

Northeast Iowa Community College  
Pandemic Playbook

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# NICC Strong



***NORTHEAST IOWA  
COMMUNITY COLLEGE***

### Message from our President

Greetings to our NICC students, colleagues, partners, and communities,

COVID-19 has greatly disrupted our personal and professional lives. Our working, teaching and learning environment is no longer the same. I am grateful for your adjusting to the new environment, innovating thinking and practice and flexibility during this challenging time.

Be assured that providing a safe environment is our top priority. We continue to access the latest guidelines to update our safety protocols and procedures to support the delivery of programs and services.

We may not be able to control the virus, but we can all do our part in protecting ourselves and others from its spread through wearing face coverings, observing social distancing and practicing the recommended personal hygiene.

We must be patient and cautious in our reopening plan. My philosophy is to open up slowly and methodically in an effort to avoid taking steps backwards. I ask that you continue to be flexible and gracious as we slowly move forward. Minimizing disruptions will lessen the stress for all of us. Let us continue to extend grace and compassion and help each other through this trying time. Be kind to ourselves as we would to others. Together, we'll emerge more resilient physically and emotionally.

With gratitude and well wishes,



**Liang Chee Wee, Ph.D.**  
NICC President

### Overview

Northeast Iowa Community College (NICC) has implemented this Pandemic Playbook to outline the College's approach to providing the safest possible learning environment during this pandemic. NICC has worked closely with local public health agencies and received guidance from governmental authorities while monitoring the newest information from the Centers for Disease Control and Prevention website to help create this plan. The ultimate goal is to continue to provide mindful focus on the health and safety of all who enter our campus environment by implementing monitoring and adjusting plans as necessary.

### Pandemic Response Team

The Pandemic Response Team (PRT) is a cross-functional team led by district managers. The PRT will be responsible for the implementation of the district's pandemic preparedness and response plan. This team works in close collaboration with the NICC Senior Leadership Team.

The NICC Pandemic Playbook will guide the PRT in its responsibilities. The PRT is charged with ensuring training is accomplished, updates are communicated, and policies and procedures are carried out across the College. The PRT will monitor compliance and make recommendations to the Senior Leadership Team (SLT) for changes or additions to plans.

The PRT consists of the following members:

Position	Lead Staff Member(s)	Sub-Committee Members
District Manager	Dan Neenan Kristi Flack	(Consult and liaison) Kelly McMahon Connie Kuennen
Access Control Lead	Teresa Kurash, Calmar Kayla Staner, Peosta Shane Holdridge, Dubuque Erica Nosbisch leads centers Ann Ludwig, Peosta Child Care Brook Hjerleid, Calmar Child Care Mariah Schmitt, Dairy Center	
Sanitization, Disinfection Lead	Teresa Kurash	Calmar: Randy Ruroden Peosta: Linette Kremer TCC and DC: Tracy Cigrand Waukon: Erica Nosbisch Cresco: Jessica Reis Oelwein: Terri Rubner Manchester: Holly Maurer Dairy Center: Kevin Helgerson
PPE and Materials Lead	Teresa Kurash	
Training Lead	Seth Gilbert	Michelle Buddenberg Flannery Cerbin-Bohach
Communications Lead	Katie Wiedemann	Kristi Strief
Academic and Student Environment	Kristi Strief	Kelly Kramer, Jeffery Henry, Jennifer Kohlmeyer, Rachel Uhlenhake, Megan Westmark

Your well-being has always been a top priority. NICC will be reopening in steps rather than all at once. Review the [NICC Steps Document](#). **The College is currently in Step 4.** Each step assures that staff, services and processes are in place to safely proceed to the next step; if the situation warrants, we may move back a step to ensure safety.

## COVID-19 UPDATES

College buildings will be open to anyone who has a specific purpose for being there. People are encouraged not to bring guests, except a parent accompanying a minor.

Do not come to any NICC facility if you:

- Are exhibiting [Symptoms of Coronavirus \(COVID-19\)](#)
- Have been exposed to COVID-19 in the past 14 days
- Have been in close contact with a presumed or confirmed positive case of COVID-19 in the past 14 days

With this in mind, the College is asking everyone to monitor their symptoms each day before entering any College facility using the CDC [Coronavirus Self-Checker](#).

Through new cleaning and safety procedures currently in place, NICC is making an extra effort to keep students, faculty, staff and visitors to our facilities safe. However, due to the extremely contagious nature of the COVID-19 virus, it should NOT be assumed that all risk from COVID-19 will be eliminated. Everyone has to do their part to protect themselves and others. These NICC protocols provide an opportunity for the College to monitor and evaluate risk, to the extent we reasonably can, and to adapt practices to reduce that risk by guidance and direction from the [Iowa Department of Public Health \(IDPH\)](#), the [Centers for Disease Control and Prevention \(CDC\)](#) and other health professionals and experts.

### Admissions/Enrollment

[Learn more about Admission/Enrollment for Spring 2021.](#)

Our priority continues to be that our students receive a quality education. To provide multiple options for students, faculty have been asked to provide classes through multiple methods including face-to-face, online and hybrid.

### Community Resources

If you are in need of any community resources, please visit the NICC [counseling page](#). Additional information can be found on the [NICC College Covid-19 information and community resources](#) page.

## PREPARING OUR FACILITIES

### Cleaning, Sanitizing and Disinfecting Procedures

The following are cleaning, sanitizing and disinfecting procedures custodial and facilities staff will perform prior to, during and after scheduled activities.

EPA approved products will be used for sanitizing, cleaning and disinfecting. Products used will be in accordance with manufacturers' directions (examples of products used include bleach/water mixtures). In the event of a positive COVID-19 case, guidelines developed from the CDC will be followed. These guidelines are available by going to the [CDC Cleaning and Sanitizing Guidelines](#).

### Guidelines for Campus Facilities: Common Areas, Restrooms, Hallways, Lobbies and High Frequency Touch Points

- Entryways, hallways, lobbies and high frequency touch points such as door handles, light switches, desktops, chairs, lockers, etc. will be disinfected by custodial staff several times per day. Frequency of cleaning will be dependent on the length of occupancy for a specific space with a minimum disinfecting cleaning prior to and after an event.
- Restrooms will be cleaned in accordance with the NICC [Restroom Sanitation Checklist](#) with frequency of cleaning being dependent on the length of occupancy for a specific space.
- Products available should be used in accordance with the manufacturer's directions, or as labeled if using bleach.
  - Bleach must be mixed fresh daily; 4 teaspoons per quart of water. Custodial staff will maintain this as needed. Note: half a quart or less is more than adequate for most areas in a day.
  - Readiquat - premixed ready to use.
  - Oxivir - premixed ready to use.
  - TB-Cide Quat - premixed ready to use.

### Offices/Cubicles and Conference Rooms

- Custodial and facilities staff will perform general cleaning such as vacuuming.
- Common areas (e.g., conference spaces, classrooms and other academic areas) that are in use will be cleaned daily by custodial staff.
- All employees will be required to sanitize their work area. Employees will clean and disinfect frequently touched and any shared items throughout the day. All touch points in the work area will be cleaned and disinfected at the end of each day.
- Work areas will be supplied with disinfecting spray bottles and paper towels or disinfecting wipes for employees to use. Employees should contact their supervisor if they are in need of additional cleaning supplies. An [Etrieve form](#) has been created for this purpose.

### Classrooms and Labs

- Faculty and students will be required to sanitize all touch points in the classroom at the end of each class session. Custodial staff will clean and disinfect at the end of the day. Lab equipment will be sanitized by faculty or lab personnel between users and disinfected at the end of day.
- Custodial staff will conduct regular cleaning daily, in accordance with the NICC [Classroom-Gathering Areas Sanitation](#) list based on scheduled events in AdAstra (e.g., classrooms, hallways and building common areas)
- Plant Services Supervisors will oversee logs that track cleaning activity on campus.
- Paper towels and disinfecting spray or disinfecting wipes will be provided for faculty and student use in classrooms and computer labs. Hand sanitizer and disposable face coverings be available at entrances to buildings. Faculty and students should clean and disinfect classroom and computer lab surfaces they have touched or plan to touch. Faculty should communicate to their supervisor if additional cleaning supplies are needed.
- Lab areas shall continue to be cleaned by faculty and staff as is directed under [CDC guidelines](#). CDC guidelines are in place for lab spaces to minimize risk to faculty, students, staff and equipment.

### Buildings and Facilities

Classroom/lab configuration and student/employee ratios are adjusted per social distance guidelines. Changes may include the following:

- Rearrangement of classroom/hallway furniture, as needed to maximize social distancing and limit use of common spaces with assistance of Plant Services staff.
- Certain desks and tables in classrooms and other spaces will be marked with signage if they are not to be used.
- Points of entry and exit are being clearly marked with signage.
- Sneeze guards have been installed in reception areas.
- Centers are working with their partnering agencies and organizations to adhere to cleaning and sanitizing procedures.
- Plexiglass barriers are available for classroom use between students.

### Supervisor Evaluation of Work Environment

- Each supervisor will need to work with staff to evaluate work areas and identify areas where less than six feet of separation exists.
- Reopening plans should be discussed by each department. All plans will be submitted to the Pandemic Response Team for approval prior to services reopening and staff returning to campus to provide these services.
- Efforts should be made to modify or reconfigure the work area to support six feet of separation.
- Departments may need to implement barriers/shields where possible. Supervisors should contact the Operations office for assistance.
- An on campus tracking sheet has been developed for Supervisors to indicate staff working on site each week.

### Common Areas

Doing our part to stop the spread of COVID-19 requires modifying or limiting the use of common areas. Until further notice, the following common areas and common use items will have reduced access:

- Refrigerators
  - All touch points must be wiped following each use
  - Only daily food
  - All containers must be removed once a meal is complete
  - No condiments, shared or individual
- Microwaves
  - All touch points must be wiped following each use
- Coffee Makers
  - All touch points must be wiped following each use
- Vending Machines
  - Everyone will be responsible to wipe touch points following use
  - Area staff will be encouraged to disinfect regularly
- Water Fountains
  - All campus water fountains will be inaccessible
  - Cafeteria water dispensers may be used, but with a clean glass each use
- Seating will be limited in common areas such as lobbies, hallways, small study areas, etc. to provide for social distancing guidelines and to deter crowds from gathering.

### Campus Dining Options

The cafeterias will be open for business with limited menu options. Campus dining will require you adhere to social distancing guidelines and the cafeteria will endorse additional safety and sanitation practices.

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### Signage

Signage will be placed in highly visible locations to direct everyday activity and stop the spread of germs.

[Back to College Tips](#)

[Do Your Part. Stay Healthy Iowa.](#)

[How to Safely Wear and Take Off a Cloth Face Covering](#)

[Slow the Spread of COVID-19](#)

[STOP - Stay Home if you are Sick](#)

[Symptoms of Coronavirus \(COVID-19\)](#)

[Wash Your Hands](#)

[What You Can Do if You are at Increased Risk from Severe Illness from COVID-19](#)

[What to do if you are sick with COVID-19](#)

If you need additional signage, an [Etrieve form](#) can be submitted.

## PREPARING OUR EMPLOYEES

While many things have changed due to COVID-19, one thing has remained the same: our commitment to everyone's safety. Northeast Iowa Community College employees will return to campuses and centers through a stepped approach that is methodical and intentional. See the [NICC Steps Document](#). Each step ensures that staff, services and processes are in place to safely proceed to the next step; if the situation warrants, we may move back a step to ensure safety. Your return and the opening of NICC to the public is a partnership. Northeast Iowa Community College will commit to making the workplace as safe as possible; all employees and students need to follow rules to protect employee and student health and safety.

When you return, the work environment will be different. Please pay attention to changes, guidance and protocols. Connect with your supervisor if you have any questions.

Until the threat of COVID-19 subsides, NICC has adopted the following conditions of work for employees when they are present at all College locations:



### Cleaning and Sanitizing Protocols

Plant Services staff will follow through with cleaning, sanitizing and disinfecting procedures (see Preparing our Facilities above for details)

- Disinfectant cleaning spray along with disinfectant misters has been purchased and Plant Services staff have implemented a routine cleaning process for classrooms. Disinfectant sprays and misters will be available through a work order request if there is a need for a more frequent cleaning or an exposure to COVID-19.
- A point person in each department has been designated to monitor the daily disinfecting supplies needed. An Etrieve form ([Disinfectant- Cleaning Supply Request](#)) has been developed to request refills and needed supplies.

### Education and Awareness

- The Senior Leadership Team has met daily since campus closure to monitor local, state and national reports on COVID-19 and review recommendations from local, state and national public health agencies. The Pandemic Response team meets weekly with additional subcommittee meetings when necessary.
- The Pandemic Response Team and Senior Leadership Team have created the NICC Pandemic Playbook: NICC Strong.
- Safe Colleges Video training is required for all employees to complete prior to return on campus. Additional training and resources can be found on the COVID-19 MyCampus page.
- Signage on campus has been created about health and safety protocols (e.g., social/physical distancing guidelines, proper hygiene and foot traffic/routing).

### Access & Control

NICC locations will have limitations set up according to the step we are currently in. For information on access to NICC locations, please contact your supervisor. Building access will be based on class schedules. For specific access to Center locations, contact the Center Director. An on campus tracking sheet has been developed to identify staff and faculty working on campus each week.

While at NICC facilities:

- Use only the designated entrance.
- Faculty or instructors teaching a face-to-face class will need to request a face shield and a sneeze guard for the podium. Both are required to be used while standing a minimum of six feet away from the closest student. Face covering must be worn if social distancing cannot be maintained.
- Reception areas will have a sneeze guard at the point of service and the work space will be engineered to ensure visitors maintain at least six feet distance. Face coverings must be put on as soon as another person enters the work area, and in place when offering service.
- You are required to sanitize your area and any touch points contacted while you are on campus – door knobs, light switches, etc. Restrooms are sanitized by custodians

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Deans and directors have worked in partnership with the Operations office to reconfigure buildings to maximize social distancing. You may notice some changes to work spaces including the implementation of sneeze guards and removal of common area furniture. Please follow all signage and do not use areas that have been noted as closed.

- **Common Areas:** Use of common areas such as lobby seating and group study areas are discouraged. Supervisors will work to reconfigure common areas; however, it is faculty and staff members' responsibility to ensure that all social distancing protocols are in place and common areas are only used when necessary. If used, here are items to consider in your planning:
  - Chairs must be placed six feet apart.
  - Floor markers or furniture should be arranged for social distancing.
  - Plexiglass shields installed in areas where other social distancing measures are not feasible (i.e. reception desks).
  - Commonly shared items should be removed (i.e. reading materials, staplers, pen/pencils, etc.).
  - Develop a plan to sanitize the common area after each unique use as custodial staff may not be able to provide clean and sanitizing between uses throughout the day.
  - Refer to Preparing our Facilities for further restrictions and guidance.
  
- **On-Campus Meetings:**
  - When possible, do not conduct face-to-face in-person group meetings; instead, utilize conference calls/virtual-only meetings.
  - If you need to connect in-person, all room reservations must be made in AdAstra. Follow social distancing guidelines to allow for six feet of separation between you and others and wear face coverings.
  
- **Off-Site Meetings:** An off-site meeting may include meetings with businesses, schools or other external partners. Before scheduling a visit consider the following:
  - Is a physical site visit mandatory to be able to execute the task or can the meeting take place virtually?
  - Has the business/site had any confirmed case of COVID-19 in the last 14 days?
  - Do you need permission from the business/site to proceed with the site visit?
  - Have you discussed your travel decision with your immediate supervisor?

If an in-person visit is required, please follow the practices listed below:

- If approved for using a college fleet vehicle, disinfect the inside of the vehicle with the provided wipes found in the car.
- Avoid public transportation; if in a personal vehicle drive separately to maintain social distancing.
- Ensure you have an approved face covering and wear it at all times while in off-site facilities.
- Maintain social distancing at all times.

- Use non-contact greetings: No handshakes or other personal contact.
- Understand and follow the business/site protocols.

### Employee Responsibilities for Health and Safety

Until the threat of COVID-19 coronavirus subsides, NICC has adopted the following Conditions of Work for Employees. These rules are in place to protect employees' and students' health and safety. Employees will be fully and completely informed of the following guidelines and must conduct accordingly. Employees in violation may face discipline up to and including termination.

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with symptoms below may have COVID-19. This list does not include all possible symptoms.

The CDC continues to update this list as we learn more about COVID-19:

- Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
1. Employees will refrain from reporting to work when ill and have an ethical responsibility to notify their supervisor if there is a suspicion of possible exposure to or symptoms of COVID-19.
  2. Employees should monitor symptoms each day before entering any College facility using the CDC [Coronavirus Self-Checker](#)
  3. Prior to the return to campus all employees must complete the mandatory Safe Colleges Training (Managing Stress and Anxiety: Coronavirus, Coronavirus Awareness, Cleaning and Disinfecting your Workplace: Coronavirus, Social Stigma, and Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings)
  4. Supervisors are responsible for planning for a safe return and may reach out to you to consider non-traditional work schedules. Staggering shifts, rotating days or continued remote work may be considered and implemented.

5. Faculty or instructors teaching a face-to-face class will need to request a face shield and a sneeze guard for the podium. Both are required to be used while standing a minimum of six feet away from the closest student. Face covering must be worn if social distancing cannot be maintained. Reception areas will have a sneeze guard at the point of service and the work space will be engineered to ensure visitors maintain at least six feet distance. Face coverings must be put on as soon as another person enters the work area, and in place when offering service.
6. Face coverings are required ([cloth covering](#), disposable or cloth mask) in all campus buildings, including classrooms and meetings, unless alone in a private space. One cloth face covering will be issued to each employee by NICC. It is the employee's responsibility to clean the face covering and wear the face covering as described in training. Face shields will be considered on a case-by-case basis in classroom labs where it is more appropriate. More information on the use of face coverings versus face shields can be found on the [CDC website](#).
7. Employees will adhere to social distance guidelines. Employees must keep a minimum of six feet between each other in the work environment and in common spaces.
8. Employees will adhere to additional [CDC hygiene practices](#):
  - Practice frequent and thorough handwashing
  - Use hand sanitizer when handwashing is not feasible
  - Avoid touching face
  - Cough and sneeze into elbow

A college community member who encounters an issue with non-compliance to COVID-19 procedures should address with the individual(s) directly and submit an [Incident of Concern](#), if issue is not resolved. Individuals failing to follow the College's COVID-19 procedures may be subject to the policies and procedures within the NICC Student Code of Conduct or the criteria described for employees in the Employee Responsibility section above.

### Positive or Presumed Positive Case Protocol

- Your health and safety are our first priority. If a presumed or a confirmed positive case may have impacted you, you will be notified in a timely manner and provided directions on next steps, which may include the need to quarantine. The Pandemic Team will work through the [Exposure Control Protocol](#)
- If you believe you have been in close contact with someone infected with COVID-19 or you have symptoms of COVID-19, call your healthcare provider to discuss your concerns or schedule a test. Individuals who wish to get tested through Test Iowa must first complete the online assessment at [testiowa.com](#). They will then be directed to schedule an appointment. Locations and hours of operation for all test sites can be found at [testiowa.com](#) or [coronavirus.iowa.gov](#).

- Staff and faculty must complete the [COVID-19 Notification and Leave Request](#) form in Etrieve when:
  - You have been advised by a healthcare provider to self-quarantine related to COVID-19;
  - You are experiencing COVID-19 symptoms and seeking a medical diagnosis;
  - You are caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
  - You are caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
  - You have had close contact with a lab-confirmed case of COVID-19. Close contact is defined as being within six feet for at least 15 minutes.
- There are steps the College will take when a person becomes sick while on College property, learns of a positive test after having been on College property or comes to campus while sick or positive for COVID-19.
  - Individuals who are sick should go home and contact their healthcare provider.
  - Call 911 if the situation is emergent. Encourage the person to call the healthcare facility prior to arrival.
  - Assist with coordinating transportation if the symptomatic person is unable to drive. College employees should refrain from transporting students or other college personnel. The use of College fleet vehicles is prohibited if an employee is symptomatic and needs transportation. If emergent, call 911 to transport via ambulance. If non-emergent, arrange for a ride by family member(s).
  - Facilities personnel will close off areas that may have been contaminated and wait 24 hours before cleaning and disinfecting according to CDC [cleaning and disinfection recommendations](#).
  - During the waiting period, open doors and windows to increase circulation, if possible.
  - Protect the privacy and confidentiality of personal health information.
  - Assist local health officials with identifying people that may have been in close contact with the ill person.
  - Inform those who have had close contact with a person diagnosed with COVID-19 to follow public health guidance to quarantine and self-monitor symptoms.
- Employees who have been quarantined or isolated at home must work with NICC Human Resources to determine their appropriate date for returning to campus and the approved leave to be taken.

### Summary of Employee Benefits

- NICC abides by the [Families First Coronavirus Response Act](#), offering faculty and staff paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Those who believe they are eligible should complete the [COVID-19 Notification and Leave Request](#) form in Etrieve.
- Summary of Benefits and Coverage (Medical Plan)

- You may find a summary of the key features of your insurance policies, such as a description of the coverage, deductible amounts, cost-sharing obligations and coverage limitations and exceptions by logging in with your NICC email address at the [Employee Navigator](#). You may also create an account and review your health insurance details at [Wellmark.com](#)
- [Doctor on Demand \(Virtual Visits\)](#). Available to those enrolled in the NICC Wellmark health plan, Doctor on Demand is a virtual health care visit, or telemedicine. At the link, you will find the brochure with instructions to access this benefit.
- If you are anxious, worried or experiencing conflict in your life, you are not alone. These are challenging times, and we are all struggling with different circumstances. The [Employee Assistance Programs \(EAP\)](#) is available to employees and family members of all classifications, including temporary and adjunct. These resources can provide guidance and support for any challenges you may be experiencing.
- If you are absent due to illness, NICC may request information from you or your healthcare provider. In general, medical information will be required to confirm your need to be absent, to verify whether and how the absence relates to COVID-19, and to know when it is appropriate for you to return to work. It is College policy to treat any medical information as a confidential medical record. Any disclosure of medical information is limited to a need-to-know basis (supervisor, College leadership, government or public health officials) for the purpose of community safety and containment.
- Please honor the privacy of individuals you may suspect or know have tested positive for COVID-19. Treat them with the respect and professionalism you would expect if you were in their position.

## PREPARING OUR STUDENTS

### Communication

During this unprecedented time, faculty, staff and students are encouraged to practice good communication strategies. Faculty and staff should expect that students will continue to face challenges and offer students flexibility whenever possible. NICC leadership will continue to offer information regarding services, potential changes, closures or other important notices via the [NICC Coronavirus](#) webpage, NICC email and phone where appropriate.

### Student Code of Conduct

Students are expected to follow all policy and behavior expectations that are outlined in the [NICC Student Code of Conduct](#). Specific to COVID-19, all students, visitors, faculty and staff are required to follow established College procedures, including, but not limited to, wearing of cloth face coverings, self-monitoring and reporting of illness and social distancing. Refer to the [NICC Coronavirus](#) webpage for specific details.

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A college community member who encounters an issue with non-compliance to COVID-19 procedures should address with the individual(s) directly and submit an [Incident of Concern](#), if issue is not resolved. Individuals failing to follow the College's COVID-19 procedures may be subject to the policies and procedures within the NICC Student Code of Conduct.

If you have questions, please contact:

Kelly McMahon, Executive Director of Risk Management  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu) or 844.642.2338, ext. 2477

### Face Coverings & Other Personal Protective Equipment (PPE)

Students will be required to wear face coverings/masks at all times while at any NICC location. A face covering/mask will be required until further notice. Students are strongly encouraged to provide and wear a face covering of their choice. Students who do not have a face covering will be provided a disposable mask. The College's supply of disposable masks is limited.

Some programs have specific personal protective equipment requirements. For those programs, instructors will communicate requirements to students.

Any student who has a concern about wearing a face covering due to a health or other concern should contact [Disability Services Resources](#) to determine the appropriate [accommodation](#).

### Positive or Presumed Positive Case Protocol

- Your health and safety are our first priority. If a presumed or a confirmed positive case may have impacted you, you will be notified in a timely manner and provided directions on next steps, which may include the need to quarantine. The Pandemic Team will work through the Exposure Control Protocol.
- If you believe you have been in close contact with someone infected with COVID-19 or you have symptoms of COVID-19, call your healthcare provider to discuss your concerns or schedule a test. Individuals who wish to get tested through Test Iowa must first complete the online assessment at [testiowa.com](https://testiowa.com). They will then be directed to schedule an appointment. Locations and hours of operation for all test sites can be found at [testiowa.com](https://testiowa.com) or [coronavirus.iowa.gov](https://coronavirus.iowa.gov).
- Students must complete the [COVID-19 \(Coronavirus\) Notification form](#):
  - You have been advised by a healthcare provider to isolate or quarantine related to COVID-19;
  - You are experiencing COVID-19 symptoms and seeking a medical diagnosis;
  - You are caring for an individual subject to isolation or quarantine;
  - You have had close contact with a lab-confirmed case of COVID-19. Close contact is defined as being within six feet for at least 15 minutes.
- There are steps the College will take when a person becomes sick while on College property, learns of a positive test after having been on College property or comes to campus while sick or positive for COVID-19.
  - Individuals who are sick should go home and contact their healthcare provider.



- Call 911 if the situation is emergent. Encourage the person to call the healthcare facility prior to arrival.
- Assist with coordinating transportation if the symptomatic person is unable to drive. College employees should refrain from transporting students or other college personnel. If emergent, call 911 to transport via ambulance. If non-emergent, arrange for a ride by family member(s).
- Facilities personnel will close off areas that may have been contaminated and wait 24 hours before cleaning and disinfecting according to CDC [cleaning and disinfection recommendations](#).
- During the waiting period, open doors and windows to increase circulation, if possible.
- Protect the privacy and confidentiality of personal health information.
- Assist local health officials with identifying people that may have been in close contact with the ill person.
- Inform those who have had close contact with a person diagnosed with COVID-19 to follow public health guidance to quarantine and self-monitor symptoms.
- Students who have been isolating or quarantining at home must work in partnership with NICC Risk Management and the contact tracing team to determine their appropriate date for returning to campus. We strongly encourage faculty to move to a virtual format for class if a student(s) have been asked to quarantine. Students are expected to contact instructors to make arrangements to continue class participation. The Executive Director of Risk Management will notify instructors when students are approved to return to campus.

If you have questions, please contact:

Kelly McMahon, Executive Director of Risk Management  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu) or 844.642.2338, ext. 2477

### Helping Students Manage Their Health

Faculty and staff should communicate to students that they should not come to NICC if they feel ill or are exhibiting symptoms consistent with COVID-19 or have been exposed to someone presumed or confirmed positive. Faculty and staff should stress that NICC prioritizes the health and safety of its students. Individuals should not be afraid to stay home if they feel unwell or believe they may have been exposed. NICC instructors will work with students to navigate and resolve issues to the best of their ability.

- Self-monitor your health daily. If you feel ill, do not come to NICC.
- Use the CDC [Coronavirus Self-Checker](#).
  - Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.



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- Seek emergency medical care immediately when you experience: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake and/or bluish lips or face.
- If students become ill at NICC, they should go home, contact their healthcare provider or local public health agency and notify their instructor and/or complete a COVID-19 Notification [Maxient](#) form, who will initiate the Exposure Control Protocol
- Students who need accommodations during or after a COVID-19 related illness are encouraged to talk with instructors and apply through the [Disability Services Office](#). Health information of an individual employee or student is considered confidential and will be treated as such.

### Strategies to Stop the Spread of Germs

- Stay home if you are sick, except to get medical care.
- Practice social distancing. Stay six feet from other people.
- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer when hand washing is not feasible.
- Wear a cloth face covering over your nose and mouth.
- Cover your cough and sneeze.
- Do not touch your eyes, nose and mouth.

### Course Materials

At Northeast Iowa Community College, selecting and ordering textbooks is done entirely online at the NICC Online Bookstore. Created in partnership with Akademos, Inc. and powered by TextbookX, the Online Bookstore simplifies the textbook ordering process for students and professors while providing them with a variety of physical and digital textbook formats.

*Textbooks are no longer available in on-campus bookstores, but campus stores are still open with a variety of course supplies, clothing and additional products.*

For more information <https://www.nicc.edu/bookstore/>

### Student Life and Activities

The NICC Student Life Department will be providing virtual, and when possible, campus-based events for students. Students can find out what events are being offered at [NICC Events](#) and by following the NICC Facebook and Instagram accounts.

The NICC [Sports Shooting team](#) will compete during the following NICC COVID-19 and conference safety protocols.

### Student Common Areas

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Rearrangement of classroom/hallway furniture, as needed to maximize social distancing and limit use of common spaces, is completed with assistance of Plant Services staff. Students should be prepared to practice social distancing and wear face coverings.

### Food and Beverages

- When campus opens, the cafeterias will be open for business with limited menu options. Campus dining will require you adhere to social distancing guidelines and the cafeteria will endorse additional safety and sanitation practices.
- Students must keep beverage containers and any food they bring onto campus in their possession at all times to reduce exposure to others. Students must follow parameters set by faculty who can decide if food and/or beverages may be brought into their classrooms, with established lab restrictions in place while still maintaining face coverings and distancing. Food and drink may be consumed as needed, removing masks only long enough to take a drink and eat.
- Microwaves
  - Everyone will be responsible to wipe touch points following use
- Vending Machines
  - Everyone will be responsible to wipe touch points following use
- Water Fountains
  - Students should be prepared to bring a filled water bottle, as they will not have access to water fountains while on campus.
  - All campus water fountains will be inaccessible.
  - Cafeteria water dispensers may be used with use of a clean glass each visit.
  - Everyone will be responsible to wipe touch points following use.

### Student Resources

[Learning Centers](#)

[Admissions & Recruitment](#)

[Advising](#)

[Bookstore](#)

[Career Services](#)

[Counseling](#)

[Disability Services](#)

[Adult Education and Literacy](#)

[Financial Aid](#)

[International Students](#)

[Library](#)

[Registration](#)

[Student Accounts](#)

[Student Life](#)

[Student Conduct](#)

[Testing Centers](#)

[Military and Veteran Services](#)

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Additional pandemic information resources: [NICC Covid-19 FAQ](#)

## PREPARING OUR LEARNING ENVIRONMENT

### Credit Courses

Our goal is to reduce the number of students, faculty and staff on campus while maintaining regular weekly class/meeting sessions.

By reducing the number of students and staff on campus, we will be better positioned to address social distancing and safety requirements.

Computer labs will be available for student use with appropriate social distancing and cleaning protocols.

Online/remote delivery of the Student Services, Learning Centers, Testing Centers, Counseling and Library Services will continue as much as possible and will plan for increased in-person services as permitted.

Just as we have for many years, Northeast Iowa Community College continues to support individual student needs by offering the following learning options:

**Face-to-Face:** Students will attend class at a campus or college location, as scheduled. The College will adhere to safety precautions and social distancing. This will allow students to be in the classroom with their instructor. If safety, health or childcare circumstances require, the student can connect through a video live stream or watch a recording of the lecture at a later date. Please note: face coverings are required for all people who are inside any Northeast Iowa Community College location.

**Hybrid:** Students will complete a majority (51 percent or more) of the course content using the online environment where instruction can be accessed at any time (asynchronous). The remaining course content is delivered at a campus or college location, as scheduled. If safety, health or childcare circumstances require, the student can connect through a video live stream or watch a recording of the lecture at a later date. Coursework is completed according to the due dates set by the instructor. Please note: face coverings are required for all people who are inside any Northeast Iowa Community College location.

**Online Synchronous:** Students attend class from a distance on a computer or mobile device. Instruction is live, online at a specific date and time with lectures recorded for review later. Coursework is completed according to the due dates set by the instructor.

**Online:** Students attend class from a distance on a computer or mobile device. Instruction can be accessed at any time (asynchronous). Coursework is completed according to the due dates set by the instructor.

We thank everyone for their support, coordination and patience as we all work through these difficult times.

### Approval of Completion Plan/Schedule

Faculty/Deans will follow the Pandemic Response Team recommended guidelines for the College. Faculty/Deans are working within these guidelines to develop a plan including specific dates/times, room(s)/building or off-site location, number of students per session to ensure social distancing guidelines and note any program-specific safety/hygiene protocols.

- Supervisors will monitor all plans to ensure room and building occupancies are within guidelines.
- Once approved, all details will be added to AdAstra as an “event” to ensure the physical plant has utilities turned on, custodial services are able to prepare space for occupancy and conduct follow-up cleaning, and security (if applicable) can ensure the building is unlocked. If a room is not on AdAstra, the building and room will not be accessible.
- Students and employees should avoid accessing rooms or spaces outside the officially scheduled classroom or lab.

### Notification to Students

- Due to the ever-changing environment, students will be provided as much advance notice as possible of any changes to class schedules, format or locations to allow for adjustments of work or personal schedules.
- Faculty will send email with requirements and protocols to students in advance of face-to-face class meetings and also review protocols and conduct expectations during the first class meeting, including the following:
  - Face coverings/other personal protective equipment required and steps to attain
  - Building entrance to use
- Food or drink rules
- How breaks will be conducted
- Any lab-specific requirements or protocols
- Protocol information sheets will be posted in all on campus classrooms.
- Faculty are responsible for ensuring student adherence to expectations per [NICC Student Code of Conduct](#).

### Accommodations

Faculty are asked to work with students who may not be able to participate in face-to-face classes due to health related issues involving themselves or a family member. Just as NICC accommodates impacted employees, faculty should be flexible and creative in determining how they apply attendance policies, award extensions on due dates and allow make-up opportunities. Students who need accommodations during or after a COVID-19 related illness are encouraged to talk with faculty and apply through the [Disability Services Office](#).

### Student Conduct Issues

Faculty should use the standard NICC student conduct guidelines and procedures to address failure to adhere to directives regarding safety. Students are expected to follow all policy and behavior expectations that are outlined in the [NICC Student Code of Conduct](#). Specific to COVID-19, all students, visitors, faculty and staff are required to follow established College procedures, including, but not limited to, wearing of cloth face coverings, self-monitoring and reporting of illness and social distancing. Refer to the [NICC Coronavirus](#) webpage for specific details.

Those who encounter issues with non-compliance to COVID-19 procedures should submit an [Incident of Concern](#) report. Individuals failing to follow the College's COVID-19 procedures may be subject to the policy and procedures found within the NICC Student Code of Conduct.

If you have questions, please contact:

Kelly McMahon, Executive Director for Risk Management  
[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu) or 844.642.2338, ext. 2477

### Online Courses

- Standard scheduling processes will be used to determine if additional online sections are needed to meet student demand. The Director of Registration and Retention will work with Department Deans to determine if additional sections are needed and add accordingly.

### Face-to-Face Class Adjustments

- Face-to-face courses may need to move to a hybrid format via Brightspace dependent on the social distancing guidelines in effect at the time of the course and/or if the instructor becomes ill or has been exposed and needs to quarantine.

### Internships and Work-Based Learning

Instructors may provide students with options for meeting course requirements as long as program, course and regulatory requirements are met. Options include:

- Remote internship opportunities

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- In-person internships following certain guidelines outlined by the instructor and/or employer which establish a good faith effort to create a safe environment for students
- Supplemental projects determined by faculty, which may potentially relate to NICC operations

If you have any questions, comments, clarifications or concerns regarding any information within the Pandemic Playbook, feel free to contact Dan Neenan or Kristi Flack, the District Pandemic Response Team Managers.

Dan Neenan

[neenand@nicc.edu](mailto:neenand@nicc.edu) or 844.642.2338, ext. 2248

NECAS Center, Peosta

Kristi Flack

[flackkr@nicc.edu](mailto:flackkr@nicc.edu) or 844.642.2338, ext. 1225

Wilder Business Center, Calmar