UPDATED COVID-19 GUIDANCE

Northwestern College

WINTER 2021 QUARTER
Our Commitment to Completion did not waiver throughout 2020, and we are ready to continue to serve students in order to help each one meet his or her goals and move into their career of choice. Our campus will once again be open beginning on January 4, 2021, and classes will resume on January 11, 2021.

We are excited for the 2021 Academic Year and continuing to bring our students unique experiences both virtual and in-person that will prepare them for careers in their chosen field.

CAMPUS HOURS FOR WINTER 2021 QUARTER:
Monday-Thursday
8am-4:30pm
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Northwestern College has used multiple resources to plan to return to campus safely. The ELT used a self-assessment process using this document as a guide.

The following critical questions were considered as we developed this plan. In order to proceed with returning to campus for the Fall 2020 quarter, the responses to the four critical questions were affirmative.

1. Does your institution have sufficient health & safety materials and protocols to address the unique challenges of COVID-19?

2. Has your institution developed a quality academic program for the year (whether fully on-campus, online, or hybrid)?

3. Does your institution have sufficient financial resources to address the unique challenges of the pandemic?

4. Has your institution developed the requisite new management and oversight capabilities necessary to manage through the pandemic?
In addition to the four critical questions, the ELT and the planning committees also reviewed and planned using these critical questions. The responses to these questions provided the outline for the plan that follows.

<table>
<thead>
<tr>
<th>1</th>
<th>Can in-person classes and other activities be made safe enough to justify return to campus?</th>
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<tbody>
<tr>
<td>2</td>
<td>Can modifications to physical spaces, policies, and protocols be put in place to reduce the risk of transmission while maintaining viability and quality of essential on-campus activities?</td>
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<tr>
<td>3</td>
<td>What will the threshold be for halting in-person activities if there is COVID-19 transmission?</td>
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<td>4</td>
<td>What is the threshold for restarting in-person activities again?</td>
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<td>5</td>
<td>Can the institution obtain sufficient quantities of critical supplies (e.g., masks, cleaning supplies) to support protective measures being implemented?</td>
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<td>6</td>
<td>Can the institution help protect individuals (students, faculty, and staff) who are at increased risk for severe disease?</td>
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<tr>
<td>7</td>
<td>How will the institution ensure that policies and practices are equitably applied and do not negatively affect vulnerable individuals or other groups disproportionately?</td>
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<td>8</td>
<td>How will non-compliance with policies and protective measures for COVID-19 be handled, and what protective measures will be required vs. optional?</td>
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<td>9</td>
<td>Does the institution have a plan for how students, faculty, and staff can have access to testing for COVID-19?</td>
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DECISION MAKING PROCESS

- Review Expert Guidance
- Draft Plan for Campus Activity
- Review Plan with Committee
- Revise & Finalize Plan for Upcoming Quarter
- Communicate Plan for Upcoming Quarter
- Execute Plan & Update as Necessary
Northwestern College is monitoring and will continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).

This includes the following guidance to limit viral transmission:

- **Social Distancing**
- **Physical Spacing**
- **Hygiene Practices**
- **Cleaning**
- **Personal Measures (Face Coverings/Masks)**
- **Disinfecting**

SAFETY PRECAUTIONS:
HEALTH & WELLNESS

ENTERING THE BUILDING SAFELY

**Face Masks**
Individuals are required to wear a face mask over their nose and mouth while on campus. All staff and faculty will wear face masks when in common areas or when interacting with students face to face.

**Hand Hygiene**
We ask that individuals coming to campus sanitize their hands immediately upon entering the building. Frequent and proper hand hygiene should be performed multiple times throughout the day, including before or after food consumption (No food allowed on campus at this time), after contact with high-touch surfaces and after restroom use. Hands should be washed for 20 seconds with soap and water. If hand washing is not feasible, hand sanitizer with a minimum of 60% alcohol should be used.

**Symptom Screening**
Students & Staff are expected to self-screen for symptoms prior to entering the building. If a student or staff member is experiencing a fever of 100.4°F or higher before entering the building, they should stay home. All persons entering the building will have their temperature taken using a touchless thermometer upon entering the building. Individuals experiencing a fever or symptoms during the day on campus will be sent home.
Social distancing must be observed as much as possible while on campus. Individuals are strongly encouraged to follow posted signage around campus. Until further notice, common areas such as the lounge, the lobby seating area, and the admissions waiting room have been closed to maintain healthy social distancing practices.

### DISEASE PREVENTION

#### Hand Sanitizers
Several hand sanitizing dispensers and stations have been added strategically across campus. Additional supplies for hand hygiene and sanitation are readily available.

#### Class/Lab Cleaning
Classroom and lab spaces will be cleaned after the conclusion of each class. The Janitorial service will perform extra cleaning and sanitation on those spaces on days that they have been used.

#### Custodial Staff
We have 2 full-time team members on our Janitorial staff. They will be sanitizing cleaning spaces on campus daily. We have also enlisted the services of outside sanitation company that will be providing extra sanitation services to keep our campus safe.

#### Social Distancing
Social distancing must be observed as much as possible while on campus. Individuals are strongly encouraged to follow posted signage around campus. Until further notice, common areas such as the lounge, the lobby seating area, and the admissions waiting room have been closed to maintain healthy social distancing practices.
Areas with a high foot traffic in the building will be marked with signage to promote social distancing and decrease areas of congestion.

All restroom facilities will be sanitized twice daily. All restrooms have been equipped with “foot pull” hands free door openers to reduce hand contact on surfaces.

All “drop in” services have been suspended until further notice. All departments including: Financial Aid, Admissions, Advising, Records, and the Library are by appointment only.

Sanitizing kits will be available in each classroom, lab and department to clean shared items.

Plexiglass barriers have been installed at service locations including the Front Desk, Security checkpoint and other areas with high face-to-face interactions as an extra layer of protection.

Drinking fountains, vending services, and coffee stations will be disabled/suspended until further notice.
WHAT YOU CAN EXPECT FROM US:

*Healthy Employees*
Employees who are sick or do not feel well will be required to stay home. Daily temperature checks will be administered to all employees coming to campus.

*Clean Campus Environment*
Each space will be sanitized and disinfected daily. We have added additional sanitizing stations around campus and administrative areas. Employees must use provided antibacterial wipes to wipe down their personal work stations and areas before beginning work for the day. They are responsible for wiping down their office spaces, computer areas, waiting rooms, and other shared spaces pertaining to their role - after each guest, student, and appointment, to maintain a high level of sanitation across the campus.

*Social Distancing*
We have reconfigured the layout of some spaces in accordance with spacing guidelines. Social distancing signage and floor markings have been added. Gatherings/groupings of 10 or more people will not be permitted.

*Protective Equipment*
All Employees will wear face masks when in common areas or interacting with students face to face. Plexiglass dividers have been added as an extra layer of protection in areas with a higher number of face to face interactions.

*Handwashing*
All employees will wash hands frequently and thoroughly per CDC protocol.

WHAT WE ASK OF YOU:

*Healthy Students and Campus Visitors*
Please stay home if you or anyone in your party is feeling ill or has a fever. Please refrain from bringing children to campus to limit the number of individuals on the premises.

*Social Distancing*
Please give fellow students and employees a minimum of 6 feet of space whenever possible. Please follow the direction of social distancing signage and floor markings while on campus.

*Protective Equipment*
Individuals are required to wear a face mask over their nose and mouth while on campus. We ask that individuals coming to campus sanitize their hands immediately upon entering the building.

*Other Requests*
Please refrain from bringing outside food or drinks to campus. Students will be required to wear their student ID when on campus.
SAFETY POLICIES & PROTOCOLS

EMPLOYEE POLICY

GENERAL EMPLOYEE POLICY

Due to the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and adopt practices protecting the health of employees, students, visitors or others. We also want to ensure the continuity of business operations during this pandemic.

Safety measures taken by Northwestern College:

- Will provide face masks for employees and students.
- Will provide stylus pens for employees to use on high touch point areas.
- Set up sanitizer stations around the campus. This includes hand sanitizer and sanitizer wipes.
- Set up Plexiglas shields in areas that are customer facing.
- Installed foot pulls on doors to reduce hand touch points.
- Arranged seating areas to comply with social distancing standards.
- Posted signage to remind employees and customers about all safety practices.
- Deep cleaning and sanitizing of campus.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are required to do the following while working on campus:

- Take your temperature daily during this time and remain home if you have a fever. Report temperature to HR. Stay home when you are sick.
- As soon as you get to campus, sanitize or wash your hands. Continue doing so throughout the day.
- Wearing a mask over your nose and mouth is required while walking around on campus. If you are in your office by yourself, you can have your mask off.
- Clean frequently touched surfaces in your area.
- Practice social distancing, stay at least 6 feet apart.
- Follow posted guidance around campus.
- Continue to conduct meetings virtually, even while on campus. If meeting can’t be done virtually, should be less than 10 people and practice social distancing.
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
Currently, the Centers for Disease Control and Prevention recommends that employees with temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications.

Please communicate with your supervisor and/or HR if you are exhibiting any of the above symptoms. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. (Refer to Sick & Personal Leave policy). Employees who report to work ill will be sent home in accordance with these health guidelines.

Please contact the human resources department with any questions or concerns.
We expect employees to use good judgement when making plans for personal travel. The CDC has provided guidance for individuals to protect themselves and others during their trip. If you are planning personal travel, you will be required to report your travel plans, in writing and in advance, to your supervisor and Human Resources as a temporary precaution during the COVID-19 pandemic.

Employees who travel may be required to stay at home for an additional 14 calendar days upon return from their travel, as a safety precaution. Employees who are required to stay home for this 14 day period, and who are able to perform their duties remote, as determined by their immediate supervisor, will be allowed to work remote. Employees who are unable to work remote will be required to use vacation/PTO during this period; once vacation/PTO is exhausted, the time will be unpaid.

While these procedures are more restrictive than normal, we feel obligated to take this step to help keep employees safe. If Northwestern College learns an employee traveled and did not communicate to Human Resources, this could be grounds for disciplinary action, up to and including termination from employment.

This policy will be in effect until further notice.

HR Notifies Facilities to begin cleaning & sanitation protocols

Student Notifies Instructor he/she is positive via email.

Instructor Notifies Program Leader

Program Leaders Coordinate with Faculty Member(s) to modify course delivery as needed

HR Notifies Facilities to begin cleaning & sanitation protocols

Program Leader Notifies Chief Academic Officer (CAO) & HR

Student begins isolation per CDC/IDPH Guidelines

CAO & HR Notifies all parties who have been in close contact with the positive case

HR Collaborates with IDPH as needed

STUDENTS

NORTHWESTERN COLLEGE

COVID-19 GUIDANCE
**EMPLOYEES**

1. Employee Notifies Supervisor he/she is positive via email

2. Supervisor Notifies HR

3. HR Notifies Executive Director (ED)

4. ED & HR Notifies all parties who have been in close contact with the positive case

5. HR Coordinates with Employee's Supervisor to determine workload redistribution

6. HR Collaborates with IDPH as needed

**HR Notifies Facilities to begin cleaning & sanitation protocols**

**Employee begins isolation per CDC/IDPH Guidelines**

_NORTHWESTERN COLLEGE_
ISOLATION

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

QUARANTINE

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

RETURN TO CAMPUS PROTOCOL FOLLOWING A COVID-19 RELATED ABSENCE

**UPDATED GUIDELINES**

Necessary periods of isolation and/or quarantine and return to campus protocols are determined by the College based on guidance from the CDC and IDPH. In accordance with the Employee and Student Policies students, faculty, and staff must comply with these guidelines.

### Individual Had Close Contact with Someone Who Tested Positive for COVID-19.

May return once the individual has quarantined for a minimum of 10 Days with no symptoms.

### Individual Tested Positive for COVID-19 AND Had Symptoms

May return once the individual has quarantined for 10 days since the onset of symptoms AND at least 24 hours since the resolution of fever and improvement of respiratory symptoms.

### Individual Tested Positive for COVID-19 BUT Had NO Symptoms

May return after 10 days since the date of the positive test and as long as he or she continues to be symptom free.

### Individual Exhibits One or More Symptoms of COVID-19, BUT is Not Suspected of Having COVID-19

Examples: Seasonal Allergies, Ear Infection, Seasonal Flu, Strep Throat, Migraine, etc.

May be possible to return in fewer than 10 days after onset of symptoms and 72 hours fever free.

Evidence of alternative reason for symptoms and a release to return may be required.

### Individual Returns from any Travel Hotspot

All travelers to international or domestic hotspots will be required to stay home for 10 days after returning from travel, monitor their health, and practice social distancing.

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Per the CDC Guidance: "People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms."

For all of the above: NC may require additional release from a Health Care Provider.
Attending college is an exciting life experience. It can also be a time of change, adjustment, and stress—especially during COVID. My SSP is here to help, accessible 24/7/365.

Let us help!

All students are encouraged to download the free My SSP app. Northwestern College has made My SSP services available from Morneau Shepell for students.

**My SSP can help address common concerns such as:**
- Adapting to a new culture
- Being successful at school
- Relationships with friends and family
- Stress, worry, sadness, loneliness and much more!

**As a student, you can now receive support:**
- 24 hours a day, 7 days a week via phone or chat
- From a Student Support Counselor that understands your unique challenges
- Multilingual support available
- At no cost to you!

Your information is confidential** so no one— including your family, friends, or professors—will ever know you used the program unless you choose to tell them.

**Please note legally and ethically any reports of self-harm, potential harm to others, child abuse, and/or elder abuse, a counselor must break confidential and report those matters proper entities outside the college to ensure safety of all parties involved.
MENTAL HEALTH SERVICES FOR STUDENTS

Access support anytime, anywhere by:

1. Download the free My SSP App:
   Search ‘My SSP’ from either the Apple App Store or Google Play and download today.

   Through the app, you can call or chat with a Student Support Counselor 24/7 in real-time or schedule a telephone or video session.

2. Or call direct 1.866.743.7732 (If calling from outside North America, dial 001.416.380.6578)

   Watch this short My SSP App Tutorial Video to learn more and check out the My SSP today!
In an effort to limit the number of students on campus as well as the amount of time those students are in contact with each other and their faculty we have a modified schedule for the Winter 2021 quarter.

Each program has reviewed the requirements of the program and the content of each course to determine which courses will be offered on campus. At this time only lab courses will be offered on campus and the course size will be limited to 10 students. The Academic Team has carefully considered how to deliver the content that students need in order to progress in their programs safely. The table below illustrates which courses will be on campus. Students should refer to their virtual classrooms on Moodle to confirm the dates and times of both their virtual and face to face meetings.

### ON CAMPUS COURSES

#### DENTAL ASSISTING
- DNTL107
- DNTL109
- DNTL112
- DNTL115
- DNTL120
- DNTL205
- DNTL210

#### MEDICAL ASSISTING
- MEDS121
- MEDS171
- MEDS236
- MEDS243
- MEDS221

#### NURSING
- NURS101
- NURS105
- NURS120
- NURS130
- NURS145
- NURS151
- NURS255

#### RADIOGRAPHY
- RADS111
- RADS211
COMMUNICATION

COVID UPDATES

NC will continue to communicate with students, faculty, and staff consistently.

In addition to email communication, specific COVID-19 updates can be found on our website: https://nc.edu/campus-updates/.

COVID CONCERNS

Questions regarding NC’s Return to Campus Plan can be directed to the COVID Response Team at CovidResponseTeam@nc.edu

NOTIFICATION OF CAMPUS CLOSURE

- Northwestern College will continue to work with the IDPH and the CDC to prioritize the health and well-being of our students and staff.
- If Northwestern College needs to close due to weather or another Transition to Remote Learning, NC will utilize its mass notification system “Connect ED.” An automated phone message, text message, and an email will be delivered to students, staff, and campus vendors/partners. Please make sure that NC has your correct phone number on file.
- If you need to update your phone number or other personal information please email: Records-BV@nc.edu
HAVING TROUBLE?

If you are having technical difficulties, we recommend you visit the Technical Support page first.

For other ITS support, please send an e-mail to ITS@nc.edu from your NC student email account. Please be sure to include the following:

- Your First and Last Name
- Your NC ID #
- A phone number you can be reached at
- The nature of the problem you are having

For your convenience, ITS created the following QR codes to scan with your smart\mobile devices for quick and easy access to our self-service portals and other NC services such as Moodle.
Visit the [Centers for Disease Control & prevention COVID-19 Website](http://www.cdc.gov) and/or access these CDC video resources below:

- How to Wear a Cloth Face Covering
- Key Times to Wash Your Hands
- Social Distancing
- Symptoms of COVID-19
- COVID-19 Managing Stress and Anxiety

**QUARANTINE RESOURCES**

- [When to Quarantine](http://www.cdc.gov)

**NEED TO BE TESTED?**

- [IDPH Mobile-Testing-Sites](http://www.idph.state.il.us)
- [IDPH COVID 19 Testing](http://www.idph.state.il.us)
- [City of Chicago COVID Testing](http://www.chicago.gov)