

# Spring 2021 Campus Plan



On January 11, 2021, we will begin the Spring 2021 Semester. The following plan has been developed to make all individuals associated with Crowder College aware of the policies and procedures develop with one goal in mind - to provide a safe educational environment for all.

## **ACTIONS COMMON FOR ALL EMPLOYEES, STUDENTS, AND VISITORS TO CAMPUS:**

In keeping with the Crowder College Mission of building a civil, serving, literate, learning community of responsible citizens, we must do our part to slow the spread of COVID in our communities. Based on the Centers for Disease Control and Prevention recommendation, when social distancing measures are unable to be maintained, we have the expectation that all employees, students, and visitors to campus will wear face coverings on all Crowder College campus sites. In our school facilities (such as commons areas, hallways, and classrooms) where a distance of six feet between individuals cannot be met, all individuals should wear a mask for your safety and the safety of others.

1. The following business/social operations should be followed:
  - Social distancing (6 feet of separation) should be followed when achievable.
  - When social distancing measures are unable to be maintained, we have the expectation that all employees, students, and visitors to campus will wear face coverings.
  - Modify physical workspaces to maximize social distancing.
  - Clean and disinfect “high-touch” surfaces and items each day.
  - Virtual meetings or phone calls should be utilized as much as possible.
2. The following health safety practices should be followed by all:
  - If you feel sick, you should stay home.
  - Wash hands with soap and water and/or using a hand sanitizer.

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- Cover your cough or sneeze with a tissue, throw the tissue in the trash, and wash your hands for at least 20 seconds with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces such as door handles, faucet handles, light switches, etc.
- Self-monitor for symptoms, including fever, on a daily basis.
- When social distancing measures are unable to be maintained, we have the expectation that all employees, students, and visitors to campus will wear face coverings.
- All individuals should respect others' level of comfort during the time period of infection prevention. Assume that each person you may interact with has the desire to strongly hold to social distancing guidelines.
- Specific health safety information will be posted at all campus sites.

The color-coded table found on the next pages, covers the details of the plan broken down for students, employees, and the public or outside groups. All of these directives and procedures are subject to change, based on educational and public health goals. If you have specific questions not covered in the table, please ask your immediate supervisor. If you are a Crowder College student, please feel free to ask questions of your Campus Director (if you are a student at Cassville, Joplin Advanced Training and Technology Center, McDonald County, Nevada, or Webb City campus sites) or the Academic Affairs Office McDonald Hall Room 124 on the Neosho Campus.

## MODIFICATION OF RETURN TO CAMPUS PLAN

The procedures and guidelines outlined in this plan represent the decisions as of November 30, 2020. These plans may change as necessary to meet CDC guidelines, state or local restrictions, and the needs of Crowder College, its students, and employees. Changes to the plan, as well as decisions that are pending until dates specified within this document, will be communicated.

## LEGEND

	Open/Available with <b>No</b> Modifications and by following Social Distancing. when social distancing measures are unable to be maintained, we have the expectation that all employees, students, and visitors to campus will wear face coverings.
	Open/Available with <b>Some</b> Modifications and by following Social Distancing. when social distancing measures are unable to be maintained, we have the expectation that all employees, students, and visitors to campus will wear face coverings.
	Closed/Canceled

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STUDENTS	
<b>Admissions</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Adult Education and Literacy</b>	Open and available with on-ground and online options. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Athletics</b>	Athletics will follow NJCAA/Region guidance for men's soccer, women's basketball, women's softball and men's baseball. This may include changes to practice and competition schedules. Athletes will comply with health screening requirements.
<b>Bookstore</b>	Open and available. Lower Occupancy limits will be applied. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>CAMP</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Career and Transfer Services</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Cashiers Office</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Computer Labs</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Counseling</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Dining Hall</b>	Open and available. Lower Occupancy limits will be applied. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Elevators</b>	One-person occupancy, avoid if possible.
<b>Financial Aid</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Housing</b>	Open with no outside visitors allowed. Limits on the number of residents in each unit. Quarantine and isolation procedure will be followed per CDC guidance. Face masks are expected in common areas but not in bedrooms. Residents will be expected to follow daily health screening guidelines.
<b>Instruction</b>	The schedule consists of the full range of in-person (seated) classes and online classes.
<b>IT HelpDesk</b>	Open and available. Use <a href="mailto:Help@crowder.edu">Help@crowder.edu</a> or call 417-455-5712 for assistance. When visiting IT if social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed. Course reserves, Interlibrary loans and physical materials check out is available. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Records</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Student Accessibility Office</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.

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STUDENTS (Continued)	
<b>Student Success Center</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Testing Center</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>TRIO EOC</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>TRIO Project NOW/SSS</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Water Fountains</b>	Water bottle filling units have been added at some water fountains. If the bottle fillers are available, individuals may fill personal bottles at those water fountains. If the water fountain does not have a bottle filler, the water fountain is not available at this time.

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EMPLOYEES	
<b>Bookstore</b>	Open and available. Lower Occupancy limits will be applied. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Cashiers Office</b>	Open and available. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Dining Hall</b>	Open and available. Lower Occupancy limits will be applied. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Elevators</b>	One-person occupancy, avoid if possible.
<b>IT HelpDesk</b>	Open and available. Use <a href="mailto:Help@crowder.edu">Help@crowder.edu</a> or call 417-455-5712 for assistance. When visiting IT if social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed. Course reserves, Interlibrary loans and physical materials check out is available. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Meetings/Interviews</b>	Virtual meetings as much as possible. One-on-one permitted with social distancing. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Professional Travel</b>	All professional travel will be approved by the Vice President of the specific area.
<b>Use of Leave</b>	As always, College Accrued Leave is available to all employees as earned.
<b>Water Fountains</b>	Water bottle filling units have been added at some water fountains. If the bottle fillers are available, individuals may fill personal bottles at those water fountains. If the water fountain does not have a bottle filler, the water fountain is not available at this time.
<b>Work Location</b>	All employees should be working on campus unless alternative schedule/work space is approved by immediate supervisor and Vice President.

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PUBLIC/OUTSIDE GROUPS	
<b>Activities/Events on Campus</b>	All activities and events will be considered by the Executive Council on a case by case basis.
<b>Bookstore</b>	Open and available. Lower Occupancy limits will be applied. When Social distancing measures are unable to be maintained, wearing face coverings is expected.
<b>Dining Hall</b>	Not available at this time. More information will follow as guidelines change.
<b>Elevators</b>	One-person occupancy, avoid if possible.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed. Course reserves, Interlibrary loans and physical materials check out is available. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Renting/Reserving Facilities</b>	All requests for renting/reserving facilities will be considered by the Executive Council on a case by case basis.
<b>Water Fountains</b>	Water bottle filling units have been added at some water fountains. If the bottle fillers are available, individuals may fill personal bottles at those water fountains. If the water fountain does not have a bottle filler, the water fountain is not available at this time.

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## Rules for Holding Activities on all Crowder College Campus Sites

College groups may hold activities on campus if approved by the Executive Council and the following guidelines are met:

- Masks will be required of all participants.
- Masks should be provided for participants if they do not have a mask.
- Social distancing should be followed by all participants.
- When possible, the event should be held outside.
- If food is provided, the services of Great Western Dining should be utilized because of their knowledge of meal preparations and serving safety guidelines.
- If Great Western Dining Services are not utilized, please follow social distancing and mask protocols in preparing the food and during the time of the activity. If the food is not individually wrapped, for the safety of all, we recommend one person wearing gloves to serve as opposed to participants self-serving.
- The services of the Crowder College Custodial Staff should be utilized because of their knowledge of set-up and clean-up safety guidelines.