

COVID-19 SAFETY PROCEDURE MANUAL



FALL 2021

INTRODUCTION

Seminole State College wishes to thank all of our staff, faculty, and students for their patience and perseverance through this rough time. Though COVID-19 has brought many challenges our way in the past year, we can see a light at the end of the tunnel. The new vaccination efforts have greatly reduced the number of COVID-19 cases in and around campus. We want to thank everyone on campus for doing their part to provide a clean and safe work and learning environment for our students, employees, and visitors.

Below you will find updated guidelines and procedures for general health and safety, sanitation, reporting a positive case and many other resources that we feel are valuable to our campus community. The main changes include lifting of the mask mandate, but we still highly encourage everyone to wear masks whenever feasible. Please take a minute to review the following information and do your part to help keep yourself and others on campus safe.



GENERAL SAFETY PRACTICES

Face Coverings

- Masks are not mandatory but are highly encouraged especially for those employees and students who have not been vaccinated for COVID-19.
- Please respect the wishes of others. If you are entering a room, office, or lecture hall or you are near others, please wear a mask if they ask you to do so.
- Situations where masks are especially recommended:
 - Certain teaching labs where masks were required even before the pandemic.
 - Meetings in small rooms where social distancing is not possible.
 - Situations where a person is handling or serving food.

Refer to the more specific information for each department outlined later in this document.

- Signage will be posted to encourage all individuals to wear masks whenever possible.
- Students who may have a documented medical disability that prohibits them from wearing masks must schedule an intake with Seminole State ADA Specialist Carmen Hutchins. She may be contacted at c.hutchins@sscok.edu or 405-382-9719.

Physical Distancing

- Practice physical distancing of at least 3 feet when possible.
- Respect others' wishes if they ask you to stay distanced.

Personal Hygiene

- Practice proper hand sanitation and utilize personal protective equipment (PPE).
- Wash hands frequently, for at least 20 seconds, and use hand sanitizer as often as possible.
- Sanitize or wipe down desks/workstations in offices and classrooms at the beginning of each workday or class. Cleaning supplies will be provided for this task.
- SSC will continue to provide PPE. However, college employees should continue to use the Asset Essentials (School Dude) work order system to request cleaning supplies and additional PPE.

Monitor Your Health

- Self-check your temperature daily. If you have a fever (a temperature above 100.4 degrees Fahrenheit) do not come to campus and contact your primary health care provider.
- Stay aware of any potential COVID-19 symptoms, such as shortness of breath, persistent cough, muscle aches, chills, headaches, diarrhea, vomiting or loss of taste/smell.
- If you have symptoms, do not come to campus. Contact your primary health care provider, get tested as soon as possible and fill out the COVID-19 Report Form: <http://www.sscok.edu/covid19/Covidform.html>

- If you are determined to be a first-degree close contact and you are NOT vaccinated, please fill out the COVID-19 Report Form found on the SSC Homepage and follow Local Health Department guidelines. <http://www.sscok.edu/covid19/Covidform.html>
- First-degree close contact is considered only if you are not fully vaccinated and were within six feet of someone who tested positive for an additive 15 minutes or more within a 24-hour period.
- Positive tests should be reported as soon as possible. This can be reported at <http://www.sscok.edu/covid19/Covidform.html>
- If you are vaccinated, you only need to quarantine or isolate if you have a positive test for COVID-19.
- For more specific instructions see the section labeled “COVID-19 – Symptoms and Campus Procedures”.

FALL 2021 INSTRUCTION

While inside a classroom, all students, faculty, and staff are required to treat others with respect and be respectful of others’ space. It is better to err on the side of caution and safety. Due to the return to normal class sizes, we encourage the use of face masks when social distancing cannot be maintained. Hand hygiene will continue to be stressed with stations placed at convenient locations across campus.

Recommendations Before Coming to Class

- One of the things we have learned from COVID is awareness of our own health. If you feel ill, please monitor your symptoms, and take your temperature before coming to campus. Do not come to campus if you have a temperature over 100.4 °F.
- Know your professors’ expectations for communication. Should you need to be absent for any reason including COVID-19 exposure, contact your professors immediately using the appropriate method.

Arriving to Class

- Students and faculty should minimize what they bring to class with as few papers as possible passed between people.
- Sanitize your belongings at the beginning and end of class if possible.
- Students and faculty should use hand sanitizer provided throughout campus buildings.
- Faculty are encouraged to disinfect the lectern/podium and any equipment or tools used, including computer surfaces and markers. Students and faculty are encouraged to disinfect desktops with provided cleaners before using.

During Class

- The professors may encourage students to wear masks if social distancing is not possible.
- In labs or clinical instruction where masks were required before the pandemic, the proper PPE (including masks) will still be required for student and instructor safety.
- Avoid touching your face when possible.
- Sanitize or wash your hands every time you touch your face or mask.

Leaving Class

- It is recommended that faculty and students use hand sanitizer after exiting each classroom. Hand sanitizer dispensers are conveniently located in each classroom and throughout the buildings.

Computer Labs and On-Campus Wi-Fi Access

- SSC computer labs in classroom buildings and in the library will remain open so students can access core services. Students will be required to clean the area before using the equipment. Students will be required to check in and check out. Computer labs are available during SSC regular business hours.
- Wi-Fi signal has been boosted throughout campus. If any student needs internet access but would like to stay physically distanced they may use the campus Wi-Fi in their cars in the parking lot between the Student Union and the Walkingstick building.
- Laptop loan program is available for students through the Campus Library.

CAMPUS GUIDELINES

In order to maintain proper space usage inside buildings in accordance with physical distancing, the following guidelines should be followed for all gatherings on campus.

Meetings, Activities & Events

- When possible, use of multiple rooms is preferred to large groups in a single room.
- All SSC-affiliated events may track attendance.

Student Residents

- Students living in student housing will move in and move out in staggered shifts.
- Two people can accompany students into the residence hall and will have one hour to move their property in.
- Temperature checks and pre-move-in screening may be asked of all parties.
- Masks are encouraged for non-vaccinated students.
- Social distancing is always encouraged in residence halls.

Residence Hall Quarantine

- Follow all Campus Quarantine/Isolation procedures on page 8 of this document.
- Quarantine rules and guidelines will be provided to all student residents at move-in. Those not following these guidelines may face disciplinary actions.
- All students living in the Residence Halls should inform the Residential Life Coordinator (Melinda Sims) immediately if they need to quarantine or isolate.
- Students cannot move rooms without permission.
- Quarantine rooms must be kept clean and students must care for the room as they would their own.

Athletic Events

- Teams may follow NJCAA Region 2 recommendations and will update recommendations depending on the sport and crowd size to optimize safety as well as participation.

Student Union Dining

- Student-athletes will have a predetermined time they can eat certain meals to encourage social distancing.
- All food will be served by Great Western Dining. No self-serve options will be available.
- Great Western Dining staff will continue to wear masks and the proper PPE.

Event Dining

- By contract, the college's dining partner, Great Western Dining, should be used whenever possible. They have the capacity to follow stringent food preparation and serving requirements in addition to the appropriate liability coverage.
- Dining hall tables and chairs have been returned but physical distancing is still recommended while dining.
- Visitors to dining facilities will be encouraged to wear a mask until they are seated and eating.

COVID-19 – SYMPTOMS & CAMPUS PROCEDURES

These procedures have not changed but you DO NOT have to quarantine or isolate if you are vaccinated unless you have tested positive for COVID-19.

COVID-19 Symptoms

There are a wide range of symptoms associated with COVID-19 – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Someone with COVID-19 may experience the following symptoms:

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

Experiencing COVID-19 Symptoms

If you are experiencing any signs or symptoms related to COVID-19 please:

- Self-isolate according to the Center for Disease Control and Local Health Department isolation guidelines.
- Follow the college protocol for those who test positive by utilizing the SSC COVID-19 report located at <http://www.sscok.edu/covid19/Covidform.html>

- Notify your supervisor immediately if you are an employee on campus (this includes all student workers). You may be able to telework from home or have other options.
- If you are a student living on campus, notify your residence hall staff and follow Residence Hall Quarantine Guidelines found on Page 6 of this document.
- Your doctor or the testing site will ask you screening questions to help determine if testing is needed. If testing is not recommended, follow your doctor's guidance.
- If testing is recommended, your doctor can recommend a testing site. Please reach out to the COVID-19 Officer as they may recommend free or reduced-price testing facilities.
- Depending on the testing source it may take days to get results. Plan to be isolated at home until you get the results.
- Do not return to campus until you have finished quarantine with no symptoms.
- If negative for COVID-19 you must provide proof of the negative test to the COVID-19 officer before returning to campus
- If you have any COVID like symptoms or you test positive email the SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu or fax to (405)-382-9524
- Students will not be allowed to attend face-to-face classes until clearance is granted by Dr. Miles.

Testing Positive

If you test positive for COVID-19:

- Isolate according to the Center for Disease Control and Local Health Department isolation guidelines.
- Seek medical care from your healthcare provider.
- Follow the college protocol for those who test positive by utilizing the SSC COVID-19 report located at <http://www.sscok.edu/covid19/Covidform.html>
- All positive cases should be reported immediately – by both students and employees.
- Notify your supervisor immediately if you are an employee on campus (this includes all student workers). You may be able to telework from home or have other options.
- If you are a student living on campus, notify your residence hall staff and follow Residence Hall Quarantine Guidelines.
- Do not return to campus until you have finished your 10-day isolation and have no fever for the last 3 days of isolation.
- Contact the SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu to get clearance to return to campus.
- Students will not be allowed to attend face-to-face classes until clearance is granted by Dr. Miles.
- For more information about COVID-19 or its symptoms, visit www.cdc.gov/coronavirus.

First-Degree Close Contact Notification and Clearance

If a student or employee is subject to a federal, state, or local quarantine due to exposure to a person positive for COVID-19 (they are a First-Degree Close Contact) he/she should:

- Quarantine according to the Center for Disease Control and Local Health Department isolation guidelines. Seek medical care from your healthcare provider.
- Follow the college protocol for those who test positive by utilizing the SSC COVID-19 report located at <http://www.sscok.edu/covid19/Covidform.html>

- Notify your supervisor immediately if you are an employee on campus (this includes all student workers). You may be able to telework from home or have other options.
- If you are a student living on campus, notify your residence hall staff and follow Residence Hall Quarantine Guidelines found on Page 6 of this document.
- Quarantine according to Oklahoma Health Department guidelines.
- The SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu or fax to (405)-382-9524 will explain to you when and if you should get tested if you wish to return early from quarantine.
- Contact the SSC COVID-19 Officer Dr. Deanna Miles at d.miles@sscok.edu to get clearance to return to campus.
- Students will not be allowed to attend face-to-face classes until clearance is granted by Dr. Miles.

ADDITIONAL GUIDANCE

Stay Informed

- Updated information about procedures, guidelines and announcements can be found on the SSC website <http://www.sscok.edu/covid19/covid.html> and on the Brightspace homepage for students, and through digital and paper signage and stickers in locations across campus.
- Students, faculty and staff should check their SSC email regularly for any important messaging and updates.
- Please note that according to the Oklahoma Department of Health, first-degree contact is considered only if you were within six feet of someone who tested positive for 15 minutes or more.
- A county health department official or Dr. Miles will contact you if you were in contact with a positive case. This is done in accordance with contact tracing protocol. If you have not heard from a county official or Dr. Miles, then you are considered unexposed.
- Dr. Miles works closely with the Local Health Department officials to ensure that contact tracing is thorough. More information about that process can be found on the SSC COVID-19 News page in the procedure videos: <https://www.sscok.edu/covid19/covid.html>

Campus Services

- Campus offices should continue protocols of physical distancing of at least 3 feet between workspaces as feasible.

Faculty, Staff and Student Travel

Travel should be done in accordance with local guidelines and state guidelines.

Before traveling here are some factors you should consider:

- Your vaccination status
- Expected amount of exposure to other people
- Number of positive COVID-19 cases in the area of the destination.
- Social distancing allowed by your transportation options.

Arrival of Students, Faculty and Staff from International Destinations

- All new students arriving for the first time in Oklahoma directly from an international destination should follow current Centers for Disease Control and Prevention guidelines depending on where they were traveling from (www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html).
- International students should direct questions/concerns about the arrival process to the Registrar's office s.morris@sscok.edu or 405-382-9501.
- Call the SSC Police Department at 405-380-8989 after regular office hours or on weekends.

CLEANING AND SANITIZATION EFFORTS

The Maintenance and Custodial Services team is helping to protect the SSC community by keeping our facilities clean and safe. Our custodial staff and specialized contractors have worked around the clock to disinfect campus buildings and daily cleaning protocols have also been enhanced in response to COVID-19.

- Increased level of disinfecting and deep cleaning, in addition to daily routine cleaning by housekeeping.
- All doorknobs and light switches (high traffic touching areas) are sprayed nightly with an electrostatic sprayer
- Each building has been equipped with an electrostatic hand sprayer or electrostatic backpack. * a simple tutorial can be given upon request on how to use the hand sprayer/backpack
- Refill stations are in the custodial closets in each building. A note is on the door indicating refill stations.
- Solution bottles filled with Neutracide 64 (which kills 99.999% of all viruses) are conveniently located throughout each building. Anyone who would like a bottle for their area may request one through Asset Essentials – maintenance work order software which is located on MYSSCOK.
- Installation of protective Plexiglas shields (with more to come).
- Campus-wide increase of hand sanitizing stations.
- Removal of tables and chairs in the Student Union to assist with social distancing.
- Disinfectant misters have been purchased to clean more square footage.
- Strategic placement of contact-less temperature checking stations.

WORKPLACE ACCOMMODATIONS

The Human Resources team is continually monitoring federal and state regulations related to COVID-19 and employee rights. If you have any questions related to leave, please contact Human Resources at ext. 204.

- Employees may request reasonable accommodations under the American with Disabilities Act (ADA) Act by following the Seminole State College Reasonable Accommodation Employee Procedure For additional information related to reasonable accommodation procedure please visit this link:
- <https://www.sscok.edu/HR/PDFs-Forms/ADA%20Reasonable%20Accommodation%20Employee%20Procedure.pdf>