provider or ADH after 14 days 	<ul style="list-style-type: none"> • If possible, complete course work from home using internet or ZOOM OR • If unable to complete course work from home, make-up work upon return OR • If appropriate, request a grade of Incomplete OR • Withdraw from course(s).

The CDC defines a **close contact** as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

COVID-19 Contact Tracing

Arkansas Northeastern College will cooperate with the Arkansas Department of Health (ADH) for **contact tracing** investigations. *All close contacts for a person diagnosed with COVID-19 will be **required to be tested**; and regardless of test result, must self-quarantine for 14 days.* ANC is required to report all positive cases to ADH.

Campus Outbreak: The Arkansas Department of Health is the agency with the responsibility of declaring an outbreak. ANC will work in coordination with local, state and federal health agency directives to follow appropriate response and mitigation efforts. ANC will cooperate with ADH for contact tracings and investigations. Once a person has been identified as having COVID-19 and a contact tracing investigation has been initiated by the Arkansas Department of Health (ADH), all close contacts for that person will be tested; and regardless of test result, must self-quarantine for 14 days.

What to Expect When You Return:

- **Screening:** All Students must screen by self-assessment prior to coming to campus. On-site Campus Screening may be implemented at a later time.
- **Plan Your Visit:** Come prepared. Employees, students and visitors must wear face masks/coverings in all buildings when social distancing cannot be maintained. Exceptions may be made for those who have a documented disability or medical conditions. Check with Student Services (students) or Human Resources (employees).
- **Building Entry/Exit:** All building entrances and exits will be open for use. To help maintain our safety protocols, please follow directional signs while maintaining social distancing. Do not gather or stand in close proximity to entrances or exits.
- **Physical Distancing Measures:** Respect physical distancing for your own safety and the safety of others. Strive to maintain at least 6 feet between you and others whenever possible. Classroom seating and equipment have been modified and class enrollments reduced so that individuals can adhere as closely as possible to CDC-recommended physical distancing standards, although some classrooms will use no-touch (4-foot) spacing as opposed to 6-foot social distancing. Masks will be required in all instances where social distancing is not possible. Equipment and furniture should stay in its designated area.
- **Reduced Capacity:** To ensure proper physical distancing, class sizes will be limited and access to open spaces will be strictly controlled. Please do not congregate in shared spaces, such as restrooms, hallways, or parking lots.
- **Campus Events and Meetings:** All campus events and meetings must be held in accordance with ANC guidelines for gatherings, potential physical distancing, capacities, and use of face coverings. Events will be approved on a case-by-case basis. Large gatherings are discouraged (and may not be allowed) at least through the end of the Fall semester. Online and virtual events are encouraged.
- **The Sunshine Grille:** The grille will be open with a limited menu.
- **The Sun Room** will be closed until further notice.

- **Vending Machines:** Vending machines will be stocked and hand sanitizer will be readily available.
- **Briggs/Sebaugh Wellness Center:** This facility is open and has its own guidelines in regard to social distancing and use of space. Refer to Section 6: Common Areas
- **Water Fountains:** All water fountains have been turned off and covered.
- **Restrooms:** Please practice social distancing when entering the restroom and avoid gathering and overcrowding.
- **Elevators:** Occupancy in elevators will be limited to two individuals.
- **Travel Restrictions:** Students should minimize non-essential travel. Please be aware that if you are planning to travel to or through any of the current CDC or ADH-designated “hot spots” (or if the area you travel to or through is added to the current list), you are at higher risk for exposure to COVID-19 and may be required to complete a 14-day quarantine upon your return.
- **Opportunity Bus:** The Opportunity Bus will continue service. The schedules and routes can be found on the portal.

SECTION 5: ACADEMIC SAFETY PLAN

ANC Instructional Delivery Options

Classes are being offered live (Classroom) along with alternate delivery options to include Online (INET), ZOOM-Optional (ZOOM-O) and ZOOM INET (ZOOM-I) as described below.

Classroom • INET • ZOOM OPTIONAL • ZOOM INET



Classroom

This option is exactly what you think it is. You have an instructor teaching in-person to a group of students in a classroom/lab on a specific day at a specific time in a specific location.



INET

The INET option gives you a ton of flexibility. You can complete the class assignments around your busy life. While there are due dates, you can work on your time from any location with internet access.



ZOOM OPTIONAL

In this option, there is an in-person class going on. You can choose to go to class or you can choose to use ZOOM videoconferencing at your convenience and preference. These classes, like the classroom option, take place on a specific day at a specific time.

**Space is limited in classrooms. If you choose to come to class and it is already full, there is a newly renovated, comfortable ZOOM ROOM available for your use on the Main Campus.*



ZOOM INET

With the ZOOM INET option, there is no in-person class going on. Your instructor will host ZOOM videoconferencing sessions on specific days at specific times, but you can “attend” this class remotely as long as you have a computer with internet access and a webcam or a Smartphone capable of using ZOOM.

Classrooms and Labs

Arkansas Northeastern College is utilizing no contact distancing/spacing in conjunction with requiring all students to wear a face mask/covering during all live classes (face-to-face Classroom and ZOOM Optional Live). Classes will meet as scheduled with options for adjustment consistent with the following guidelines:

- Face-to-face Classroom and ZOOM Optional Live classroom capacity have been reduced and the physical lay-out modified to provide no contact distancing.
- Students are required to wear face masks/coverings when attending all face-to-face and ZOOM Optional Live classes.
- Daily attendance will be required in all classes by location and instructional delivery (Face-to-face, ZOOM Optional Live, ZOOM Overflow, and ZOOM Remote) to ensure safety protocols when contact tracing may be required.
- Instructional and skills laboratories have also been modified to accommodate learning while meeting appropriate no contact distancing. Laboratory instruction may use face-to-face or alternate delivery options such as Zoom Optional Live or Virtual labs.
- During face-to-face and ZOOM Optional laboratory instruction, students may be assigned to attend in small or reduced sized groups to meet their learning objectives while maintaining no contact distancing and using facial masks/coverings and/or other PPE as required by the instructor.
- Additional classrooms and computer labs have been designated as “Zoom Optional Overflow” should the number of students desiring to attend Zoom Optional Live classes exceed the set room capacity. Students in some cohort programs may be assigned to either the ZOOM Optional Live or ZOOM Overflow classrooms. Other students may attend either the live or the overflow classroom based on personal preference, first-come basis and dependent on the classroom capacity. ZOOM Optional Overflow rooms (ZOOM Rooms) will be spaced for full social distancing and, accordingly, will be mask-optional zones. A list and map of designated ZOOM Overflow Rooms will be posted for reference on the ANC Portal and throughout the campus to direct students. The ANC ZOOM Room and the Library are also available for ZOOM overflow needs. Additional ZOOM Overflow Rooms are:

Sullins Administration Building:

A-Concourse: A 108-ZOOM Room

B-Wing: B 207-Computer Lab

C-Wing: C 202, C 206, C 207 – Classroom

Statehouse Hall

S 140- Computer Lab

S 142- Classroom

Adams/Vines Library

Face Masks/Coverings for Students and Faculty

- Masks covering the nose and mouth are required inside all ANC buildings.
- All live classroom meetings (face-to-face classroom and ZOOM Optional Live), requires students to wear masks covering the nose and mouth.

- Instructors are required to maintain a physical distance of 12 feet from the closest student seated in the front of the teaching station. This distance provides faculty the option of not wearing a mask during lecture/instruction. Additional PPE including face shields may be required in specific instructional areas on campus.
- Exceptions may be made for individuals with a documented medical condition that prevents their safe use. Employees should contact their supervisor and Tabatha Hampton, Coordinator of Human Resources, at thampton@smail.anc.edu. Students should contact their instructor(s) and Courtney Fisher, Director of Student Services, at cfisher@smail.anc.edu.

Student Conference/Advising Sessions

- Faculty will be available for office hours as posted. Effective student and instructor communication is essential and encouraged. Faculty may conduct conferences or advising sessions by ZOOM, video conference, chat, or phone.
- Face-to-face meetings in unoccupied classrooms, conference rooms, outdoors or other areas where distancing is possible are allowable. Students and faculty must wear a mask and maintain social/physical distancing during face-to-face conferences.

Computer Labs

Computer labs have been modified to maintain social distancing guidelines while providing students the opportunity to support their educational coursework. Guidelines will be posted in each of the labs providing specific directions related to that particular lab function and availability. Students are required to wear face masks/coverings in all ANC computer labs.

Cleaning Procedures for IT Equipment

Appropriate cleaning supplies, paper towels and hand sanitizer will be available in all Computer Labs. Students will be responsible for cleaning their personal work area (keyboard, monitor, mouse, tabletop, and chair) before and after individual use or a scheduled class. Faculty or assigned staff will be responsible for cleaning the Instructor stations and printer stations after each use or scheduled class. Faculty, lab assistants, and students are required to sanitize their hands after cleaning/disinfecting any area or equipment in the lab.

SECTION 6: COMMON AREAS

Sunshine Grille and Student Center

- The Grille will be open with a limited menu. Pre-ordering by faculty and staff is encouraged to reduce traffic and help with social distancing.
- Masks required unless eating or drinking.
- Seating will be limited to allow for social distancing.
- Appropriate spacing will be marked on the floor to direct those waiting in line.

Sun Room

The ANC Sun Room will be **closed** until further notice.

Adams/Vines Library

- The library will limit the number of staff, students, and patrons to 10 persons.
- Library patrons who cannot be properly social distanced (a minimum of 6 feet) are required to wear a mask covering one's mouth and nose.
- Limited seating is available and arranged to allow for social distancing.
- Study rooms are available only for one person at a time.
- The number of computer stations has been reduced to allow for social distancing.
- Office supplies are available and will be disinfected after each use.
- Books and DVDs must be requested at the front desk or via email.
- Tablets, ear buds, and remote keyboards are available for check out to students registered in online (INET), ZOOM Optional, and ZOOM INET courses.

Briggs/Sebaugh Wellness Center Rules & Guidelines

- The ANC COVID-19 Self-Assessment screening with a temperature check will be conducted on employees, students and community members. Those who answer yes to any of the screening questions or have symptoms including a temperature of 100.4 or greater will NOT be allowed to enter.
- Employees will wear a face mask/covering at all times. Employees, students and community members will wear a face mask/covering at all times except when actively exercising. Social distancing of 12 feet in Exercise Room, Aerobics Room, Gym and Walking Track and 6 feet in all other non-exercise areas. Hand sanitizer is available.
- Specific guidelines/restrictions are posted and/or available in the Wellness Center.

Hours of operation for the Briggs/Sebaugh Wellness Center will be:

Monday – Friday, 7:00 am – 6:00 pm

Saturday, 8:00 am – Noon

Sunday, CLOSED

For the complete Wellness Center COVID-19 Return to Campus Guidelines go to:

<http://ancdata.anc.edu/resources//CovidGymUpdate.pdf>

Center for Allied Technology Student Lounge

- Tables and seating are spaced to allow for social distancing.
- Hand sanitizers stations are provided in common areas.

Angela Wren Nursing & Allied Health Center Student Lounge

- Tables and seating are spaced to allow for social distancing.
- Hand sanitizers stations are provided in common areas.

Osceola & Leachville Centers

- The number of students in common areas will be reduced.
- Hand sanitizer is provided at the front door.

SECTION 7: CAMPUS EVENTS AND ACTIVITIES

All campus events and activities will be held in accordance with ANC, state and health department guidance for gatherings, potential social distancing, capacities, and use of face coverings.

- Each event/activity will be approved on a case-by-case basis.
- Large gatherings will be discouraged (and may not be allowed) at least through the end of the fall semester.
- Online and virtual events will be encouraged.

Intramurals

The Health, Physical Education and Recreation Department will provide as safe environment as possible for scheduled intramurals and recreational activities. ANC will adhere to all federal, state, and college guidelines as they relate to the offering of events.

Facility Usage and Rental

Facilities will not be available for use or rental by the public until further notice.