



SPRING SEMESTER, 2021 – RE-OPENING PLANS

INTRODUCTION

The COVID-19 outbreak remains one of the greatest and most comprehensive challenges that Dakota College, and higher education more broadly, has faced in this lifetime. Our priorities during this pandemic event are as follows:

- To ensure all measures are taken to maintain the health and safety of all students, faculty, staff, and stakeholders.
- To respect the safety and welfare of students, faculty, and staff by identifying those individuals with preexisting conditions and/or members of “at-risk” populations to COVID-19 and providing them, to the best of our ability, with a safe working and learning environment.
- To provide all students the highest quality education and support as they prepare for the spring 2021 semester.
- To clean and sanitize all educational, office, common, and living spaces using emerging technology and best practices for custodians and maintenance personnel.
- To support efforts of the North Dakota University System, the State Board of Higher Education, the Governor, and all North Dakota local and state agencies as they respond to unprecedented medical and logistical challenges created by this global medical crisis.

We are committed to resuming on-campus activities for spring 2021. As we work to minimize the transmission of COVID-19 moving forward, we also work to reaffirm the college’s core missions of teaching and learning.

Throughout the spring and into the summer of 2021 the college’s COVID-19 Response Team, the Re-Opening Team, the Dean’s Council, and groups organized within the North Dakota University System (NDUS) worked to plan for a “Smart Restart” to NDUS and local campus operations.

Dakota College has identified four (4) scenarios that guide planning for the spring re-opening. An overview of these scenarios is provided below. A more detailed description of each scenario follows the overview. The College’s Re-Opening Team will meet at least weekly during the spring semester to determine the risk category at that time. Should an increase in the number of positive cases on the

campus or community affect operations at a current risk level, the team will meet as needed to monitor and determine changes that need to be made to campus operations and risk level. It is possible that the situation may require actions that are not exclusive to a certain risk level, or that only selected actions within a certain risk category be implemented.

Level 1 | Low Risk

Operations continue while limiting seating and maintaining social distancing. Face-to-face instruction is the norm, with remote/virtual instruction available for all courses. Limited restrictions in residence halls. Self-service dining options are reduced; seating capacity reduced in Dining Center. Face masks are required in classrooms, labs, shared offices, meetings, student gatherings, campus events and while moving around campus. Social distancing is expected.

Level 2 | Moderate Risk

College operations continue as in Level 1, although with additional restrictions placed on larger gatherings and public access to the campus. Face-to-face instruction continues as the norm, with remote/virtual instruction available for all courses. Further restrictions on access to the Dining Center as well as additional social distancing in residence halls.

Level 3 | High Risk

Additional hybrid instruction is implemented for all courses, with remote/virtual instruction available for all courses. Campus events are canceled, with a case-by-case review for events which can be held virtually. Athletic events are held only if allowed by NJCAA, ACHA or conference regulations and local conditions permit; no fans or spectators allowed. Further restrictions on visitation policy in residence halls. Take-out meals only from the Dining Center. Non-essential personnel allowed to work from home. All students and employees expected to self-screen daily.

Level 4 | Critical

All Level 3 requirements remain in force. All classes move to online or alternative delivery. Only essential employees work on campus. No athletic practices, games or events. All students and employees required to self-screen daily.

Level 1 | Low Risk

Residence Life: Visitation between rooms allowed, no off-campus visitors allowed. Lounges and common spaces disinfected with increased frequency. Occupancy in shared bathrooms and other common spaces reduced.

Student Life: Normal student organization events and activities maintained, social distancing expected.

Athletics: Events open to the public, social distancing and face masks expected for in-door activities. Live-streaming of events will be provided. NJCAA and ACHA guidelines are implemented and followed.

Dining Services: Reduced occupancy and activity maintained with self-service stations closed. Take-out meals available by request. One-way traffic for entering and exiting. Face coverings and social distancing expected to extent possible.

Modes of Instruction: In-person classes maintained with reduced capacity in classrooms and labs. Alternative delivery modes available for all students.

Employees: Regular activity with face masks required when social distancing cannot be maintained.

The Public: Allowed at events and in campus facilities, but with expectation of social distancing and face masks.

Testing: Available to those with symptoms as capacity allows.

Screening: Performed regularly on those learning and working in high-risk environments (clinicals, athletics, etc.)

Social distancing: Expected.

PPE: Face masks are required in classrooms, labs, shared offices, meetings, student gatherings, campus events and while moving around campus. Social distancing is expected. Face shields may be required in science labs and other areas. Re-usable masks will be provided by the college to all students and staff prior to the start of the spring semester.

Level 2 | Moderate Risk

Residence Life: Visitation between rooms allowed only within cohort groups; no off-campus visitors; social distancing expected in lounge areas; reduced capacity in shared bathrooms and other common areas.

Student Life: Normal student organization events and activities maintained, social distancing expected.

Athletics: Events open to the public, social distancing and face masks expected for all events (in-door or out-door). Live-streaming of events will be provided. NJCAA and ACHA guidelines are implemented and followed.

Dining Services: Assigned dining hours by cohort groups. Take-out meals encouraged. One-way traffic for entering and exiting. Face coverings and social distancing expected to extent possible. Dining services closed to the general public.

Modes of Instruction: In-person classes maintained with reduced capacity in classrooms and labs. Alternative delivery modes available for all students.

Employees: Regular activity with face masks required when social distancing cannot be maintained. Personnel with underlying health conditions work from home with approval from supervisor.

The Public: Determination of events available to the public to be determined on a case-by-case basis, but with expectation of reducing the number and scope of such events. Events approved for public attendance will require social distancing and face masks.

Testing: Available to those with symptoms as capacity allows.

Screening: Performed regularly on those learning and working in high-risk environments (clinicals, athletics, etc.)

Social distancing: Expected.

PPE: Face masks are required in classrooms, labs, shared offices, meetings, student gatherings, campus events and while moving around campus. Social distancing is expected. Face shields may be required in science labs and other areas.

Level 3 | High Risk

Residence Life: Visitation between rooms prohibited; no off-campus visitors; social distancing expected in lounge areas; reduced capacity in shared bathrooms and other common areas.

Student Life: In-person events canceled; events moved to virtual formats if possible; no in-person meetings; Knudson Student Center closed.

Athletics: NJCAA, ACHA and associated conference guidelines are implemented and followed to determine if athletic events are allowed to continue. If allowed, events are closed to the public. Live-streaming of events will be provided.

Dining Services: Take-out meals only; available according to a pre-determined schedule. Dining services closed to the general public.

Modes of Instruction: Hybrid instruction implemented to reduce in-person class attendance. Alternative delivery modes available for all students.

Employees: Non-essential personnel and those with underlying health conditions work from home with supervisor approval.

The Public: Prohibited from campus.

Testing: Performed on students and staff with symptoms as capacity allows.

Screening: Daily self-screening and temperature logging encouraged for all students and staff. Any students and staff not passing the screening questions should stay home and contact their health provider.

Social distancing: Expected.

PPE: Face masks are required in classrooms, labs, shared offices, meetings, student gatherings, campus events and while moving around campus. Social distancing is expected. Face shields may be required in science labs and other areas.

Level 4 | Critical

Residence Life: Visitation between rooms prohibited; no off-campus visitors; lounges and other common gathering areas closed.

Student Life: All events canceled, exceptions considered on a case-by-case basis if virtual options exist; no in-person meetings; Knudson Student Center closed.

Athletics: All practices, games and events canceled.

Dining Services: Take-out meals only; available according to a pre-determined schedule. Dining services closed to the general public.

Modes of Instruction: Alternative delivery modes available for all students.

Employees: Non-essential personnel and those with underlying health conditions work from home with supervisor approval.

The Public: Prohibited from campus.

Testing: Performed on students and staff with symptoms as capacity allows.

Screening: Daily self-screening and temperature logging encouraged for all students and staff. Any students and staff not passing the screening questions should stay home and contact their health provider.

Social distancing: Expected.

PPE: Face masks are required in classrooms, labs, shared offices, meetings, student gatherings, campus events and while moving around campus. Social distancing is expected. Face shields may be required in science labs and other areas.

This new reality will be an entirely different experience for all of us, affecting how we learn, how we discover, how we engage our communities, how we compete and how we use our campus facilities. Keeping each other safe means agreeing to a new standard of living and learning. Simply put, we are all in this together.

GUIDING PRINCIPLES

Act with safety and responsibility. Your health and well-being are our top priority. The path to renewal requires a cautious and strategic approach. We will continue to work closely with the First District Health District, the North Dakota Department of Health, and the Centers for Disease Control and Prevention (CDC) to follow public health and safety guidelines and recommendations.

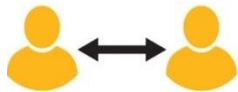
Protect education and scholarship. We will prioritize student success and scholarly excellence. We will not let this crisis compromise the success of our people.

Support public health efforts and outreach. The college understands the need to balance health, safety, and education to give our communities the best possible resources and support during the COVID-19 pandemic.

By guiding all our efforts with these principles, we can ensure the best possible outcome for our students, faculty, staff and stakeholders. It is important to note that these guidelines remain a living document. There is no blueprint for how the world will evolve after this pandemic. We will continue to rely on your feedback and support through your respective governing groups as we build a future that is defined by the values and experiences that have made Dakota College successful for over 110 years.

THE COLLEGE'S ROLE IN HELPING SLOW COVID-19 TRANSMISSION

Below we lay out the baseline behaviors we will need from our entire college community to help mitigate the spread of COVID-19. To help implement these behaviors, face coverings, portable hand sanitizer stations and disinfecting wipes will always be available for students, faculty, staff, and visitors.



Maintain social distancing of 6 feet between individuals on and off campus

Keeping space between you and others is the best tool to minimize exposure to the COVID-19 virus.

- Each person must remain at least 6 feet (about 2 arm lengths) from others.
- We need to maintain that distance in classrooms, corridors, laboratories, recreation areas, common spaces, elevators, stairwells, and social settings.



Use face coverings

Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

- You are expected to wear a face covering when you are in campus buildings.
- All employees will be provided with five (5) re-usable cloth face coverings which they will be expected to maintain.
- Departments will have extra face coverings for students who arrive for class without one, but students will be issued a supply of five (5) re-usable cloth face coverings which they will be expected to maintain.
- You will see faculty and staff wearing face coverings when working in common areas of residential halls, student rooms and in all campus dining facilities.
- **Because of confined space in some DCB office spaces, visitors may be required to wear face coverings when visiting those offices.**
- [See here for more information about how to wear, use and launder face coverings.](#)



Daily symptom check and good hand hygiene

- Every day, you will need to run through a **daily symptom checklist (Appendix 1)**. If you answer “yes” to any of the questions, you need to stay home and contact your health care provider.
- Frequently wash your hands (with soap and water for at least 20 seconds) throughout the day. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains 60%-95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Throw used tissues in the trash.
- Wash your hands with soap and water immediately after coughing, sneezing, or blowing your nose.

BEFORE RETURNING TO CAMPUS

There are both required and recommended actions we are asking of our student population to ensure a safe campus environment.

Required for students in campus housing

Sign a risk acknowledgement: Even with the steps we have taken to prevent the spread of COVID-19 on campus, the exposure risk can never be eliminated. Before moving into campus housing, you will need to sign an acknowledgement of the associated risk and precautions.

Sign up for a move-in time: If you are living in student housing, you will need to sign up for a time slot during move-in week. Housing staff have developed plans for designated cohort living areas for students who participate in the college's athletic programs. Based on the cohorts, Housing staff have developed an assigned move-in time for student athletes. Housing staff and coaches will communicate the assigned dates to student athletes.

Protective and Cleaning Supplies: All students will be provided five (5) re-usable cloth face coverings which they will be expected to maintain. All rooms/suites in campus housing will be provided with hand sanitizer and sanitizing wipes.

Recommended for all students

Two weeks before you return to campus: We suggest you begin to isolate and closely monitor any changes to your health. There are numerous COVID-19 testing sessions scheduled across North Dakota (www.ndus.edu/gettested) and surrounding states. Students should get tested for COVID-19 at one of these testing events before returning to campus.

We encourage you to monitor your health using a daily symptom checklist (Appendix 1). Make sure your temperature does not exceed 100.4 F.

If you experience any of the symptoms below, you should reach out to your health care provider before you arrive on campus.

Symptoms of COVID-19 may include:

- Fever greater than 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COURSEWORK CHANGES

To meet public health guidelines regarding social distancing, some classes will be offered in a blended format and others will remain in a face to face format. You are advised that course delivery mode is subject to change depending on the level of the College's risk scenarios. Please refer to the introduction.

The spring class schedule is a fluid document. You will remain enrolled in the courses you have already chosen, although low enrollment could cause a class cancellation. The way the course is offered, and its location may change. While we are trying to not change the time of a course, it may be necessary to accommodate social distancing requirements. Course changes will be determined by the instructor, affiliated department, and the Associate Dean for Academic and Student Affairs.

Class format options:

Face to face: Since these courses require room for social distancing within the classroom, they will be scheduled in our larger classrooms, or smaller classrooms will be capped at a lower number of students.

Fully remote: In a fully remote course, the instructors will decide which structure they will use:

- Attend virtually at the time the class is taught (synchronous learning).
- Complete the online materials on your schedule, known as a self-paced course (asynchronous learning).

Blended: Class includes both face-to-face and remote learning. Two common blended options are:

- Lecture/discussion group: Lectures for the whole class would be conducted through remote learning (i.e., Pexip or Blackboard Collaborate Ultra). Smaller discussion sections would be in-person.

We recognize how important it is for students to know when, where, and how their courses will be offered, and are working hard to update changes quickly. After the schedule is updated, we encourage you to direct questions to the appropriate Department Chair, academic advisor, and/or instructor.

www.dakotacollege.edu/faculty-and-staff/directory

If you enroll in a face-to-face course, you will be expected to attend in-person unless you are experiencing COVID-19 symptoms or other health-related concerns.

You should not attend class if you are not feeling well. Instructors will be flexible on attendance policies in such situations.

If you cannot attend your face-to-face class because you are ill, you will be able to access course materials from the day(s) you missed. In some courses, you will be able to attend class virtually through Pexip or Blackboard Collaborate Ultra or another streaming technology. In others, you can download recorded lectures. Instructors will have the specifics of their accommodation plan by the start of the semester.

If you know before the semester begins that you want to limit your time on campus in face-to-face classes, you should consider enrolling in more online courses.

Faculty may modify how they conduct office hours. Possible options include holding office hours online, meeting in a larger classroom where they can physically distance or building in time at the end of class for open questions. Modifications to office hours and method of meeting to respect social distancing requirements will be specified by the instructor and in the course syllabus.

WHEN YOU ARE IN CLASS

Your attendance in class cannot pose a health risk to other students, faculty, or staff members. No matter the venue, social distancing is expected for all members of our college community.

Changes you will see in classroom locations:

- You will see fewer than normal students in classrooms to maintain the social distancing requirements.
- Face coverings and hand sanitizer will be available in every classroom. Classroom surfaces will be cleaned periodically throughout the day and classroom areas will be sanitized regularly, including but not limited to times between classes and at the end of each day.

Face coverings required:

- Students and instructors are required to wear face coverings while in class. **Your attendance in class cannot pose a health risk to other students or faculty members.**
- If you arrive to class without a face covering, there will be an extra supply available. Students are expected to supply and maintain their own face coverings.
- Some laboratory classes may require you to wear additional face coverings for safety, as well as practicing additional social distancing. These requirements will be identified by the instructor and included in the course syllabus.

Entering and exiting:

- Wait to enter a classroom until the last person from the previous class has fully exited.
- When possible, you will see one door to enter, one door to exit, both clearly marked.

Seating:

- Seats will be marked or arranged as to which ones can be used to ensure you sit at a safe distance when needed.
- Seating arrangements will be assigned by the instructor.
- Be respectful of your fellow students. Move to the end of a row to find a seat and avoid moving past a fellow student.

MOVING INTO RESIDENCE HALLS ON CAMPUS

To limit large gatherings and allow for social distancing, we expanded the length of the move-in period for campus housing.

- For new spring semester students (who did not live in the residence halls in the fall semester) –
Before arriving, you will need to schedule a time to move in. Students may contact the Residence Hall Director, Mark LaCroix to set up a time.

The residence halls directors are as follows:

- Gross Hall – Reed Loucks reed.loucks@dakotacollege.edu
 - Mead Hall – Romaro Rogers romaro.rogers@dakotacollege.edu
 - Milligan Hall – Mark LaCroix mark.lacroix@dakotacollege.edu
- The assigned date and time will be sent to DCB students by e-mail. Two-hour time slots will range from 10:00 am – 10:00 pm.
 - No more than three (3) students per time slot per housing facility will be permitted.
 - To move into your spring 2021 housing assignment, you will be expected to wear a face mask during the entire move-in process.
 - Staff will be wearing face coverings when they check you in to your facility from your car. Students will be directed to a separate entrance depending on the floor and wing assigned.
 - Two (2) additional individuals may help you move in. Any other family members or friends accompanying you on the move-in date will need to remain outside the residence hall.
 - Prepare to complete your move within the 2-hour window of time.
 - If you have your own cart or dolly, please bring it to speed up the process.

MODIFIED RESIDENTIAL HALL RULES

The number of students allowed in DCB residential halls remains the same as previous years. Students with documented health needs will receive priority for a single room.

- Common areas and lounges spaces will be modified or closed to deter sharing items and to encourage social distancing.
- Visitors and non-essential staff will not be allowed in the halls.

Residential Life may allow more room changes and expand visitor privileges as the COVID-19 situation changes.

CAMPUS DINING

Campus Dining Services will be open with social distancing measures in place. The number of students allowed in a dining location will be limited based on space. Assigned mealtimes are currently under consideration to limit the number of people in the dining center at a given time. Floor markers will show you where to stand in line to keep a safe distance. Take-out options will be available.

Other safety measures in place:

- Students will enter and exit the Dining Center at the main south entrance.
- All campus dining staff will wear face coverings during work shifts.
- Cutlery, straws, and coffee stirrers will be handed out to diners.
- Condiments and napkins will be distributed individually.
- Food items that have been self-service in the past (salad bar, sandwich bar, dessert bar, etc.) will now be pre-packaged.
- Dining Center staff will provide increased and enhanced sanitizing of dining room equipment and serving areas.
- Hand sanitizer dispensers will be available at all entrances.

KNUDSON STUDENT CENTER

- All entrances will remain open.
- Furniture will be spaced out and/or removed as needed for social distancing.
- All drinking fountains will be turned off, but bottle-filling stations will be available throughout campus.
- You will not be allowed to sit on the floor or sleep on either chairs or couches in the Student Center.

USING RESTROOMS

- Please do not congregate in restrooms while waiting your turn. Occupancy limits will be posted on all restroom doors.
- Wash your hands thoroughly afterward following CDC guidelines.

USING ELEVATORS

- Elevators will have signs reminding users about the necessary social distancing.
- Use the stairs when possible.
- Most elevators allow for only 1 rider (distanced 6 feet apart) at once.
- Do not lean on the walls of the elevator or touch your face after using elevator buttons.
- Wash your hands or use hand sanitizer after you exit the elevator.
- Elevators will be cleaned more often during the day as a high-touch area.

SPRING ACTIVITIES

Social distancing will be expected no matter the venue. Your attendance at activities cannot pose a health risk to other students or staff members.

Various steps to modify events so they adhere to social distancing requirements include:

- Decentralizing events by spreading them out into multiple spaces.
- Using outdoor spaces where possible to spread out gatherings.
- Combining an event with a livestreaming or other remote participation option.

If food is offered it will be pre-packaged and served with limited contact. Buffet options will not be allowed.

All attendees and guests will have to sign in when attending DCB student life events, which will help with contact tracing if needed.

CLEANING AND SANITIZING

We are committed to keeping our campus as safe as possible through consistent and enhanced cleaning and sanitizing practices.

Buildings:

- All classrooms and auditoriums were sanitized by the first week in January and have since remained unused.
- Classrooms will be cleaned daily.
- Restrooms will be cleaned daily with high-touch surface areas cleaned twice daily.
- Stairway rails, doorknobs, and elevator buttons will be cleaned multiple times daily.
- DCB activity spaces will have an additional cleaning.

Campus Housing:

- Cleaning of high touchpoints in common areas will increase.
- Suite-style bathrooms in Milligan will not be cleaned daily by the college to prevent unnecessary entry into rooms. However, college staff will conduct a bi-weekly cleaning of the Milligan Hall bathrooms.

COVID-19 MONITORING PLANS

All students and staff should receive a COVID-19 test prior to the start of classes. Students are encouraged to receive the test at the location nearest their home, preferably a week before the start of classes so that they have test results in a timely fashion.

Testing based on symptoms:

DCB will refer any student to local healthcare providers who shows symptoms of COVID19 for testing. Individuals may receive a PCR (virus) test and possibly an additional antibody test. At this time, DCB does not plan to do widespread testing of asymptomatic individuals.

DCB Campus Nurse may test students, faculty and staff as needed by appointment.

Daily symptom monitoring:

To provide the safest possible environment for all DCB community members, it is essential we all follow proper health and safety guidelines and continuously self-monitor for COVID-19 symptoms. Every day, you will need to run through a daily symptom checklist (Appendix 1).

SELF-MONITOR LIST

Any “yes” on the daily symptom checklist (Appendix 1) means stay home (except to get medical care).

- Do not attend your classes in person, and do not visit any public areas. Practice good hygiene while distancing from any roommates.
- **Contact your health care provider or a local health care provider:**
 - Call a health care provider before you seek in-person medical care for guidance regarding testing.
 - If you are advised to get COVID-19 testing, stay home until your results are known. If you have insurance, your insurance company will be billed for the test, and there is no co-pay. If you do not have insurance, there is no charge.
 - Your roommates or suitemates should also reach out to their healthcare provider.
- **Take care of yourself:**
 - Get rest and stay hydrated.
- **Avoid public transportation and public areas:**
 - This includes ride-sharing and busy campus spaces.
- **Continue to monitor your symptoms:**
 - Separate yourself as much as possible from others.
 - Stay in a specific room of your home or residence.
 - If possible, use a separate bathroom.
 - If you need to be around other people in or outside of your home, wear a face covering.

When to seek emergency medical attention:

If you begin exhibiting any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list (from the CDC) does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

COVID-19 Positive Case Plan

If you test positive for COVID-19:

Whether an on- or off-campus student, your healthcare provider will let you know if you test positive. While you are waiting for your COVID19 results, please stay home. After you receive your test results, a public health contact investigator will call you.

COVID-19 positive students (who live on campus) will be isolated, and their close contacts will be quarantined as well. A close contact is a person who has had contact of 15 minutes or more within 6 feet of a person who tested positive for the virus. You are also considered a close contact if you have had physical contact with a COVID-19 positive patient.

If you live in campus housing:

You will have a 10-day isolation period until you are 3 days with no fever, your symptoms have improved, and it has been 10 days since symptoms first appeared.

During your isolation period:

If you live on campus, you will first hear from a DCB Residential Life staff member who will:

- Talk you through the next steps, including available housing options, which will be in a separate area not shared with nonaffected students.
- Ask for your permission to reach out to your family to inquire about your level of support.
- Determine whether or not quarantining at your home (instead of campus housing) is a preferred alternative.
- Contact your roommates, if you have them, and have campus facilities thoroughly clean and disinfect your room.
- Help relocate you to one of the housing options set for isolated students.
- Review the isolation expectations.
- Recommend a packing list and communicate a list of items provided in your isolation unit.
- Give you a list of phone numbers and agencies that could help during isolation.

Once in isolation, you will hear from a DCB staff member who will:

- Reach out to your academic unit to let them know you will not be attending class due to health reasons.
- Copy you on their email to your educators and encourage you to update your instructors.
- Identify resources to assist you with your make-up work or remote learning during isolation.
- Reach out to your on-campus employer about your absence, if needed.
- Help monitor your recovery and your mental well-being.
- Encourage symptom tracking.
- Make sure you get your campus dining meals delivered.

Meals in isolation:

- Food will be delivered to your door at regularly scheduled times.
- Meals ordered will be deducted from your dining plan.

If you live off campus and test positive:

Please stay home during this time. You will hear from a DCB staff member who will:

- Ask you about how you plan to isolate.
- Go over isolation expectations.
- Discuss food security and access to groceries.
- Ask for your permission to reach out to your family.

You will also hear from a public health contact investigator who will start contact tracing.

**Contact tracing process for positive COVID-19 students**

The contact tracing team for the local health unit and the ND Department of Health will maintain high standards of communication and confidentiality in accordance with HIPAA, FERPA and state communicable disease laws.

Whether you live in student housing or off-campus, after you receive your positive test result, you will hear from a Public Health staff contact investigator to initiate contact tracing.

The investigator will work to help you recall everyone you have had close contact with, starting from 48 hours before you began feeling sick until the time the you were isolated. If you have not had symptoms even though you tested positive, you will be asked to identify close contacts for the last 48 hours. The investigator will then turn this list of names over to a contact tracer.

The tracer will warn these contacts by phone or email of their potential exposure to a positive student. The tracer will not know the name of the positive student.

To protect your privacy, those contacted are only informed they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.

If you are contacted about possible exposure to a positive COVID-19 person:

You will hear by phone, text, or email from a contact tracer that you may have been exposed to a person with the infection.

You will not be told the identity of the person to whom you were exposed.

The tracer will also not know the name of the positive person they are tracing to keep confidentiality.

You will be encouraged to self-quarantine by staying home and maintaining physical distance from others (at least 6 feet) until 10 days after your last exposure in case you become ill.

You will receive education, information, and support to understand your risk and information about how:

- To separate yourself from others who are ill.
- To monitor yourself for illness – checking your temperature twice daily, watching for a cough and shortness of breath.

You could spread the infection to others even if you do not feel ill. If you do develop symptoms, you should notify public health staff or your health care provider to be evaluated for infection and the need for medical care.

If your roommate or a close contact tests positive for COVID-19:

A close contact is a person who has had contact of 15 minutes or more and been within 6 feet of a person who tested positive for the virus. You are also considered a close contact if you have had physical contact with a COVID-19 positive patient.

- You will hear from public health contact tracer.
- If you live in student housing, you will be moved into a 14-day quarantine housing meant for those exposed to COVID-19 patients. This housing is in a building separate from the housing for students who have tested positive.
- Campus facilities will thoroughly disinfect your room.
- You should increase your vigilance in monitoring your symptoms daily.
- If you develop symptoms, you should notify the public health contact tracer who contacted you or your healthcare provider.

To get released from isolation/quarantine:

You will be released from isolation/quarantine once you have received a public health “release statement.”

If you live in student housing:

- Once released, Residential Life staff will reach out to help you move back into your room.
- You will need to show a copy of the release statement to DCB staff who have been checking on you daily.

If you live off-campus, you will need a public health release statement to resume campus activities.

STUDENT COVID-19 ACCOUNTABILITY MEASURES

If you have concerns about how a fellow student is following the COVID-19 policies and protocols laid out in this guide, please report your concerns to the Student Affairs Office. All policies/standards are based on college expectations as informed by city, county, and state guidelines. **Your attendance at DCB cannot pose a health risk to other students or staff members.** Compliance with these policies fall under the DCB Student Code of Conduct as provided in the Student Handbook:

<http://www.dakotacollege.edu/handbook/26/>



ATHLETICS

SAFETY RESPONSIBILITIES

Student-athletes must participate in all mandatory educational programs and assist the Athletic Administration by providing information regarding their medical condition as it relates to the current pandemic.

COMPLIANCE RESPONSIBILITIES

- Student-athletes must check-in daily at a building access point to have their temperatures taken.
- Masks will be recommended and will be provided by DCB.
- Mandatory/voluntary testing will be conducted if necessary.
- Necessary quarantine will be enforced.

BEST PRACTICES & REMINDERS

- The use of hand sanitizer units is encouraged.
- Wash hands often.
- Refrain from touching your face.
- Wear face mask when around other people.
- Sneeze or cough into a tissue, or the inside of your elbow.
- When feeling ill, stay home or in your dorm room.

HEALTH & MEDICAL RESPONSIBILITIES

- If you experience any of the COVID-19 symptoms, inform your coaches immediately.
- On-campus student-athletes will be initially placed in a residence hall isolation room if they test positive for the virus.

Spring Game Procedures

- Spring sports contests at DCB are currently planned to be with no spectators. However, this may change depending on the status of the campus and county risk level.
- All home matches will be video streamed with new streaming technology.
- All away Mon-Dak Conference matches will be video streamed on the host school website.
- All people in attendance will be required to have their temperature taken when entering the facility and observe all CDC social distancing and mask guidelines.
- Water coolers will not be present in the facility – athletes may have their own water bottles for personal use.
- Game balls will be rotated and disinfected periodically.
- No pre-game or post-game handshakes – acknowledge opponents during line-ups.
- Players go from the locker room to the gym, and directly to locker room in any facility used.

Travel Procedures

- A traveling team with coaches will check-in with the DCB Trainer or coach to have their temperature checked prior to boarding the bus for any away contest.
- The team will be checked-into the gymnasium at the host site or team representative upon arrival with temperature checks.
- Any person with a temperature of 100.4 or over would have to go back to the bus and remain there during the contest. That person would be placed in the rear of the bus away from the other passengers.
- Any pre-game or post-game meals will be pre-ordered boxed lunches, when available.
- Overnight stays will follow the living arrangements they have in the residence halls. Those that are two in a room will stay two in a room on the road with their roommate. Those with three in a room on campus would be allowed to have 3 on the road.
- Bus will be disinfected after each use.

Training Room Procedures

- Exposed surfaces will be cleaned with anti-bacterial cleaner at the start/end of each day.
- The ice machine has been cleaned & sanitized – ice will be issued by the trainer only.
- Taping stations and treatment tables are spaced 6 feet apart.
- Water coolers have been removed as well as ice-bath tubs from locker room areas.
- Training room is limited to essential personnel only.
- Care will be provided on a one-to-one basis – the athlete & athletic trainer; depending on where care is occurring.

Athletic Trainers

- Performs hand hygiene before & after treating an athlete.
- Wears face mask or possible face shield.
- Sanitizes taping & treatment tables after each use.
- Provides ice to players as needed.

Athletes

- Required to perform hand hygiene prior to entering the training room.
- Athletes will be required to wear face masks in the training room.
- Only student-athlete(s) allowed by the training staff in the training room at the same time.

Weight Room Procedures

- All weight equipment is properly spaced.
- Work only in pairs.
- Disinfect the equipment before and after each use.

Practice Procedures

- Limit the amount of time athletes are in close proximity.
- Disinfect frequently used items such as practice balls as much as possible.
- Athletes may use only their own individual water bottles.

Laundry Procedures

- All dirty practice/game uniforms will be placed in an individual team laundry cart in the laundry room.
- Towels will be placed in a separate laundry cart.
- Gloves will be used by the laundry personnel when handling items.
- Physical distancing shall be observed when entering/leaving the laundry room.

DEPARTMENT SPECIFIC PLANS

Academics

Personal Protective Equipment

- All faculty, staff and students will be issued five washable, cloth face masks and will wear them while traveling between classes and while in class. While on campus, faculty will be expected to wear face masks when they are outside of their classroom, laboratory, office and/or meeting rooms.
- Face shields will be ordered for use in labs. Faculty and students will be required to wear a face mask and/or face shield while in a laboratory setting as it may not be possible to maintain the six-foot physical distancing guidelines.
- Hand sanitizer and disposable wipes will be available in each classroom. Custodians will be responsible for filling hand sanitizer bottles and restocking disposable wipes each day.

Course Delivery (update 12-15-2020)

- Faculty will be required to use Blackboard Collaborate Ultra, when not connected to students at a distance via IVN*, to assist in the delivery and recording of all lecture sessions and, when appropriate, lab sessions. This best practice will allow students to participate in classes if:
 - ✓ They have concerns about being around other students.
 - ✓ They aren't feeling well and elect not to come to class.
 - ✓ They are quarantined because they test positive for COVID-19.
 - ✓ DCB determines a need to implement a campus closure and move to alternative delivery.
- Faculty may elect to restrict access of class recordings to those students who have an approved absence.
- Classes that have an IVN connection, for students at a distance, will not need to utilize Blackboard Collaborate Ultra to assist in the delivery and recording of all lecture sessions, as the Pexip link will be provided as needed to allow for remote participation and the classes will be auto recorded via VBrick.
- Faculty will need to request recording links from the IT Coordinator, Mike O'Toole, on an as-needed-basis.

Classroom Logistics

- Classrooms will be set-up to allow for a minimum of six-foot physical distancing between all persons occupying the room.
- To the greatest extent possible, classroom schedules will be developed to allow each faculty member to teach most of their classes from a single classroom.
- Faculty will be required to develop a seating chart for students in their class. This will allow for ease in tracking attendance and contact tracing in the event a student tests positive for COVID-19.
- Faculty will be responsible for management of their own classroom.
- If a faculty member elects to schedule a field trip, all participants will be required to wear face masks.

Cleaning of Classrooms and Labs

- Faculty, with assistance from students, will be required to clean the classroom after each class period.
- Instructional time for 50-minute classes will be reduced to 45 minutes to allow for additional cleaning time at the end of each class period. The preferred method of cleaning is with electrostatic spray pumps. If electrostatic pumps are not available, a spray bottle and paper towels will be available. Faculty may also request students to sanitize the table and chair and any other surface for which the student came in contact. Again, faculty should encourage students to assist with cleaning.
- Custodians will deep clean each classroom and lab room each day either before classes start or after classes end.

Signage Needed

- Signs will be placed outside the classroom and laboratory doors promoting safe physical distancing. The signage should also have the point of contact for all COVID related information.

Faculty Offices and Office Hours

- A document camera will be set-up in each faculty office in the event a faculty member needs to teach from their office.
- The chair used by a student or other guest should be placed a minimum of six feet from the faculty member's chair.
- The chair and any other surface the student/guest come in contact with should be sanitized after they leave the faculty member's office.
- Faculty with cloth chairs may consider meeting students in another location or meeting with students virtually.
- Hand sanitizer and disposable wipes will be provided. Faculty will be responsible for filling hand sanitizer bottles and restocking disposable wipes each day. Hand sanitizer and wipes will be available through the Physical Plant office.
- Faculty will be expected to hold office hours in accordance with normal expectations with safe physical distancing requirements. If the faculty member's office is not large enough to accommodate the required physical distancing, phone, Teams or other appropriate technology is appropriate for use when meeting with students. Faculty should include a statement about how their office hours will be conducted in their syllabus.
- All faculty are required to have at least one virtual office hour per week to accommodate students who are uncomfortable coming to their office.

Student information

- The following statement will be posted on the DCB website and in all campus buildings. It will also be sent to the student listserv multiple times prior to the beginning of a Spring semester.

DCB is committed to providing our students with the highest quality education in the safest environment possible and we are glad you have chosen to be part of the DCB family. Our return to campus, while an occasion to celebrate learning together, requires us to be vigilant in our behaviors and actions to minimize COVID-19 transmission. All Spring 2021 DCB courses and learning environments are designed

to minimize disruptions to your learning experience. DCB instructors are prepared to deliver courses using a blend of digital technology, virtual classrooms, and in-person instruction. The flexible use of these multiple delivery modes will provide students with an excellent learning experience and allow adherence to current and emerging public health guidelines. Although we will work extremely hard to maintain as much in-person instruction as possible in our on-campus courses, the evolving nature of the COVID-19 pandemic may require adjustments in delivery methods; as such, all students will need reliable access to a computer/laptop that meets DCB's minimum requirements (see Computer Requirements below). Each instructor's methods for accomplishing learning goals will vary. Instructors will provide specific details on methods they use.

Computer Requirements

- A PC running Windows 7 or better (Windows 10 is recommended)
- A Mac running OS X 10.6 Snow Leopard or better (10.14 Mojave is recommended)
- Mozilla Firefox or Google Chrome for a web browser
- Access to highspeed internet (DSL, Cable, Satellite, or Fiber)
- A webcam and microphone is required for most classes
- Office 365 is required and provided through your student email account
- **Tablets, phones, Chromebooks, and netbooks will not work for online courses**

Business Office

Compliance Responsibilities

- All staff will be issued five washable, cloth face masks. Staff may opt to remove their masks while at their desk and may do so as long as they maintain a minimum of six-foot physical distancing from other staff and students/guests. Staff are expected to wear face masks when traveling to and from areas on campus.
- Hand sanitizer and disposable wipes are available in each office to wipe down the area before and after a visit.
- Hand sanitizer and disposable wipes will be restocked by contacting Physical Plant.
- Staff will be expected to maintain six-foot physical distancing from other staff and guests at all times.

Best Practices and Reminders

- The use of hand sanitizer units is encouraged.
- Wash hands often.
- Refrain from touching your face.
- Wear face mask when around other people.
- Sneeze or cough into a tissue, or the inside of your elbow.
- When feeling ill, stay home.
- Staff are responsible to sanitize their office and meeting room area after each visit.
- Custodians will deep clean offices each day outside of regular business hours.

Meetings with staff on campus

- All students and guests are required to schedule an appointment prior to meeting with staff.
- In the event of a drop-in, staff will try to make accommodations as permissible.
- A private meeting area is set up in the Business Office to accommodate students.
- It is expected that face masks be worn.

- Hand sanitizer is available in each office.
- Disposable wipes are available in each office to wipe down the area before and after a visit.

Campus Nurse

- Masks are expected to be worn.
- Appointments are preferred, call 701-228-5460 (on-campus extension 460).
- Drop-in visits will be accommodated if possible, occupancy is limited to one student at a time.
- Safety and wellness checks will be conducted in conjunction with housing staff bi-monthly to all students living in residence halls.
- Random temperature screening checks will be conducted across the college.

Community Education

- Face-to-face Community Education courses will not take place this Spring.
- Online courses will continue as scheduled.

Dean's Office

- Plexi-glass barrier is setup to provide protection.
- To the extent possible, when multiple persons are in the office, visitors will exit via the conference room door.
- Limit of three people in the conference room.
- Conference room table and chairs will be wiped down after meetings.

Disability Support Services

- Appointments are required, please call Jackie Migler at 701-228-5672 or email jacalyn.migler@dakotacollege.edu.
- Masks are expected to be worn when on-campus and during the appointment.
- Wipes are available, individuals are requested to wipe down their area before and after the visit.

Distance Education - Online Courses

- Online courses will continue as scheduled.
- Representatives are available on the Dakota College campus located on second floor of Thatcher Hall. Drop in visits are welcome, with the following expectations:
 - Plexi-glass barrier is set up to provide protection.
 - Masks are expected to be worn when assistance is needed on the computer or if social distancing can't be maintained.
 - Disinfecting wipes are available, individuals are requested to wipe down their area before and after the visit.
 - A chair for visitors is available set at a 6-foot distance from the others.

Dual Credit/Early Entry

- Online and ITV classes will continue as scheduled.
- Representatives are available on the Dakota College campus located on second floor of Thatcher Hall. Drop in visits are welcome, with the following expectations:
 - Plexi-glass barrier is set up to provide protection.

- Masks are expected to be worn when assistance is needed on the computer or if social distancing can't be maintained.
- Disinfecting wipes are available, individuals are requested to wipe down their area before and after the visit.
- A chair for visitors is available set at a 6-foot distance from the others.
- DCB representatives will not be traveling to high schools this Spring. Virtual meetings with students and schools will be provided for registration assistance.

Housing

Move-In: To limit large gatherings and allow for social distancing, we expanded the length of the move-in period for campus housing.

- Before arriving, new students will need to sign up for a move-in timeslot. Students should coordinate a move-in time with the Residence Hall director for their building. This can be done by email. The residence halls directors are as follows:
 - Gross Hall – Reed Loucks reed.loucks@dakotacollege.edu
 - Mead Hall – Romaro Rogers romaro.rogers@dakotacollege.edu
 - Milligan Hall – Mark LaCroix mark.lacroix@dakotacollege.edu
- The sign up for your assigned date will be sent to DCB students by e-mail. Two-hour time slots will range from 8 AM – 8PM daily.
- No more than three to five (3-5) students per time slot per housing facility will be permitted. This will be determined by the residence hall director.
- To move into your Spring 2021 housing assignment, you will be expected to wear a face mask during the entire move-in process.
- Staff will be wearing face coverings when they check you in to your facility at your car. Students will then be directed to a sperate entrance depending on the floor and wing they are living on.
- You can have two (2) other individuals help you move in. Any other family members or friends accompanying you on the move-in date will need to remain outside the residence hall.
- Prepare to complete your move within the 2-hour window of time.
- If you have your own cart or dolly, please bring it to speed up the process.

Other adjustments to Campus Housing

- Common areas and lounges spaces will be modified or closed to deter sharing items and to encourage social distancing.
- Visitors and non-essential staff will not be allowed in the halls.
- Occupancy limits will be established for the bathrooms in Gross and Mead Halls, and also for the laundry areas
- Health and safety checks of all residence hall rooms will conducted a minimum of every two weeks by the Campus Nurse and housing staff.

Information Technology

- The IT Department has done a survey of all the public computers and printers in labs across the campus. We have spaced computers in labs and other public areas at least six feet apart, which means one computer per table.
- Each table will include wipes to sanitize the keyboards, mice and hard surfaces after each use. Signs have been placed on the tables as a reminder for each user to wipe down their areas before use.
- Public printers will be sanitized at the beginning and end of each day by custodial staff. Most students and other users of public printers should not have to touch the printer, just the paper. If they touch the printer's surface there will be hand sanitizer by each printer.
- Shared faculty and staff printers should be wiped down with sanitizing wipes by the user before each use.
- It is up to each faculty member or user of classroom computers to use the sanitizing wipes on keyboards, mice, and other hard surfaces.
- IT support staff will always wear masks when responding to technical issues around campus and wear disposable gloves when touching computer equipment. Anyone entering the offices of IT support staff members should be wearing masks and try to maintain six feet of space.

Computer Requirements for accessing courses with online delivery

- *A PC running Windows 7 or better (Windows 10 is recommended)*
- *A Mac running OS X 10.6 Snow Leopard or better (10.14 Mojave is recommended)*
- *Mozilla Firefox or Google Chrome for a web browser*
- *Access to highspeed internet (DSL, Cable, Satellite, or Fiber)*
- *A webcam and microphone is required for most classes*
- *Office 365 is required and provided through your student email account*
- **Tablets, phones, Chromebooks, and netbooks will not work for online courses.**

Physical Plant

Buildings:

- All classrooms and auditoriums were sanitized by the first week in January and have since remained unused.
- Classrooms will be cleaned daily.
- Restrooms will be cleaned daily with high-touch surface areas cleaned twice daily.
- Stairway rails, door knobs, and elevator buttons will be cleaned multiple times daily.
- DCB activity spaces will have an additional cleaning.
- Electrostatic cleaners will be used extensively for daily sanitizing of classrooms.

Campus Housing:

- Cleaning of high touchpoints in common areas will increase.
- Suite-style bathrooms in Milligan will not be cleaned daily by the college to prevent unnecessary entry into rooms. However, college staff will conduct a bi-weekly cleaning of the Milligan Hall bathrooms.

Student Services (Admissions, Financial Aid, Registrar)

Personal Protective Equipment

- All staff will be issued five washable, cloth face masks and will wear them while in the office. Staff may opt to remove their masks while at their desk provided they are not sharing an office with anyone. Staff are expected to wear face masks when outside of the Student Services office.
- Hand sanitizer and disposable wipes will be available in each office. Custodians will be responsible for filling hand sanitizer bottles and restocking disposable wipes each day.

Physical Distancing

- Staff will be expected to maintain six-foot physical distancing from other staff and guests at all times.

Meetings with Students and Guests

- All students and guests will be required to make an appointment prior to meeting with Student Services staff. Drop-ins are not permitted, but may be accommodated if the staff member is available to meet in a designated meeting location.
- A meeting room has been set up in the northwest corner of the library. The meeting room has two six-foot tables with a laptop computer at each end.
- If a meeting occurs in a staff member's office, the staff member must sanitize all surfaces for which the student/guest came in contact.
- Cleaning of Offices
 - As an added level of protection, staff will be expected to sanitize their office area on a daily basis.
 - Custodians will deep clean offices each day outside of regular business hours.
- Signage Needed
 - Signs will be placed outside the doors promoting safe physical distancing. The signage should also have the point of contact for all COVID related information.
- Student information
 - The following statement will be posted on the DCB website and in all campus buildings. It will also be sent to the student listserv multiple times prior to the beginning of a Spring semester.

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Student Success Center

- Representatives are available on the Dakota College campus located on first floor of Thatcher Hall. Drop in visits are welcome, with the following expectations:
- Plexi-glass barriers are setup to provide protection.
- Masks are expected to be worn when assistance is needed on the computer or if social distancing can't be maintained.
- Wipes are available, individuals are requested to wipe down their area before and after the visit.
- Tables will be six feet apart with only two chairs per table.
- Tutoring/Peer Mentoring sessions will take place in the library to allow for proper physical distancing between students.
- Study Tables will take place in classrooms to allow distancing and physical plant will be notified for proper cleaning procedures. Tutors/advisors will sanitize areas before and after.

APPENDICES

1. Self-monitoring daily check list (All Students, Faculty, and Staff)

If you answer “yes” to any of the below questions, you need to stay home and call your local health provider.

- Do you have a **fever** (temperature over 100.4 F) without having taken any fever reducing medications?
- Before you take your temperature:
 - Wait 30 minutes after eating, drinking, or exercising.
 - Wait at least 6 hours after taking medicines that can lower your temperature, such as acetaminophen, ibuprofen, and aspirin.
- Do you have a **loss of smell or taste**?
- Do you have a **cough**?
- Do you have **muscle aches**?
- Do you have a **sore throat**?
- Do you have **shortness of breath**?
- Do you have **chills**?
- Do you have a **headache**?
 - Have you experienced any gastrointestinal symptoms such as **nausea/vomiting, diarrhea, loss of appetite**?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

2. Isolation log for daily staff check-ins with students in self-quarantine (DCB Students)

The DCB Housing Staff, or the DCB Trainer for student athletes, will fill out the below log during their daily check-ins with students in isolation.

Isolation Daily Communication Log

Student's Name: _____ Phone: _____

Emergency Contact _____

*Ask if they are taking body temp. and if they are experiencing other symptoms – not for the purpose of diagnosing, but to remind them to be monitoring these things. If they note fever or other symptoms, ask them to call their health care provider.

	Date	Temp* 2x/day	Other Symptoms*	Food	Laundry	Other Needs (academic, social, etc.)
Day 1						