

NSCC COVID-19 CONTROL PLAN

Campus Repopulation, Safety and Hygiene Protocols, Identification and Containment of Virus

June 16, 2020 (Updated)

In response to the COVID-19 outbreak in mid-February 2020 and MA Governor Baker's emergency declaration and in compliance with public health agencies' guidance as well as an expected surge in the transmission and hospitalization of infected persons, North Shore Community College responded with social distancing, sanitization efforts, and eventually by strictly limiting access to all campus facilities with the prohibition of gatherings of groups. By early April 2020, the college campus facilities were hosting 0.5% of total college employees (mainly those with responsibilities for bricks/mortar and safety) and zero students. All students and the vast majority of employees were transitioned to a remote/virtual status.

The Governor's Stay at Home mandate was extended to midnight, May 18, 2020. On May 18, the Governor announced a phased reopening approach: Phase I Start; Phase II Cautious; Phase III Vigilant; and Phase IV New Normal (see Appendix 1). In preparation for the eventual reintegration of employees and students back to campus facilities, NSCC is using a phased planning effort. The primary concern remains the health and safety of our NSCC community. We are guided by the State Administration and local public health agencies with any reintegration efforts.

During the COVID-19 crisis and beyond, the administration of North Shore Community College strives to:

- Preserve the health of our NSCC community and our host communities of Danvers, Lynn and Middleton;
- Maintain and deliver the NSCC mission of affordable, rigorous education and civic engagement aligned with regional workforce needs in a quickly changing world;
- Provide the college operations necessary to support these mission-critical activities including new modalities of delivery;
- Ensure the high-quality teaching and advising of students through completion of the spring 2020 semester, summer 2020 sessions, and beyond;
- Continue to recruit and enroll students for the 2020/21 academic year while supporting our current students to graduate, retain, and succeed so that they may reach their educational goal(s);
- Honor our unique community college sector's history and NSCC culture by treating all with respect and acting with transparency, fairness, and equity; and,
- Balance the care and wellbeing of our employees and students to the extent possible while still ensuring the long-term fiduciary health and viability of the College.

With these guiding principles in mind, we have designed a phased approach to gradually allowing more access to campus facilities, reinstating face-to-face meetings, teaching and learning activities and the delivery of services. The phased approach allows the College to evolve over time without a specific timeline but moving from phase to phase with guidance from health metrics and gatekeeping best practices. Any times noted in this plan are tentative at best and meant to provide a preliminary and draft pathway for the near future.

The NSCC phases that are outlined below are meant to provide a general framework that needs to be filled in with detailed procedures. The phased plan must include what we mean by the repopulation of our campuses along with safety protocols, how we will identify if an infected person is on campus, and what we would do to contain the spread of the virus. We also must outline how to stop the repopulation progress and revert back to a more restrictive phase, if necessary.

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Under the college's Emergency Response Team is a Task Force sub-committee that includes a broader college-wide presence working to provide input into the draft phased reintegration plan from employees, students and public health agencies and monitors the plan as it moves forward providing input for adjustments. We expected the draft's feedback and input from the larger community to be completed by May 29, 2020 so that a final plan could be widely distributed for our Phase I a to start on June 1, 2020. We have met that goal. However, we realize that even a "final" framework will continue to be reviewed, updated and renewed into the near future until all COVID-19 impacts and adjustments are addressed. We also realize that the virus may take unexpected twists and turns that will mandate pivots and changes in our plan.

The components of planning include healthy access with appropriate virus spread mitigation protocols; a review of job responsibilities for employees operating under the various health and safety components of the college in these protocols along with notation of addressing any impacts to the Collective Bargaining Agreements; and a sufficient budget and plan for acquiring the supplies and materials needed for safe campus access. The plan outlines the phases needed for a gradual integration of employees and students on campus facilities.

As part of this plan, we have reviewed all external relevant planning materials (such as the Governor's Reopen Plan, CDC Guidelines for Institutions of Higher Education, the MA Higher Education Framework, etc.) and internal plans (such as the NSCC emergency and business interruption plan, etc.) in order to integrate appropriate components. We include a plan for the health and safety education of our employees and students prior to access to campus, as well as a plan for the safe placement of desks, chairs, and other accommodations in offices, classrooms and laboratories. Finally, we have included an educational pre-admittance health checklist and protocol to ensure those who are permitted on campus understand how and why to self-screen for virus indications and how to implement the social distancing requirements as well as how to utilize personal protection gear and sanitation supplies. We understood that such changes to working conditions require working with the College unions and have held those discussions plus included union representation on plan committees. As we move forward, such collaboration with our College unions shall continue.

From Phase I to Phase III, all non-essential travel for employees and students on college business is cancelled and will be resumed in accordance with state and local regulations and guidance in Phase IV (New Normal). Some essential travel for college operational purposes may be approved with safety always our primary goal.

In addition, all employee and student social gathering places outside of offices, classrooms and laboratories, such as break rooms, conference rooms, gymnasium, and lounges, etc. will be closed in Phases I – II and as the State allows groups of more than 10 to congregate for social purposes, the College will reappraise where and when such gatherings can safely take place. The State's guidelines do not prohibit groups of more than 10 in a learning experience, however, all social distancing and health guidelines must be observed in any grouping even in a classroom or laboratory. All business and student activity meetings (involving two or more) will be held virtually from Phase I through Phase III.

Only approved employees and approved enrolled students will be admitted to the campus during Phase I and II; during Phase III and IV potential students seeking to enroll will be added to those allowed on campus; and the general public seeking in-person utilization of the library, MASSHire One Stop Center and other public places (EOC, etc.) will be added to those allowed on campus in Phase IV. Remote work, services and programs may continue throughout all phases. The community college sector is working on a telecommuting protocol that could be integrated into this plan at a later date.

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The implementation of the following phases shall ensure that each phase lasts a minimum of three weeks, as defined by the Governor's requirements. This allows both NSCC and public health agencies to adequately assess effects on the safety and security of employees and students. Appropriate protocols to move to the next phase shall be distributed as soon as possible prior to moving to the next phase.

Alternative criteria need to be accomplished in every phase for students and employees in high risk health categories, such as having underlying health issues or being over 65 years of age, as defined by the Governor's requirements and state and local public health agency criteria on vulnerable populations.

PHASES

PHASE I a "Safer at Home" - under Massachusetts *Start* Phase (see Appendix 2 for mandatory requirements set by the State):

The focus of this phase will be employee-only access to campus to provide for specific functions and tasks that cannot be accomplished in a remote fashion.

1. Who is approved to be on campus?
 - a. Employees who have specific tasks that cannot be accomplished by remote methods may be approved by the division's Vice President for on campus work
 - b. The work tasks are defined, timed and appropriate for the tasks at hand and the employee will perform only those tasks and then leave the campus
 - c. The employee is scheduled to be on campus with location, timing for the Campus Police logs
 - d. Any day that an employee expects to work on campus, the employee must complete a health self-assessment prior to arrival on campus. If the employee has any viral symptoms, the employee must stay home and follow the protocol for calling in to notify the College. These self-assessments will not be collected, reviewed or approved but are for educational purposes to help employees review their physical condition in order to provide protection for themselves and others who may come in contact with them
 - e. The employee must log in and log out through the established areas of campus entry and exits with the established protocol for entry and exit
 - f. The employee must adhere to the specific work space and not visit other spaces, except nearby restrooms
 - g. The employee must bring any food, drink and other items they need to campus and must remove those items when departing (no food trash left in work space)
2. Social Distancing:
 - a. Offices and workplace areas must have the capacity to allow at least 6 feet of distancing between employees
 - b. All employees are required to wear an effective face covering or mask (see Appendix 3) at all times while on campus
 - c. The vast majority of employees, especially those in vulnerable population categories, who can accomplish their daily tasks via telecommuting continue to work remotely. For a CDC guideline of what constitutes a vulnerable population, see [here](#).
 - d. State required certification, employee responsibilities and other educational posters shall be hung on campus
3. Hygiene Protocols:
 - a. Hot water and soap are available at all sinks and in all restrooms
 - b. Hand sanitizer is available in all office spaces and in common areas

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- c. Employees must wash/sanitize hands on a routine basis several times per campus visit
- d. Daily and routine sanitization of high touch places in common areas are established and implemented
- e. Sanitization supplies for employee office and work areas are provided for employee use for telephone, desks, computers, and other items in their private work space and must be utilized each time on campus

Phase I a Start Date: Started **Monday, June 1, 2020** and ended **Sunday, June 14, 2020**.

PHASE I b – “Starting Back to Campus” under Massachusetts *Start* Phase (see Appendix 2 for mandatory requirements set by the State):

The focus of this phase will be to expand employee-only access to campus for scheduled work tasks and shifts in safe social distancing formats.

1. Who is approved to be on campus?
 - a. Employees from Phase I a in addition to those who have functions that include on-campus equipment or processes that are enhanced with on campus work may be approved by the division’s Vice President for on campus work
 - b. The work tasks are accomplished in half day or full day increments but do not necessarily have to be M-F oriented. These can be scheduled shifts, scheduled days and combined with remote work.
 - c. The employee is scheduled to be on campus with location, timing for the Campus Police logs
 - d. Employees must complete a health self-assessment prior to arrival on campus, and if showing any viral symptoms must stay home.
 - e. The employee must log in and log out through the established areas of campus entry and exits with the established protocol for entry and exit
 - f. The employee must adhere to the specific work space and not visit other spaces, except nearby restrooms
 - g. The employee must bring any food, drink and other items they need to campus and must remove those items when departing (no food trash left in work space)
2. Social Distancing:
 - a. Offices and workplace areas must have the capacity to allow at least 6 feet of distancing and employees on-campus at same time in office suites or shared spaces must be kept to a minimum. No more than 25% of employees in any division may return to campus, as per state requirements
 - b. All employees are required to wear an effective face covering or mask and other appropriate personal protection equipment at all times while on campus
 - c. The vast majority of employees continue to work remotely who can accomplish their daily tasks via telecommuting
 - d. State required Certification, Employee responsibilities and other educational posters shall be hung on campus
 - e. Dedicated private offices are to be used as much as possible
 - f. Restored routine inter-office campus mail delivery services
 - g. Vendors to adhere to NSCC COVID-19 access protocols and to be added to the above-mentioned approved staff list
3. Hygiene Protocols:
 - a. Hot water and soap are available at all sinks and in all restrooms
 - b. Hand sanitizer is available in all office spaces and in common areas

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- c. Employees must wash/sanitize hands on a routine basis and not less than two times per half day shift
- d. Daily and routine sanitization of high touch places in common areas are established and implemented
- e. Continued virtual meetings for all college business
- f. Sanitization supplies for employee office and work areas are provided for employee use for telephone, desks, computers, and other items in their private work space and must be utilized on a daily basis

Phase I b Start Date: Started **Monday, June 15, 2020 and will be ended on Sunday, June 21, 2020.**

Phase II includes specific classes of students and there are facility requirements that must be put into place before moving to the next phase, including:

- Safe distance flow of traffic in hallways and stairs, clearly marked with wayfinding signage
- A daily student health self-assessment is available, distributed, and utilized prior to being admitted to campus
- Limited campus entry points staffed by Campus Police who reserve the right to deny admittance to any individual who appears to be symptomatic
- Entry and exit must be part of contact tracing and technology should be utilized to track who is on campus which days. This log will only be utilized to trace who may have come in contact with an infected person and not for attendance purposes
- Student Code of Conduct must have been revised for specific reference to health and safety protocols
- A supply of masks and gloves are available at the campus entry point(s). If specialized personal protection equipment must be utilized for a lab or clinical experience, the student(s) must obtain those supplies as directed by their faculty instructor prior to admittance to campus
- Classrooms and Labs and any other student serving area that allow students must have hand sanitizing supplies available as well as sanitizing supplies for students to utilize for the phones, laptops, books, etc.
- No in-person food service will be available, vending machine items only
- Facilities being utilized with students must be de-densified prior to the start of classes/labs so that social distancing can take place with at least a 6-foot allowance between seats
- Courses being scheduled during this phase should minimize the number of individuals in any one building, the goal is that there is no more than a 40% building occupancy
- The College bookstore can reopen with social distancing and appropriate sanitation procedures including curb-side pickup and other strategies to minimize personal interactions

PHASE II – “Students on Campus” under Massachusetts *Cautious* Phase:

The focus of this phase is an expansion to include limited critical student-serving employee positions on campus (such as testing, enrollment and advising) as well as access in laboratories and classrooms needed for students in specific pathways that will allow completion of spring semester scheduled courses that require hands-on in-person skill building and learning.

1. Who is approved to be on campus?
 - a. Employees approved to be on campus during Phase I. Additional employees who have functions that include student-serving functions may be approved by the division’s Vice President for on campus work.
 - The work provided by employees can be accomplished in half day or full day increments, but do not necessarily have to be M-F oriented. These can be scheduled shifts, scheduled days and combined with remote work. Student appointments must be scheduled in

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advance and can be remote although the employee is on campus

- Employees have reviewed on-campus protocols and take a self-identification checklist re symptoms of the virus on a daily basis pre-arrival on campus. The self-assessment is an educational tool and will not be used for any other purpose nor be colleges or reviewed. Employees who show any viral symptoms must stay home.
 - Employees must enter and exit at specific points, adhere to the specific work space and not visit other spaces, except nearby restrooms
 - The employee must bring any food, drink and other items they need to campus and must remove those items when departing (no food trash left in work space) although vending machines will be open for purchase of drinks and snacks
- b. Students who are enrolled in specific courses whose primary function is to complete hands on skill training or labs for completion of spring semester courses or programs.
- The students are scheduled by faculty for courses approved by the Vice President of Academic Affairs. Campus Police are notified with names, times, specific room and building to allow admittance to campus
 - Students are pre-educated on social distancing, Code of Conduct and safe distancing agreements and sign an agreement to cooperate with healthy rules, see Appendix 4
 - Students must complete a daily health assessment prior to arrival on campus and if showing any viral symptoms must stay home
 - Students come in via specific entry and are provided a mask if they do not have one
 - Campus Police reserve the right to deny entry to any student who appears to exhibit viral indications.
 - Students remain in approved areas and not travel to various areas of the campus/buildings
 - Students bring whatever food/drinks, books, supplies they need and takes all items home with them upon departure. Vending machines will be available for the purchase of drinks and snacks

2. Social Distancing:

- a. The majority of employees who can accomplish their daily tasks via telecommuting continue to work remotely
- b. All workplace, classrooms and labs must have the capacity to allow at least 6 feet of social distancing between individuals in the space
- c. All employees/students are required to wear a face covering or mask at all times while on campus, or the appropriate personal protection equipment for their learning environment
- d. Campus signage is established and placed throughout all buildings educating on safe social distancing
- e. Schedules need to be coordinated to keep the number of individuals in any one building as low as possible
- f. All college business meetings of two or more individuals continue to be held in a virtual environment to minimize personal interaction

3. Hygiene Protocols:

- a. Hot water and soap are available at all sinks and in all restrooms
- b. Hand sanitizer is available in all office spaces, common areas, classrooms and labs
- c. Employees/students must wash/sanitize hands on a routine basis
- d. Daily and routine sanitization of high touch places in common areas are established and implemented
- e. Sanitization supplies for employee/student usage are provided for use for telephone, desks, computers, and other items.

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Phase II Start Date: **Starting Monday, June 22, 2020 and will last a minimum of three weeks with transition when the Governor approves a move into Phase III.**

PHASE III – “More on Campus” under Massachusetts *Vigilant* Phase:

The focus of this phase will be expansion to include more face-to-face learning experiences, smaller group activities, access to more student services (such as tutoring, food-service, etc.) but all still in a safe social distancing and safety modes of operation.

1. Who is approved to be on campus?
 - a. Employees approved in Phase I and II in addition to other employees upon approval of the division’s Vice President for on campus work. Employees may continue to work remotely depending on function and in compliance with telecommuting protocols
 - b. For those employees scheduled to be on campus, such a list should be provided to Campus Police
 - c. The employee must log in and log out
 - d. Conference rooms, break rooms and other smaller meeting spaces will adhere to the yet-to-be determined gathering cap but must place health and safety as a priority utilizing virtual meeting strategies as a first measure
 - e. Students who are enrolled in face-to-face learning activities must be pre-educated on social distancing, Code of Conduct and safe distancing agreements and sign an agreement to cooperate with protocols. Students must go through a self-identification health checklist prior to coming on campus. See Appendix 4.
 - f. Campus Police reserve the right to deny entry to any individual who appears to exhibit viral indications
 - g. Food service returns to campus with grab and go or boxed foods in addition to vending machines
2. Social Distancing:
 - a. All workplace, classrooms and labs must have the capacity to allow at least 6 feet of distancing between individuals
 - b. Food service areas, student “lounge” areas redesigned for social distancing
 - c. Student social gatherings will be limited by the state’s yet-to-be determined maximum gatherings cap
 - d. All employees/students are required to wear a face covering or mask at all times while on campus depending on state guidelines and local public health requirements
3. Hygiene Protocols:
 - a. Hot water and soap are available at all sinks and in all restrooms
 - b. Hand sanitizer is available in all office spaces, common areas, cafeteria, classrooms and labs
 - c. Employees/students must wash/sanitize hands on a routine basis per campus visit
 - d. Daily and routine sanitization of high touch places in common areas and private areas are established and implemented
 - e. Wayfinding and health care signage continue to promote safe practices and provide social distancing education

Phase III Start Date: When Phase III protocols are in place and the Governor allows the Vigilant Phase to move forward (potentially July 2020)

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PHASE IV – “Fully Open” under Massachusetts *New Normal* Phase:

The focus of this phase will be expanded to include open to the public services, including group recruitment/enrollment and engagement activities, NS WIB One Stop services, etc. still with social distancing and safety parameters.

The campus facilities will be open and under New Normal safety and health protocols, as established by the State Administration and public health agencies. Social distancing requirements will be in place (but have not yet been determined). Business and student travel in-state and out-of-state resumes with social distancing. Larger gatherings resume, indoor and outdoor social groupings resume without caps but with safety and health as a priority. More face-to-face learning opportunities, as appropriate, resume. The cafeteria food service resumes with customized ordering and salad bars if allowable, etc. The public is invited back onto campus, with appropriate social distancing in place under New Normal guidelines.

Phase IV Start Date: When Phase IV protocols are in place and the Governor allows the New Normal Phase (potentially 2021)

NSCC PLAN 2, 3 AND 4: IDENTIFICATION OF VIRUS; CONTAINMENT PLAN; DOWNWARD REVISION PLAN

The College is required to have three other plans that include identification procedures of those infected with the virus; containment measures when someone who has been on campus tests positive for COVID-19; and, a scaling back or reverting to a prior Phase, if needed due to a virus outbreak. The NSCC Plans are as follows.

For NSCC Employees:

Virus Identification and Containment Plans:

The Human Resources Department will be the point of contact for employee COVID-19 identification, containment and contact tracing.

Reporting:

All employees that are out sick related to COVID-19 or suspicion of symptoms (can include fever, cough and shortness of breath) related to COVID-19 need to follow the department sick call out procedure and also inform HR (employees can email or manager can email Jen Chavez or Jenn Burgess).

- HR will contact the employee and ask the following questions:
 - Date of symptoms (CDC guidelines)
 - Date of testing/result (if not shared need to provide medical documentation for return to work)
 - Date last on campus (time and campus location/areas)
 - Names, date, time and location of those in close contact on campus (defined by CDC)

If employee tests positive for COVID-19:

- HR will contact Chief of Campus Police Dave Cook and he will report to local Public Health Office
 - HR will notify facilities for cleaning
- HR will contact trace in accordance with the Contract Tracing Form (below) and CDC guidelines (sustained contact with an infected individual within 6ft for more than 15 minutes)
- HR will identify and contact those that meet the CDC guidelines

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- HR will provide Chief of Campus Police Dave Cook with names and contact information of those identified as close work contacts and he will contact local public health office
- HR will follow-up with the employee and notify the employee who has tested positive of applicable leave and contractual provisions
- Employees will need a medical documentation to return to work after quarantine period

If employee has symptoms or needs to self-quarantine:

- Employees who are quarantined because of close contact (6ft for 15 minutes) or suspicion of COVID-19 symptoms:
 - Through contact tracing if employee identifies as in close contact with someone that tested positive, employee will need to self-quarantine immediately
 - If employee states that a family member in their household tested positive, the employee will need to self-quarantine and seek medical attention
 - If employee states that they may have come in close contact with someone that tested positive, employee will need to self-quarantine and seek medical attention
 - If employee states that a household member came in close contact with someone that tested positive, employee will need to self-quarantine and seek medical attention
 - If employee stated that they may have symptoms, employee will need to self-quarantine and seek medical attention
 - If employee states that they came in close contact with someone with COVID-19 like symptoms, employee will need to self-quarantine and seek medical attention
 - If employee has a COVID test, employee needs to inform HR of test date and results (or provide medical documentation for return to work)
 - Even with negative result, employee will be asked to self-quarantine for 14 days
- HR will review all medical documentation
- HR will track and will follow-up on day 13 of quarantine for clearance to return to work

Contact Tracing Reporting Form

(1) Confirmed Case Information

Name	
Age	
Telephone	
Email	
Date last on campus or at a college event	
Date of first symptoms (infectivity)	
Date of positive test results	
Identify who conducted the testing	

(2) Close Contacts Identified by the Confirmed Case

Name of close contact	
Date of close contact	
Location of close contact	
Length of close contact	

Name of close contact	
Date of close contact	

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Location of close contact	
Length of close contact	

Name of close contact	
Date of close contact	
Location of close contact	
Length of close contact	

(3) Tracing Officer contacts Close Contacts

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>
Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>
Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>
Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For NSCC Students:

Virus Identification and Containment Plans: The Dean of Students Office (DOS) will be the point of contact for student COVID-19 identification, containment and contact tracing.

Reporting:

All students that are out sick related to COVID-19 or suspicion of symptoms (can include fever, cough and shortness of breath) related to COVID-19 should notify the Dean of Students Office (DOS). If faculty become aware of a student reporting a COVID-19 symptom, a notification should be sent to the Dean of Students Office and David Cook via email or absence form submission, see

<https://forms.gle/zjkDovGNnTktw4meA>.

- DOS will contact the student and ask the following questions:
 - Date of symptoms (CDC guidelines)
 - Date of testing/result
 - Date last on campus (time and campus location/areas)
 - Names, date, time and location of those in close contact on campus (defined by CDC) if known. Sign-in/out and course information will be reviewed to identify other possible contacts.

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If a student tests positive for COVID-19:

- DOS will contact Chief of Campus Police Dave Cook and he will report to local Public Health Office
 - DOS/Campus Police will notify facilities for cleaning
- DOS will collect data in accordance with the Contract Tracing Form (below) and CDC guidelines (sustained contact with an infected individual within 6ft for more than 15 minutes)
- DOS will identify and contact those that meet the CDC guidelines
 - DOS will provide Chief of Campus Police Dave Cook with names and contact information of those identified as close work contacts and he will contact the local public health office.
- DOS will follow-up with the employee and notify the employee who has tested positive of applicable leave and contractual provisions
- Students will follow the medical re-entry policy to return to campus and attend in-person classes.

If a student has symptoms or needs to self-quarantine:

- Students who are quarantined because of close contact (less than 6ft for 15 minutes) or suspicion of COVID-19 symptoms:
 - Through contact tracing if a student is identified as in close contact with someone that tested positive, the student will need to self-quarantine immediately
 - If student states that a family member in their household tested positive, the student will need to self-quarantine and seek medical attention
 - If student states that they may have come in close contact with someone that tested positive, student will need to self-quarantine and seek medical attention
 - If student states that a household member came in close contact with someone that tested positive, student will need to self-quarantine and seek medical attention
 - If student stated that they may have symptoms, student will need to self-quarantine and seek medical attention
 - If student states that they came in close contact with someone with COVID-19 like symptoms, student will need to self-quarantine and seek medical attention
 - If student has a COVID test, student needs to inform DOS of test date and results (or provide medical documentation for medical re-entry)
 - Even with negative result, student will be asked to self-quarantine for 14 days
- DOS will review all medical documentation
- DOS will track and will follow-up on day 13 of quarantine for clearance to return to class

Contact Tracing Reporting Form

(1) Confirmed Case Information

Name	
Age	
Telephone	
Email	
Date last on campus or at a college event	
Date of first symptoms (infectivity)	

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Date of positive test results	
Identify who conducted the testing	

(2) Close Contacts Identified by the Confirmed Case

Name of close contact	
Date of close contact	
Location of close contact	
Length of close contact	

Name of close contact	
Date of close contact	
Location of close contact	
Length of close contact	

Name of close contact	
Date of close contact	
Location of close contact	
Length of close contact	

(3) DPH Tracing Officer contacts Close Contacts

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>
Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>

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Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of close contact	
Inform of close contact with confirmed case	<input type="checkbox"/>
Instruct to contact health care provider	<input type="checkbox"/>
Instruct to self-quarantine up to 14 days or as directed by health care provider	<input type="checkbox"/>
Inform of written medical clearance to return to work	<input type="checkbox"/>
Experiencing symptoms (sore throat, runny nose, cough, shortness of breath)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Downward Revision of the NSCC COVID-19 Control Plan:

Precipitating circumstance requiring a reversion to an earlier phase in the NSCC COVID-19 Control Plan:

- The State requires the communities in which our campuses are located to revert to a prior Phase in the Four-Phase Approach to Re-Opening Massachusetts.
 1. The MA COVID-19 Command Center provides daily updates on six key public health indicators, as follows:
 - COVID-19 positive test rate
 - Number of individuals who died from COVID-19
 - Number of patients in hospitals diagnosed with COVID-19
 - Healthcare system readiness
 - Testing capacity
 - Contact Tracing capabilities
 2. These six dashboard indicators are measured as red (negative trend) yellow (in progress) or green (positive trend). Before entering and during a phase, the trends must be going in a positive direction in order for the forward momentum to continue. If the trends are going in a negative direction and the metrics worsen, then it is possible that the Governor will call for a downward reversion statewide, region or local area in NSCC service area and NSCC would be required to revert back to an earlier phase.
 3. [Dashboard can be found here.](#)
- The College responds to the forward and backward direction, depending on the progress of the indicators and the advice of the State. If the Governor decides that the negative trends require a step back to an earlier phase, the College will respond by moving back to the appropriate phase and reinstating the protocols and procedures from that reverted phase, according to the NSCC COVID-19 Control Plan. The College President, with appropriate consultation with public health authorities,

NSCC COVID-19 CONTROL PLAN

will direct the implementation of the forward and reverse movement along phases, and will inform the NSCC community as soon as the transition to a Phase is known.

- If the College becomes a COVID-19 hot spot with an outbreak of virus infection, then in consultation with the local and state public health agencies and professionals, the College President will direct the implementation of the appropriate Phase reversion in the NSCC COVID-19 Control Plan. The College shall implement the appropriate protocols and procedures under our college plans for that reverted Phase.

VULNERABLE POPULATION PROTOCOL

For those populations described under the CDC guidelines of those more likely to have a severe virus infection, NSCC will review an application for accommodations to the on-campus experience for employees and students. Employees should contact NSCC Human Resources for specific directions. Students should contact NSCC Accessibility Services and follow protocols outlined in Appendix 5.

PRE-CAMPUS EDUCATION PROGRAM

Employees must review the **Employee Mandatory Workplace Safety Standards** (see Appendix 6) prior to coming on campus. These standards will be sent to all NSCC employees and can be found in their Mynorthshore.edu tiles. Campus safety and hygiene rules will also be noted on posters throughout the campus.

Students must review the **Safety Standards for Students Returning to Campus and Wellness Pledge** (see Appendix 4) prior to coming on campus. Students will be sent these standards when enrolled in a course or scheduled to complete their spring semester 2020 course/program requirements with a required on-campus component. Faculty will be encouraged to go over student protocols for all students enrolled in their courses, either face to face or in a virtual environment. If a student intends to come on campus for any purpose, the Wellness Pledge to follow on-campus protocols must be completed. Protocols, rules and any relevant materials can be found in their Mynorthshore.edu tiles.

RESOURCE ACQUISITION AND BUDGET

This responsibility falls under the Vice President of Administration and Finance to be included in FY2020 and FY2021 operational budgets. For details, see Appendix 8.

COMPLIANCE AND RISK MITIGATION

The NSCC Compliance Committee meets monthly. The State's annual Internal Control Questionnaire (ICQ) has additional compliance questions regarding this COVID-19 Control Plan. Certification of having a completed COVID-19 Control Plan was completed by the College President prior to the implementation of Phase I.

HEALTH SELF ASSESSMENT TOOL

All NSCC employees are provided a self-assessment tool to be utilized prior to on-campus arrival as outlined in the Employee Mandatory Workplace Safety Standards (see Appendix 6). NSCC enrolled students are provided a self-assessment tool to be utilized prior to on-campus arrival as well as a pledge to attest that students will follow on-campus protocols (see Appendix 4).

NSCC COVID-19 CONTROL PLAN

OFF CAMPUS ACTIVITIES AND LEARNING EXPERIENCES

Student Engagement Activities:

During Phases I and II, all social gatherings and off campus activities are cancelled and will resume in accordance with state and local regulations. As the State Administration extends the permission for groups of more than 10 to congregate for social purposes, i.e. pinning ceremonies, trips to museums, etc., the college will reappraise where and when such gatherings may take place. When off campus activities and social gatherings are permitted, the Office of Student Engagement will work with groups to ensure they are in accordance with state and local regulations as well as any NSCC protocols. The Office of Student Engagement will also provide literature and materials regarding best practices and guidelines to the groups organizing events, so the event is safe and enjoyable for all.

Experiential learning opportunities including clinical placement, field experience, cooperative education, and internship will predominantly resume in Phases II to IV based on the criteria set forth in the Governor's plan and pending specific guidelines for partnering businesses and industries. Following the protocols and procedures established by the partner site and in keeping with NSCC's protocols for safety, all students, faculty and staff engaged in experiential learning and off campus activities will need to participate in the use of appropriate personal protective equipment, social distancing, sanitation and hygiene protocols, and participate in ongoing regular contact tracing requirements. Each college partner must also validate that they have completed their 4-point plan for reopening as required by the State of Massachusetts prior to students being able to set forth on a partner's site. Guidelines for each phase of operating off campus and experiential learning will be updated and distributed by the Academic Affairs Division.

USE OF CAMPUS FACILITIES AND LAND

No outside organizations/public requests for utilization of campus facilities or grounds will be approved in Phases I through III. If a student-serving request is proposed, such a request will be vetted by the Facilities Department regarding ability to safely implement the proposed use and then reviewed for approval by the College President. If approved, College facilities and land usage will be guided by established protocols with special emphasis on adhering to State guidelines for social distancing. Depending on the parameters of Phase IV, the protocols will be adjusted.

VENDORS AND PARTNERS LOCATED ON CAMPUS

The College relies on several partners to provide student-serving programs. These established vendors and partners will abide by all NSCC protocols and this COVID-19 Control Plan. For more information, see Appendix 7.

NSCC COVID-19 CONTROL PLAN

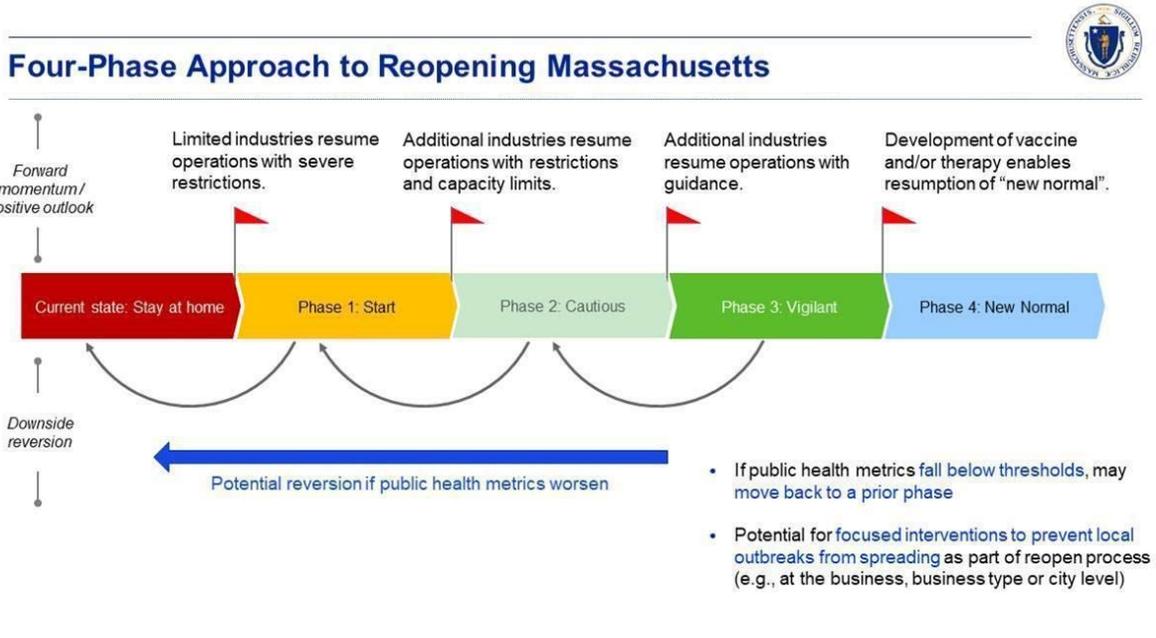
APPENDICES

1. The Massachusetts Reopen Plan
2. Massachusetts Mandatory Requirements
3. Face Coverings and Masks on Campus
4. Student Agreement and Wellness Pledge
5. Student Accessibility Protocol
6. Employee Mandatory Workplace Safety Standards
7. Additional Information for Employees
8. Resource Acquisition, Facilities, and Budget

NSCC COVID-19 CONTROL PLAN

APPENDIX 1

MASSACHUSETTS GOVERNOR BAKER FOUR-PHASE APPROACH



Other Massachusetts COVID-19 References:

More detailed information on businesses, services, and activities that will open in each phase can be found at www.mass.gov/reopening

<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>

COVID-19 Updates and Information – <https://www.mass.gov/info-details/covid-19-updates-and-information>

COVID-19 Prevention and Treatment – <https://www.mass.gov/info-details/covid-19-prevention-and-treatment>

COVID-19 Resources and Guidance for Businesses – <https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-businesses>

COVID-19 Response Reporting – <https://www.mass.gov/info-details/covid-19-response-reporting>

Guidance: Wear a Mask in Public (Issued May 1, 2020) – <https://www.mass.gov/news/wear-a-mask-in-public>

Mandatory Workplace Safety Standards – <https://www.mass.gov/info-details/reopening-mandatory-safety-standards-for-workplaces>

Travel Information Related to COVID-19 – <https://www.mass.gov/info-details/travel-information-related-to-covid-19#travel-to-massachuse>

NSCC COVID-19 CONTROL PLAN

APPENDIX 2

MASSACHUSETTS PHASE 1 MANDATORY REQUIREMENT TO REOPEN

Overview

The Department of Public Health (DPH) and the COVID-19 Command Center developed new Mandatory Workplace Safety Standards in consultation with the Reopening Advisory Board. These new standards will apply universally to all workplaces that are open in Phase 1, and are designed to reduce the risk of COVID-19 transmission to employees and customers during the first phase of reopening, and are applicable to all sectors and industries.

The Administration is releasing these Mandatory Workplace Safety Standards early, in advance of the start of Phase 1, to give workplaces time to plan and prepare for reopening.

These safety standards will be supplemented by sector-specific safety protocols and recommended best practices, which will provide further details and limited exceptions.

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID-19-like symptoms do not report to work
- Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

NSCC COVID-19 CONTROL PLAN

APPENDIX 3

FACE COVERINGS AND MASKS ON CAMPUS

Any individual (employee, student, visitor, vendor) who needs to come onto a NSCC campus will be required to wear a mask that complies with the following standards for the entire time the individual is on campus. If the individual does not have a suitable mask, one will be provided to them. Any employee requiring an accommodation regarding this requirement should contact Thanh Giddarie in Human Resources; any student requiring an accommodation regarding this requirement should contact Susan Graham in Accessibility Services.

Criteria for a compliant face covering while on NSCC property:

Cloth Mask (reusable)

- The mask must be tight fitting to the face, covering the entirety of the nose and mouth
- Must be able to remain on the face without the use of hands or frequent adjustment
- Face covering should not restrict breathing, but be sturdy enough to restrict moisture from the nose and mouth.
- A minimum of two ply, preferably cotton or cotton blend fabric material, similar to bedsheet or T-shirt
- Be able to be laundered and machine dried without damage or change to shape.
- No exhalation valves

Single Use

- Typically constructed out of a paper-cloth material. Not intended for reuse
- Example, surgical mask or non-filtering dust mask
- The mask must be tight fitting to the face, covering the entirety of the nose and mouth
- Must be able to remain on the face without the use of hands or frequent adjustment
- Face covering should not restrict breathing, but be sturdy enough to restrict moisture from the nose and mouth.
- No exhalation valves

How to Safely Wear and Take Off a Cloth Face Covering

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

NSCC COVID-19 CONTROL PLAN

APPENDIX 4

SAFETY STANDARDS FOR STUDENTS RETURNING TO CAMPUS

In Phases II and III:

Students needing to come on a NSCC campus under Phase II or Phase III must comply with the following CDC and Massachusetts Department of Public Health safety guidelines designed to reduce the risk of COVID-19 transmission.

Please review the following information and Student Wellness Pledge attesting to the following protocols.

Student Check-in Procedures

Approved students arriving to campus must utilize the designated entrance points and log in and out of the building. This can be done via an automated system online at My Northshore COVID-19 tile (search COVID in the mynorthshore.edu portal) or by check-in with campus police upon entry. Additional information on these procedures are available on the myNorthshore.edu portal in the Check In and Check Out of campus tiles.

Any questions about this information should be directed to the Dean of Students Office at deanofstudents@northshore.edu

Face Coverings

Students are required to wear a face mask that complies with the NSCC standards. If the student does not have a suitable mask, one will be provided to them. Any student who is not able to wear a mask due to an existing health condition or disability and requires an accommodation should contact Susan Graham in Accessibility Services at accessibility@northshore.edu. For a description of a compliant face covering, see above in **Appendix 3**.

Handwashing

- Hot water and soap are available at all sinks and in all restrooms
- Hand sanitizer is available in all office spaces, common areas, classrooms and labs
- Students/employees must wash/sanitize hands on a routine basis
- Daily and routine sanitization of high touch places in common areas are established and implemented
- Sanitization supplies for student/employee usage are provided for use for telephone, desks, computers, and other items.

Review the video: 30 sec
[Stop the Spread of Germs](#)

Handwashing Fact Sheet
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

Social Distancing

All students/employees are required to maintain strict 6-foot distancing for all encounters. Signage will be posted throughout all buildings on campus. Students remain in approved areas and not travel to various

NSCC COVID-19 CONTROL PLAN

areas of the campus/buildings. Students bring whatever food/drinks, books, supplies they need and take all items home with them on departure.

Review the link on Social Distancing: 30 sec
[Social Distancing](#)

Daily Symptom Checker

Students should self-monitor their health status daily prior to arriving on campus. Students who are feeling ill must not come on campus and should contact their professor. Students experiencing COVID-19 symptoms should contact Dean Bonie Williamson or Andrew Dore in the Dean of Students office. This is required for reporting and contact tracing purposes in the event that there is a positive COVID-19 case at the college.

Potential COVID-19 symptoms include:

- Fever or feeling feverish
- Muscle aches or muscle weakness
- Sore throat
- New cough (not related to chronic condition)
- New nasal congestion or runny nose (not related to seasonal allergies)
- Shortness of breath
- Easing physical distancing

Take the Wellness Pledge

Please take the following Wellness Pledge prior to your first visit on a NSCC campus.

Any questions about this information should be directed to the Dean of Students Office at deanofstudents@northshore.edu

NSCC COVID-19 CONTROL PLAN

Take the WELLNESS Pledge



*As a student focused on the health and wellbeing of myself and my community,
I pledge to:*

1. Protect Myself and Others

- Wear a NSCC mask at all times while on campus
- Complete a daily self-assessment observing for signs/symptoms of COVID-19
- Adhere to the colleges public health practices, policies and procedures for COVID-19

2. Follow Social Distancing

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Avoid close contact with family or friends that are sick

3. Practice Good Hand Hygiene

- Wash hands with soap and water for at least 20 seconds, especially after coughing, sneezing or being in a public place
- Supplement with a hand sanitizer containing at least 60% alcohol
- Avoid touching my eyes, nose and mouth with unwashed hands

4. Practice Proper Respiratory Etiquette

- Cover mouth and nose with a tissue when sneezing or coughing or use the inside of my elbow
- Throw used tissues in the trash
- Immediately wash my hands or use a hand sanitizer
- Wear the appropriate mask or face covering

5. Stay Home if Sick

- Watch for symptoms of COVID-19 which may appear 2-14 days after exposure
- Call the doctor if cough, shortness of breath, fever, chills, muscle weakness, persist
- Avoid using public transportation, when possible
- Keep vaccinations up-to-date

6. Clean and Disinfect

- Personal space and equipment
- High-touch surfaces at least once per day

NSCC COVID-19 CONTROL PLAN

APPENDIX 5

STUDENT VULNERABLE POPULATIONS AND ACCOMMODATIONS PROTOCOL

If students, who are a member of a vulnerable population and are seeking an accommodation to NSCC's newly established policies and procedures due to the COVID-19 pandemic, Accessibility Services, in accordance with the CDC guidelines, will first encourage the student to participate in virtual learning opportunities so as to limit their exposure risk as they are considered at a higher risk for severe illness from COVID-19.

Modification of Face Covering Requirements as a Reasonable Accommodation

A student who has a medical condition defined by the CDC as being high-risk for severe illness from COVID-19, may be limited in their ability to wear a certain face mask or face covering. When a student with a disability needs an accommodation related to PPE including but not limited to a modified face mask for interpreters, the student should contact [Accessibility Services](#) to follow the procedure to request services to determine eligibility for services and reasonable accommodations.

The student is required to submit current and clear documentation of the diagnosis. The documentation must be completed by a qualified professional and should include recommendations about accommodations or services that can minimize the impact of the condition. [Medical/Physical Documentation Packet](#)

Each student situation must be considered on a case-by-case basis to determine how the student is impacted by the condition, and if a reasonable accommodation or an alternative can be granted or not.

If approved, the student must carry and visually present at all times a "Badge/ID Card" indicating that they have been approved by the College for a face mask or covering modification.

Accessibility Services, in accordance with the CDC guidelines, will first encourage the student seeking an alternative to wearing a face mask or covering as an accommodation to participate in virtual learning opportunities so as to limit their exposure risk as they are considered at a higher risk for severe illness from COVID-19.

Use of Elevator as a Reasonable Accommodation

A student with a physical disability or chronic medical condition who requires the use of an elevator on campus should contact [Accessibility Services](#) to follow the procedure to request services to determine eligibility for services and reasonable accommodations.

The student is required to submit current and clear documentation of the diagnosis. The documentation must be completed by a qualified professional and should include recommendations about accommodations or services that can minimize the impact of the condition. [Medical/Physical Documentation Packet](#)

If a student is approved for use of elevators on campus as a reasonable accommodation, the student must be provided with the College's procedures regarding the use of the elevators. Accessibility Services will guide students who are legally blind as to how to determine if two individuals are in the elevator or that it is clear to enter the elevator based on number requirement.

NSCC COVID-19 CONTROL PLAN

NSCC Director of Accessibility Services, Susan Graham, makes all attempts to schedule students who use wheelchairs in classes that meet on floors that have exits. That way the student can exit the building independently during emergency evacuations and always have the ability to attend class if an elevator malfunctions. When appropriate, the Director will work with the Registrar to request if a class can be relocated to a classroom on a floor with an exit.

NSCC COVID-19 CONTROL PLAN

APPENDIX 6

EMPLOYEE MANDATORY WORKPLACE SAFETY STANDARDS

In order to comply with Massachusetts Mandatory Workplace Safety Standards for reopening workplaces, employees will need to review the following material before returning to any NSCC campus. These new standards will apply universally to all workplaces and are designed to reduce the risk of COVID-19 transmission during the phases of reopening, and are applicable to all sectors and industries.

Social Distancing and Hygiene Protocols:

Please review the following training videos and materials on social distancing, hygiene protocols and requirements for face masks:

[Social Distancing](#)

[Stop the Spread of Germs](#)

Employees must wear of mask on campus at all times in Phases I-III. For information on an effective mask, please refer above to **Appendix 3**.

Staffing and Operations

Employee Illness and Reporting of COVID-19 Symptoms and Positive Cases:

Employees should self-monitor their health status daily prior to reporting to work on a NSCC campus.

Employees who are feeling ill must not come on campus and should follow their department's sick call procedures. Employees experiencing COVID-19 symptoms should contact Jennifer Chavez or Jennifer Burgess in the Human Resources Department. This is required for reporting and contact tracing purposes if there is a positive COVID-19 case in the workplace and for notification of return to work procedures.

Potential COVID-19 symptoms include:

- Fever or feeling feverish
- Muscle aches or muscle weakness
- Sore throat
- New Cough (not related to chronic condition)
- New nasal congestion or runny nose (not related to seasonal allergies)
- Shortness of breath
- New loss of smell

Employee Check-in/out Procedures:

Approved employees arriving to work on a campus must utilize the designated entrance points and log in and out of the building. This is necessary to ensure contact tracing and sanitizing spaces. This can be done via an automated system online at myNorthshore.edu COVID-19 tile or by check-in with campus police upon entry. Additional information on these procedures will be available on the myNorthshore.edu portal.

Any questions about this information should be directed to Human Resources at hr@northshore.edu.

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APPENDIX 7

ADDITIONAL INFORMATION FOR NSCC EMPLOYEES AND VENDORS

Campus Access Approval Process for Employees during Phases I through III of Reopen COVID-19 Plan

For an employee approved for access on campus, the purpose of their visit must be:

- To carry out duties that are critical to the vital functions of the college and cannot be performed remotely;
- or by the nature of their job their everyday functions have been deemed appropriate for on-campus work.

This process will also apply to outside contractors

Employees and Contractors:

All employees and contractors who wish to have their visit to North Shore Community College approved must obtain advance approval. This process is described below.

- Request must first be reviewed and approved by the supervisor(s) and/or manager(s) of the employee or oversight employee of the contractor.
- These requests then need to be forwarded to the appropriate Vice President for final approval.
- Use of the Access Tiles in the mynorthshore.edu will provide a protocol for asking for access and VP approval. If your supervisor and VP have approved your access on campus, Campus Police and Facilities staff will be notified of your intention to be on campus on specific days and times. This access protocol must be renewed weekly through Phase I and Phase II.

The Campus Access Tile form must be completed weekly on Thursday by noon for the following week.

The reason for the advance notice is as follows:

- To help regulate the amount of staff in one given area to make sure that the mandatory 6' social distancing guidelines are being followed
- To allow precautionary measures to take place prior to and after the visit to the College (sanitation procedures).
- In order to keep accurate records so in the event we have a positive COVID-19 incident we can utilize this information for contact tracing.
- To ensure that adequate support staffing is available on campus to accommodate the needs of the request.

Business Hours Under Phase I a and b:

During Phase I a and b access to the building will be limited to Monday – Friday 7:00 AM until 5:00 PM.

Last Minute, Short Notice Request

Last minute requests should be very limited. If someone needs to gain access to the campus to gather a few items these request still need to be vetted for the same reasons that the scheduled visits need to be vetted. Last minute request should be sent via email from the Vice President to the Campus Police Chief. These requests should be made during the hours 8:00 AM – 4:00 PM.

NSCC COVID-19 CONTROL PLAN

Designated Building Access Points

Until further notice, all campus buildings must only be entered through designated access points.

At the **Danvers Campus** the designated entrance is the Health Professions Main Lobby Entrance across from Parking Lot # 4

At the **Lynn Campus**, the designated entrance is the Washington Street Parking Lot Entrance (near the Gymnasium)

INDIVIDUALS SHOWING SICK SYMPTOMS

Employees or contractors who are sick or showing symptoms of flu-like illnesses must stay home, as mandated by State guidelines.

Identification May Be Required (Phase I a and I b and potentially other phases)

When entering building perimeter access points, you **could be** asked to show some kind of identification (NSCC ID Preferred but any identification will suffice). Verifying who is coming and going from the campus will help ensure the safety of employees, limit the general public from gaining access to the campus until Phase IV, will assist in contact tracing in the event that there was a positive case on campus, and will be in place until further notice.

Signing In

Upon your arrival you will need to Check In through the appropriate tile in the myNorthshore.edu portal. If there are reasons you cannot access the tile, you can sign in at the Campus Police entry area. Please also make sure to use this procedure for signing out as well.

Upon entering the building, you must adhere to the following:

- Respect social distancing standards by keeping a minimum of six feet between you and anyone else that may be signing in or working in the building.
- Come wearing an effective face covering (see Appendix 3), or if you don't have a face covering have one issued to you by the Campus Police. Face coverings are mandatory under state guidelines. If you refuse to wear a face covering, you will be asked to leave.
- Prior to your arrival you should have already completed your daily health screening. If this was not already completed please do so prior to entering the building.
- You agree that you will stay on campus as has been scheduled and for the purposes scheduled.
- Will observe good hygiene and wash hands frequently and cough or sneeze into their own elbows.
- Will not use closed areas that are used for gatherings such as the gym, conference rooms, lecture halls and the cafeteria.
- And finally, be advised that NSCC has stopped offering food services until further notice, so you must bring your lunch with you and take food trash and leftovers with you back home.

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NSCC Campus Check-In / Check-out Procedure

Upon arriving on campus but prior to entering the building NSCC is asking all visitors (employees, contractors and vendors) to check-in.

All campus visits must be pre-approved by the President or a Vice President. Please speak with your manager about requesting a campus visit via the Campus Access Authorization Form found in the MyNorthshore portal.

Employees, contractors or vendors who do not have documented prior approval to enter a campus building will be denied access.

When you enter the building through an approved entrance Campus Police will verify that you have received prior approval and that you have submitted a Check-In form.

If you do not have the ability to fill out the Check-In form after you arrive on campus but before you enter the building Campus Police will fill out the form for you as you enter. Please be prepared to wait until the form has been filled out for you.

Approved entry/exit points are:

- Danvers Health Professions second floor entrance (off of park lot -4)
- McGee building east doors (near the gym)

Note: All people entering NSCC Campus buildings must wear a mask at all times. If you do not have a mask NSCC will provide one for you at the time you enter the buildings.

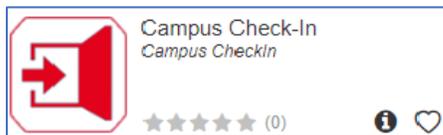
Employee Check-in Process

From your smartphone or laptop (from the parking lot):

1. Log into the MyNorthshore portal and search “Covid” in the portal search bar.



2. Click the **Campus Check-In** icon that appears.



3. You may have to enter your username and password again to access the form.
4. The form will automatically collect your email address (based on you having logged into the MyNorthshore portal)
5. You do not need to enter your name or the names of the contractors or vendors you are working with. Campus Police will do this as the contractors or vendors enter the building.)
6. The Additional Info question is not required but may be useful if you will be accessing various part of the buildings or will to provide more details that is not easily captured by the other questions.
7. You are required to check off the building or buildings you will be working in or visiting as well list the rooms you will be entering. Please use the building abbreviations provided in the examples (DB, DH, LW, etc.) as this will make it easier to sort the responses spreadsheet in the event that contact tracing needs to be done.
8. Click “**Submit.**” *You will be emailed a copy of your responses.*

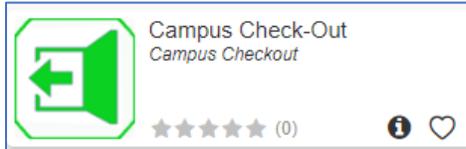
Contractor or Vendor Check-In Process

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Pre-approved contractors or vendors will enter the buildings via the approved entryways at their scheduled times. Campus Police will fill out a Check-In form for them. Contractors and Vendors should be prepared to wait until this process is complete.

Employee Check-Out Process

As employees leave campus either for the day or just for a break we ask that they fill out the Campus Check-Out Form. We ask that employees submit the Campus Check-Out form from their desk or office computer just before leaving. It can be accessed by logging into the **MyNorthshore** portal, searching “Covid” and clicking on the Campus Check-Out icon.



Like the Check-In form this form will automatically collect your email address.

1. Having accessed the form employees must select whether they are leaving for the day or only for a break.
2. Click “**Submit.**” A copy of your responses will be emailed to you.
3. When you exit the campus via the approved exits Campus Police will verify that you have submitted a Check-Out form. If you have not they will do so for you. Please be prepared to wait until this process is completed.

Contractor or Vendor Check-Out Process

When vendors or contractors exit the campus via the approved exits Campus Police will submit a Check-Out form on their behalf. Contractors or Vendors should be prepared to wait until this process is complete.

Procedure for Submitting Campus Access Request Forms

- Requests for campus access must be submitted by noon on the Thursday of the week prior to the access dates requested. (Requests for the week of June 7th must be submitted by noon on Thursday June 4th.)
- Managers makes requests on behalf of their employees.
- Managers are expected to vet the requests so only reasonable entries are submitted.
- Campus Access Requests are reviewed and approved or denied by the President and Vice Presidents on Thursday afternoons.
- After the Thursday afternoon review process managers are expected to review the approval spreadsheet and email their employees to let them know the status of their requests. Managers should attach a copy of the campus safety and check-in/out protocols to the emails they send their employees each time they email an employee about an approved campus visit.

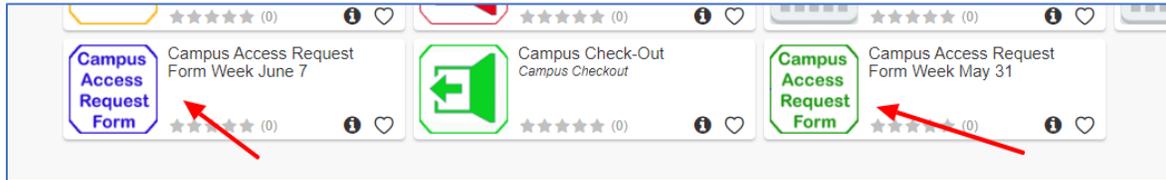
To submit a Campus Access Request Form (By noon on Thursday of the week prior to when access is requested.)

9. Managers should log into the **MyNorthshore** portal and search “Covid” in the portal search bar.

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10. Click on the Campus Access Request Form icon for the **appropriate week**. Request Forms will be posted in two-week intervals, with a new week appearing on Fridays.



11. The request form automatically collects the manager’s email based on the portal login information. Managers will need to provide the following formation about their employee(s):

- Name of Employee Who Need Access to Campus (One employee at a time only)
- Department (if the department is not listed please choose “OTHER” at the end of the list. There is also a choice for OUTSIDE VENDOR/CONTRACTOR.)
- Building
- Room #

12. There is also a section dedicated to the employee’s schedule for the day(s) they visit campus. Please checkoff all days and time frames that apply.

Time and Duration of Visit (check all time-frames that apply. If employee will be on campus from 8AM -10AM check off the 8AM and 9AM boxes.)

	All Day (8AM - 5PM)	7AM Hour	8AM Hour	9AM Hour	10AM Hour	11AM Hour	12PM Hour	1PM Hour	2PM Hour
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. There is an optional section for managers to provide additional information. One purpose for this optional section is to list the employee’s department if it was missing from the list (so it can then be added to the list.)

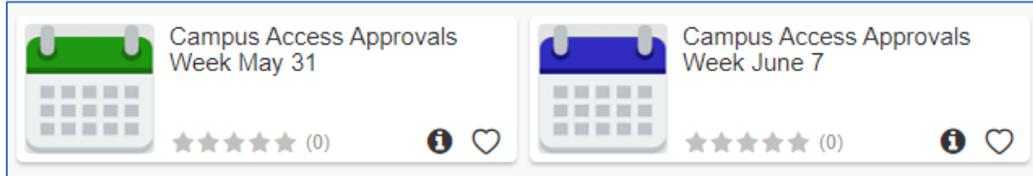
14. Click “**Submit.**”

How Do I Know If the Request Has Been Approved?

NSCC COVID-19 CONTROL PLAN

The President and Vice Presidents will approve or deny requests for the following week on Thursday afternoons. On Friday mornings managers can verify their employee's schedules for the following week.

1. Managers should log into the MyNorthshore portal and search "Covid" in the portal search bar.
2. Click on the "Campus Access Approvals" icon for the appropriate week.
3. This will bring up the Approvals spreadsheet (Managers may be prompted to login again.)



Note: Managers will have "View Only" access to the approval spreadsheets and the ability to download or copy the information has been turned-off.

4. Managers should review the sheet to determine the status of their employee(s) requests and then email the employee(s) with a confirmation (please include copies of the check-in/out and safety protocols with the emails.)

NSCC COVID-19 CONTROL PLAN

APPENDIX 8

RESOURCE ACQUISITION, FACILITIES SCHEDULING, AND BUDGET

Personal Protective Equipment / Personal Sanitation Supply

Building Services has adequate protective equipment and sanitization supplies in stock and proactively replenishing supplies.

Masks:

- NSCC requires all employees to wear a compliant face covering meeting the NSCC COVID-19, see Appendix 3.
- A face covering will be available from Campus Police upon check in if needed however, NSCC request that students, staff and faculty provide their own compliant face coverings whenever possible

Personal Sanitation Supplies:

- Each area department head will designate a location(s) for storage of PPE and sanitation supplies for department employee daily use.
- As appropriate, department kitchenettes will be assigned dedicated sanitation supplies.
- The amount of supplies provided per department will be upon agreement between the area department head and the Associate Director of Building Services - Timothy Godzik
- Requests are to be made using the NSCC Facilities Disinfection [Supply Distribution Form](#)
- After use, employees are to place supplies in a pre-arranged central location within the department. Facilities custodial staff will replenish supplies upon inspection daily
- Sanitation supplies include the following:
 - Aurora 605 disinfectant (commercial grade)
 - Paper towels / microfiber cloths
 - Sanitation wipes
 - Nitrile gloves
 - Hand sanitizer

Personnel Staffing and Scheduling:

Building Services staff will be deployed with additional personnel to provide intensified sanitation practices during daytime populated times. Routine cleaning and sanitation will continue on second shift.

Restrooms:

- NSCC restrooms are scheduled to be serviced and disinfected on a 90 minutes cycle between the hours of 8 AM and 5 PM. This cleaning frequency is dependent upon available staff levels and other custodial service needed.
- Cleaning frequency checklists are available for review in each restroom
- Personal sanitation supplies are available in each restroom and are to be returned to the designated area after use. Supplies consist of the following
 - Aurora 605 disinfectant (commercial grade)
 - Paper towels / microfiber cloths
 - Hand soap (at Sinks)

General Circulation / Classrooms Hand Sanitizer:

- Wall-mounted hand sanitizer stations are available throughout the buildings. Mostly located near stairwells and elevators.

NSCC COVID-19 CONTROL PLAN

- Laboratories and classrooms currently in use will have hand sanitizer available at the professor's podium or table

Budget:

COVID-19 PPE, sanitation supplies and modifications will be budgeted and tracked under the Facilities Department operating budget.

Thanks for your cooperation, together we can do this!