

# APRIL 2022 UPDATED COVID-19 GUIDANCE



**SPRING 2022  
QUARTER**

# INTRODUCTION

As we continue our Commitment to Completion into the Spring Quarter 2022 we are excited to offer unique experiences to students across all of our programs. We are able to increase our clinical and externship experiences as well as the hands-on classroom learning experiences in our on-campus labs. We will continue to explore ways to serve our student population while remaining safe as we move through 2022. Please be sure to review the course offerings that will be held on-campus on page [17](#).

## **CAMPUS HOURS FOR SPRING 2022 QUARTER:**

Monday-Thursday  
8:00am-5:00pm



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# RETURN TO CAMPUS PLANNING PROCESS



## DECISION MAKING BODIES

- 1 Executive Leadership Team (ELT)**
- 2 Faculty Committee**
- 3 Mental Health Committee**

## PLANNING PRIORITIES

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?

# RETURN TO CAMPUS PLANNING PROCESS



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.**

- 1** Can in-person classes and other activities be made safe enough to justify return to campus?
- 2** 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?
- 3** What will the threshold be for halting in-person activities if there is COVID-19 transmission?
- 4** What is the threshold for restarting in-person activities again?
- 5** Can the institution obtain sufficient quantities of critical supplies (e.g., masks, cleaning supplies) to support protective measures being implemented?
- 6** Can the institution help protect individuals students, faculty, and staff) who are at increased risk for severe disease?
- 7** How will the institution ensure that policies and practices are equitably applied and do not negatively affect vulnerable individuals or other groups disproportionately?
- 8** How will non-compliance with policies and protective measures for COVID-19 be handled, and what protective measures will be required vs. optional?
- 9** Does the institutions have a plan for how students, faculty, and staff can have access to testing for COVID-19?

# RETURN TO CAMPUS PLANNING PROCESS



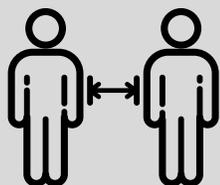
# RETURN TO CAMPUS PLANNING PROCESS



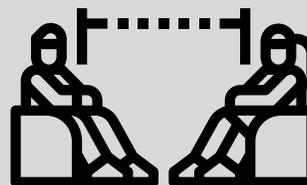
## IBHE GUIDANCE

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 & DISINFECTING**



**PERSONAL MEASURES  
(FACE COVERINGS/MASKS)**

Source: <https://www.ibhe.org/Safely-Launching-Academic-Year-2020.html>

[https://www.ibhe.org/pdf/phase\\_5/Higher Education Phase 5 Guidance\\_Final\\_Updated\\_9-9-21.pdf](https://www.ibhe.org/pdf/phase_5/Higher_Education_Phase_5_Guidance_Final_Updated_9-9-21.pdf)

# SAFETY PRECAUTIONS: HEALTH & WELLNESS



## ENTERING THE BUILDING SAFELY

### Face Masks

Northwestern College will be shifting from mandating masking on campus to strongly recommending students, faculty, and staff wear masks when interacting with each other on campus. Mask wearing on campus will be optional for all students, faculty, staff, and visitors. However, some in person classes will still require masks to be worn when working in close proximity or in larger group settings. Your instructors will convey the specific classroom requirements.



### 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, 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 an individual is experiencing a fever or other COVID-19 related symptoms, they should stay home and get tested for COVID-19 by their healthcare provider as soon as possible. Individuals experiencing a fever or symptoms during the day on campus will be sent home.



\*The [Delta variant](#) causes more infections and spreads faster than early forms of SARS-CoV-2, the virus that causes COVID-19.

# WHAT YOU CAN EXPECT FROM US:



## Healthy Employees

Employees who are sick or do not feel well will be required to stay home.



## Vaccination

All employees must be fully vaccinated by October 1, 2021 or will be required to take weekly COVID-19 tests.



## 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 25 or more people will not be permitted.



## Protective Equipment

Northwestern College strongly recommends students, faculty, and staff wear masks when interacting with each other on campus. All Employees will wear face masks when in common areas or interacting 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.

# WHAT WE ASK OF YOU:



## Healthy Students and Campus Visitors

Stay home if you or anyone in your party is feeling ill, has a fever, has tested positive for COVID-19, or has been in close contact with someone that tested positive for COVID-19. Please refrain from bringing children to campus to limit the number of individuals on the premises.



## Social Distancing

Northwestern College strongly recommends students, faculty, and staff social distance whenever possible while on campus. 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

Students will be required to present their student ID when arriving on campus. Please refrain from bringing children or guests to 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:**

- Set up sanitizer stations around the campus. This includes hand sanitizer and sanitizer wipes.
- Set up Plexiglas shields in areas that are customer-facing.
- 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:

- Employees who are sick or do not feel well will be required to stay home.
- 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.
- Follow posted guidance around campus.

# SAFETY POLICIES & PROTOCOLS

## EMPLOYEE POLICY



### If you are feeling sick or caring for someone who is sick:

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as:



**FEVER**

**COUGH**

**SHORTNESS OF BREATH**

**SORE THROAT**

**RUNNY OR STUFFY NOSE**

**LOSS OF SMELL OR TASTE**

**BODY ACHES**

**HEADACHE**

**CHILLS**

**FATIGUE**

**NAUSEA OR VOMITING**

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°F) 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.

# SAFETY POLICIES & PROTOCOLS

## EMPLOYEE POLICY



## TRAVEL POLICY



Employee safety and well-being remains a top priority for Northwestern College. Cases of coronavirus disease (COVID-19) have been reported in all states, and some areas are experiencing community spread of the disease\*. Travel increases your chances of getting and spreading COVID-19\*\*.

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 5 calendar days upon return from their travel, as a safety precaution. Employees who are required to stay home for this 5 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.

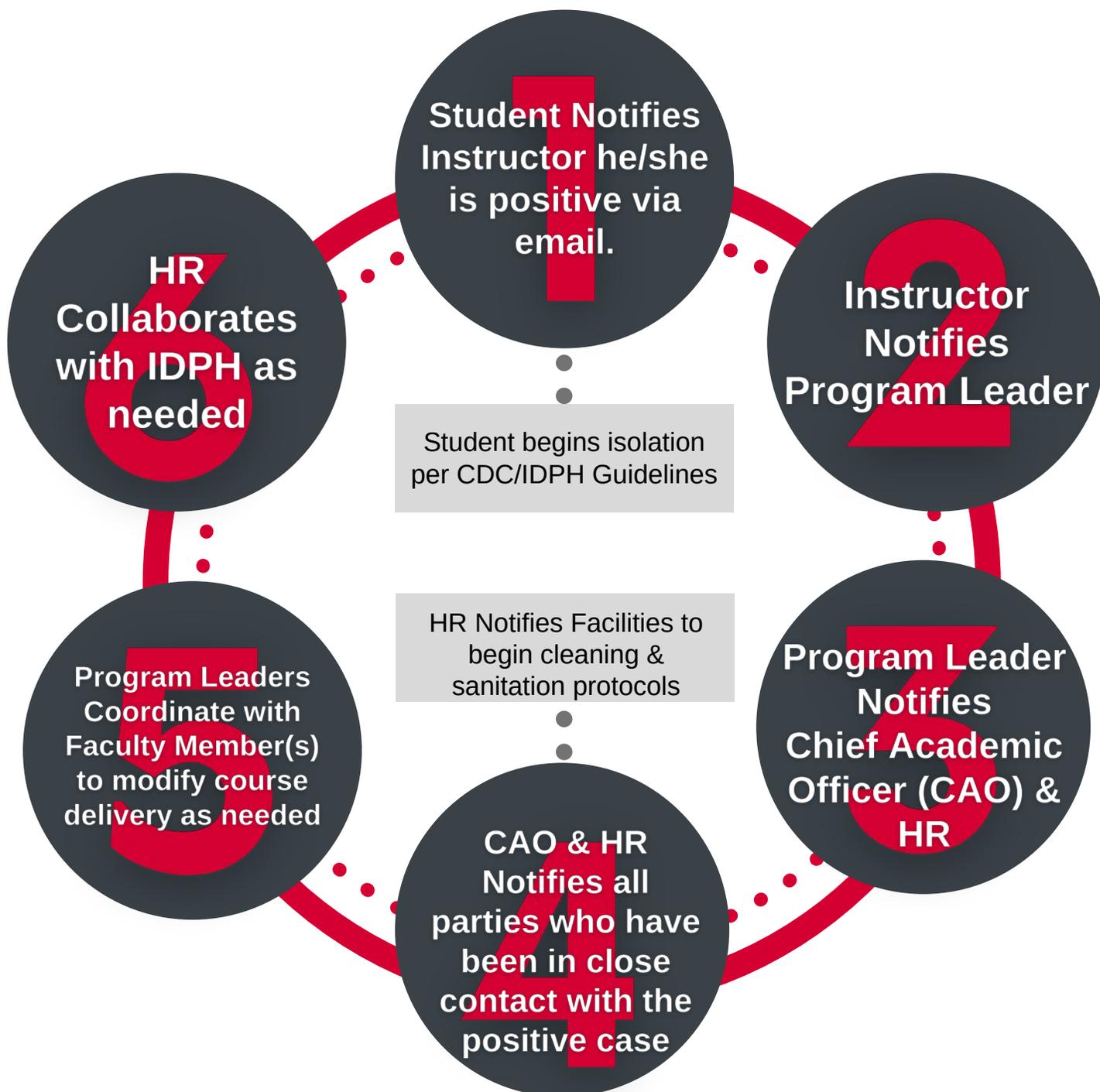
[\\*https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html](https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html)

[\\*\\*https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html)

# COVID-19 POSITIVE CASE COMMUNICATION PROTOCOL



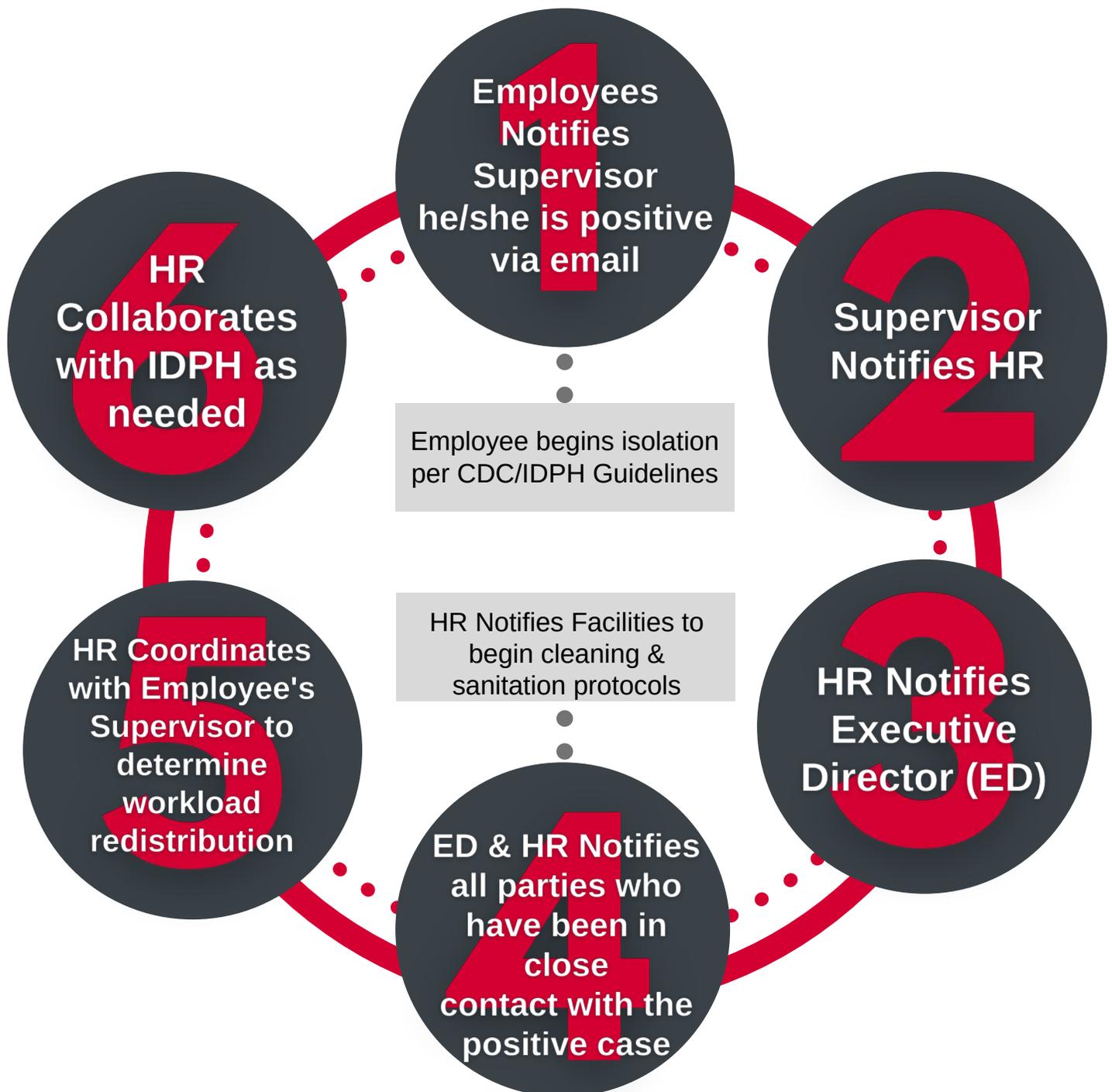
## STUDENTS



# COVID-19 POSITIVE CASE COMMUNICATION PROTOCOL



## EMPLOYEES



# RETURN TO CAMPUS PROTOCOL FOLLOWING A COVID-19 RELATED ABSENCE



## UPDATED GUIDELINES

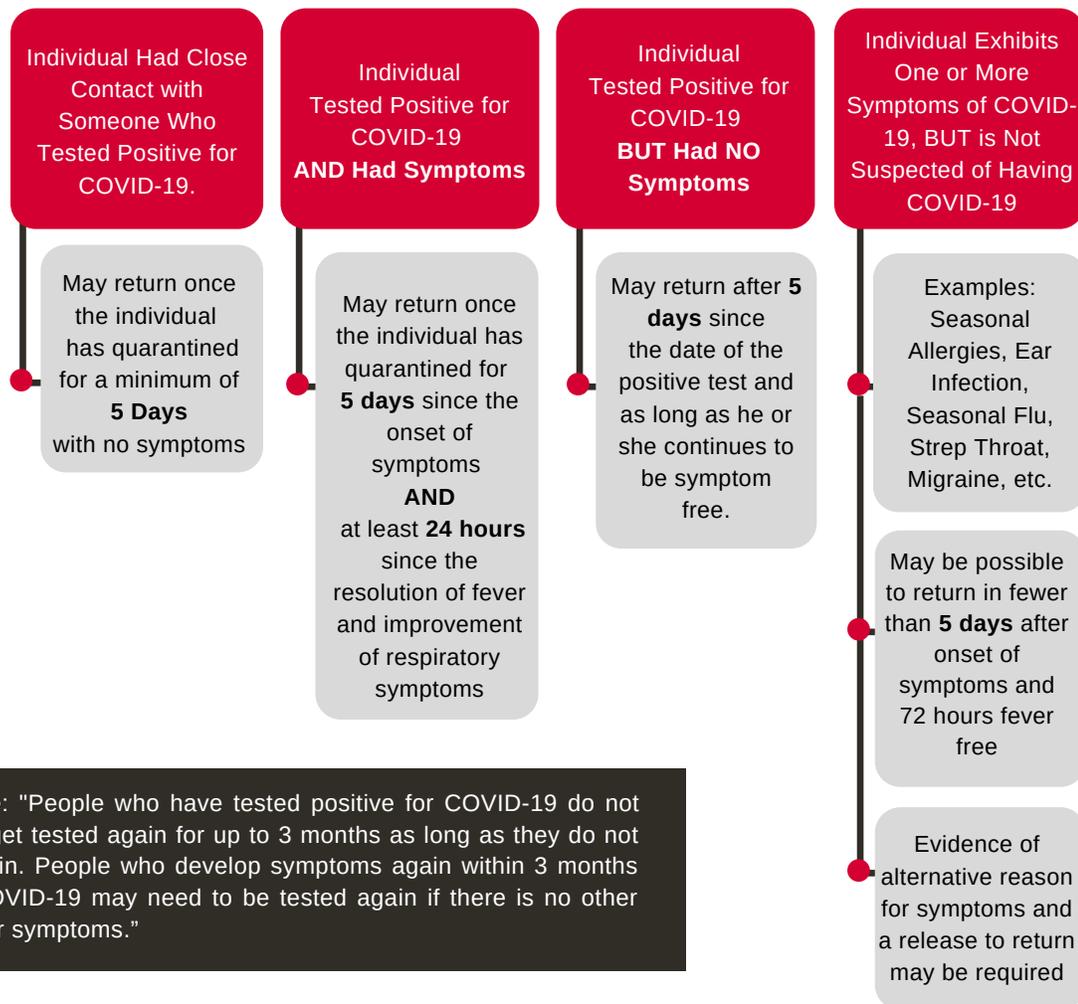
Necessary periods of isolation and/or quarantine and return to campus protocols are determined by the College based on guidance from the CDC and IDPH. In accordance with the Employee and Student Policies students, faculty, and staff must comply with these guidelines.

### A note to Students, Faculty, and Staff who have been vaccinated:

Vaccinated people with exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

People who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.



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.**

# MENTAL HEALTH SERVICES FOR STUDENTS



## MY SSP - STUDENT SUPPORT PROGRAM

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



**FREE**

Access support anytime, anywhere by:

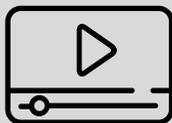
**1**

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.



Browse our digital library of helpful **articles and videos**.



Access unlimited Fitness Journeys through LIFT, an app-based **fitness program** customized to your fitness level and goals that can be performed anywhere, at any time.

**2**

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

**3**

My SSP resources are linked in the NC Digital ID app

Watch this short [My SSP App Tutorial Video](#) to learn more and check out the My SSP today!

# SPRING 2022 QUARTER COURSES & SCHEDULE



To expand the number of students who can attend class on campus, but to still limit the amount of time those students are in contact with each other and their faculty, we have a modified schedule for the Spring 2022 quarter.

## ON CAMPUS COURSES



### DENTAL ASSISTING

DNTL107    DNTL210  
DNTL109  
DNTL112  
DNTL115



### RADIOGRAPHY

RADS140    RADS220  
RADS141



### NURSING

NURS101    NURS151  
NURS105    NURS255  
NURS108    NURS280  
NURS120  
NURS130  
NURS145



### MEDICAL ASSISTING

HLTH126    MEDS121  
HLTH131    MEDS171  
HLTH142    MEDS221  
HLTH205    MEDS236  
HLTH240    MEDS243  
HLTH250

# ON-CAMPUS RESOURCES



## ON-CAMPUS HOURS

ADMISSIONS | ADVISING | FINANCIAL AID | ITS

MONDAY THRU THURSDAY

8 AM – 5 PM



STUDENT ACCOUNTS

TUESDAY & WEDNESDAY

10 AM – 5 PM

LIBRARY

MONDAY & WEDNESDAY

9 AM – 4:30 PM

TUESDAY

12 PM – 4:30 PM

THURSDAY

12 PM – 4 PM

REGISTRAR

The Office of the Registrar offers the following on-campus services:

- Diploma pick-up
- NC Transcript Requests and pick-up
- Verification Letter Requests and pick-up



On-Campus

Monday thru Wednesday

8 am – 12 pm

Thursday

8 am – 4 pm

Remote

Monday thru Friday

8 am – 4 pm



Appointments can be set-up via email at [Records-BV@nc.edu](mailto:Records-BV@nc.edu). Emails are responded to within one business day.



## 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](mailto:CovidResponseTeam@nc.edu)

## NOTIFICATION OF CAMPUS CLOSURE



- NC will continue to work with the IDPH and the CDC to prioritize the health and well-being of our students and staff.
- If NC needs to close due to weather or another transition to remote learning, or for any other urgent reason, NC will first send a message to the college community using the NC ID app. Secondly, it will utilize its mass notification system. An automated phone message, text message, and an email will be delivered to students, staff, and campus vendors/partners.
- Please make sure your ID app notifications are ON and 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](mailto:Records-BV@nc.edu)

# TECHNICAL SUPPORT



## HAVING TROUBLE?



If you are having technical difficulties, we recommend you visit the [Technical Support](#) page first.

## 24/7 HELP DESK



You can contact our offsite IT team 24/7 at 1-877-379-4610 (toll-free) or you can chat with them online by clicking [IT Chat](#)

For your convenience, scan the QR codes below with your smart/mobile devices for quick and easy access to our self-service portals and other services.

Scan QR code

Moodle

Scan QR code

Faculty and staff account self-service portal

Scan QR code

My NC email

Scan QR code

Student account self-service portal

NC Webadvisor



## NEED TO BE VACCINATED?

Vaccine Finder links with all vaccine providers and tracks current vaccine inventory and appointment availability by zip code. To better assist you in locating and obtaining a Vaccine please utilize:

- <https://vaccinefinder.org>

## NEED TO BE TESTED?

- [IDPH COVID 19 Testing](#)
- [City of Chicago COVID Testing](#)
- [Walgreens Testing](#)

## MANAGING STRESS & ANXIETY

- [Working Adults: Care For Yourself](#)
- [How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic](#)
- [COVID-19: 5 Tips to Face Your Anxiety- FREE Course](#)
- [COVID-19 Face your Anxiety- FREE to Listen to Podcast](#)

## OUTSIDE OF WORK GUIDANCE:

- [Deciding to Go Out: What you need to know](#)
- [CDC Travel Guidance](#)

## CDC GUIDANCE & RECOMMENDATIONS:

Visit the [Centers for Disease Control & prevention COVID-19 Website](#) 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](#)