



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

## COVID-19 Re-Opening Plan

July 22, 2021 – Revised August 30, 2021

SOUTHWESTERN OREGON COMMUNITY COLLEGE

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## SECTION I: INTRODUCTION

Southwestern Oregon Community College (SWOCC) is planning to resume traditional on-site and in-person activities at SWOCC locations for academic year 2021-2022.

We make these plans with a careful eye on current, comprehensive public health and mitigation strategies and continuation of the Oregon Health Authority's (OHA) vaccine distribution plan for all Oregonians.

SWOCC's plans will require ongoing commitment and support from all members of the SWOCC community, a continued decline in COVID-19 infection rates, and adherence to federal, state, and other applicable guidance and requirements that permit increased on-site and in-person activities.

While subject to change, we are currently planning for fall to include:

1. Resumption of in-person instruction as the primary modality of delivery at all SWOCC locations.
2. Resumption of in-person administrative and operational services.
3. Resumption of in-person and site-based research and fieldwork.
4. Resumption of in-person and on-site co-curricular and extracurricular activities.
5. Student Housing to function at a more traditional capacity.
6. Athletic competition to function at normal with more traditional on-site fan attendance.

SWOCC will operate in alignment with Oregon Health Authority and the Center for Disease Control (CDC) for the general operations of the College. Additional local public health requirements may apply depending on the type of SWOCC activity, a county's COVID-19 risk level, and the location of activities planned.

### Principles of Returning to Traditional On-Site Activity

The following principles serve as the foundation of SWOCC's resumption plan:

- We will continue to take informed, proactive and intentional approaches to supporting the health, well-being and safety of all members of the SWOCC community. This includes careful review, exploration and adjustment of policies, practices and systems of support for students, faculty and staff at SWOCC campuses.
- We plan to use an appropriate mix of instructional modalities (face-to-face, synchronous online/remote and asynchronous online). Regardless of modality, we will provide students with quality instruction allowing them to attain course and program learning outcomes, and progress successfully to graduation and/or certificate completion.
- Ventilation in College buildings is an important aspect as we return to on-site. HVAC systems have been adjusted where possible to maximize fresh air and filtration, and HVAC operations follow the recommendations of the Centers for Disease Control and Prevention and Oregon OSHA.
- EVS staff will continue to clean and disinfect College spaces based on CDC recommendations, utilizing EPA-approved chemicals.

## General Guidelines for Return

- All employees are expected to return to on site work activities.
- There may be circumstances where remote learning and working continue as a component of in-person activities and College program delivery. Given SWOCC's commitment to a culture of care, supervisors will work within College-level guidance within the Executive Team in assessing and approving continued remote work arrangements that extend into the fall term.
- Employees who provide community education, workforce training, extracurricular activities and other in-person programming to support engagement for students and community members, can be on-site as public health conditions allow.
- Starting with summer term 2021, any continuing partial or full-time remote work arrangements must be documented and approved in advance by Human Resources and the employee's supervisor as part of a remote working agreement.

## Pathway Returning to On-Site and In-Person Activity

This is subject to change based on executive order or other legal requirements and local conditions.

SWOCC expects to transition to higher-density, on-site and in-person activity in phased and gradual steps over the next several months, helping employees to develop comfort and confidence as we re-establish on-site workplace norms. This transition can be altered quickly if local conditions or legal requirements warrant.

## Summer 2021 Activities Guidance

In support of resuming activities, summer programming will contribute to the transition to vibrant, in-person activities.

Currently, external groups are not able to utilize College space unless alternative space is not available within the community, or the activity is considered College business. College business includes those activities that are directly tied to the core academic, learning, and extension and engagement mission of the College.

Approval for College business summer program activities should be obtained from the appropriate Dean, Director or Department head and Executive Team. Approval for external groups seeking to use SWOCC locations that do not have an alternative venue should be obtained from the Executive or Emergency Management Teams. Activity must not displace any SWOCC program or affect core College functions.

## Fall Term 2021

The pathway to fall 2021 gradually transitions SWOCC back to traditional on-site and in-person activity to the greatest extent possible. All College operations and offices are expected to be open during traditional business hours with reduced density only where necessary. It is assumed that employees traditionally working on-site before the pandemic will be expected to work on-site in the fall.

Face coverings will be required in all indoor settings unless otherwise directed. Please see Revised Temporary Face Covering policy [Temporary Face Covering Policy](#)

## Facilities Preparation

For fall 2021, College spaces may require some amount of physical distancing, based on Oregon Health Authority, OSHA and other applicable requirements. OHA and CDC guidance on physical distancing requirements and/or total capacities on the number of people in one room will be followed.

## Travel

### *SWOCC-Sponsored Essential Travel - Out of District/Out of State*

As restrictions begin to ease, the Executive Team understands staff will want to begin regular travel planning for College business and professional development. The Executive Team remains concerned about the possibility of an uptick in cases or new strains of the virus, and expectations for staff dealing with the many differing levels of restrictions at travel destinations. As a result, the Executive Team encourages staff when considering travel for the 2021-22 academic year to continue to seek remote meeting opportunities to conduct College-related business. If you feel it is necessary to attend business meetings and trainings that require travel, please provide specific information regarding this need below. If you have additional questions, please contact the Executive Team member associated with your department.

**For travel during Fall Term** – a three (3) day quarantine will be required upon return from travel by air. This is in accordance with recommendation from local public health officials.

## Meetings Guidance

As many SWOCC employees begin to transition to largely in-person work and operations, the following guidance is to help departments thoughtfully approach how meetings are conducted:

- Face Coverings are required for all indoor meetings.
- It is no longer necessary to limit meetings to only remote means. However, we strongly encourage that there is an option for all participants to attend via zoom from their work area rather than be required to attend in person.
- Returning to on-site work may be destabilizing for some after months of remotely working. Establishing opportunities for in-person, employee-to-employee engagement is one way that we can re-connect with colleagues and help ease the transition.
- Managers, in consultation with employees, can create criteria for when meetings require in-person attendance, and when hybrid or fully remote meetings are acceptable or beneficial. It is recommended that this criteria-setting begin right away so that all employees within units are aware of parameters before fall term, with the expectation of revisiting the criteria after the transition is underway.
- Equity must be considered when implementing criteria to ensure all employees with similar roles have similar access to meeting attendance options.
- When meetings are fully or partially conducted via remote means, to the extent possible, it is best if this is done via video conference rather than by phone to allow for maximum communication queues and access to, and for, each of the participants.

## On-Site Events and Activities

### *Planning Framework*

All on-site events and activities will be conducted in alignment with:

- Applicable Oregon Health Authority, CDC and OSHA guidelines.
- Applicable guidance as directed by the local health department.
- Relevant SWOCC policies, including Face Covering and Physical Distancing policies.
- Any other applicable federal, state, or local requirements.

### Planning

In addition to obtaining approval from the appropriate dean, director or department head, SWOCC will use the Facility Use Group (FUG) which is designed for organizers hosting in-person, on-site events for guidance. Each facility use request will be reviewed for adherence to current SWOCC, OHA, CDC, OSHA requirements, guidelines, and policy. If there are any questions about the submission, the reviewers will reach out to the event planner(s). This review process supports SWOCC's compliance efforts with local, state, and federal guidelines and requirements, as well as SWOCC policy. Note that this process is not required for College or departmental meetings in the interest of College business.

Face coverings will be required for indoor events and activities.

### Space Considerations

To request use of a general-purpose classroom for an event (academic or non-course related), please contact Facility Services for guidance.

Activities scheduled through Facilities Services are automatically notified of building activity.

### Other Guidance

Recreational Spaces: Campus recreation and outdoor common areas will follow all applicable CDC, OSHA, Oregon Health Authority, and industry-specific requirements and carefully consider best practices guidelines.

## SECTION II: COVID SAFETY & SUCCESS POLICY

### Policy Statement

1. This policy is in effect until lifted by the Southwestern President.
2. In response to the COVID-19 pandemic, in alignment with the Oregon Governor's termination of most of the COVID-19 risk level health and safety precautions, and consistent with guidance from the Oregon Health Authority ("OHA") and the Centers for Disease Control and Prevention ("CDC"), and Oregon Occupational Health and Safety (OR-OSHA); Southwestern Oregon Community College issues this COVID Safety & Success Policy.
3. This College policy applies to all Southwestern Oregon Community College locations and serves the College's goal to help reduce the risk and spread of COVID- 19, which is the disease that is caused by the SARS-CoV-2 virus. This College policy applies to all College employees, students, contractors, volunteers, and visitors on College-owned or -controlled property or engaging in Southwestern activities while interacting in-person with others outside of their household.
4. This policy may be revised subsequently to align with federal, state, and local guidance and as Southwestern's public health response evolves. When the Southwestern policy differs from local, state or federal mandates, the more restrictive requirements apply. The definitions included in this College policy are guided by OHA and CDC relevant definitions.

### Definitions

1. **Close contact** is someone who was within 6 feet of an infected person for at least 15 minutes within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic cases 2 days prior to positive specimen collection) until the time the patient is isolated.
2. **Face coverings:** A face covering is an item affixed to the face to help prevent the spread of the COVID-19 virus, including cloth garments that cover the nose and mouth, and medical-grade disposable masks. This definition and policy exclude face coverings that incorporate a valve to facilitate easy exhalation, mesh masks, lace masks, or other coverings with openings, holes, or visible gaps in the design, material or vents.
3. **Face shields:** A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
4. **Fully vaccinated** means a person who has received their second dose of a COVID- 19 vaccine in a 2-dose series and at least two weeks have elapsed since the last dose (e.g., Pfizer or Moderna vaccines), or, a person who has received a single dose vaccine for COVID-19 and at least two weeks have elapsed (e.g., Johnson & Johnson's Janssen vaccine).
5. **Social distancing, also called "physical distancing,"** means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

### Responsibilities & Procedures

1. Certain public health measures may continue to be required by federal, state, or local laws in specific settings or for specific activities. All individuals engaging in Southwestern activities or on Southwestern-owned or -controlled property must continue to comply with those laws.
2. Face Coverings and physical distancing: Consistent with the CDC's, OHA, and local

health authority recommendation, Southwestern is requiring faculty, staff, students, contractors, volunteers, and visitors across all Southwestern locations *to use face coverings and to maintain physical distancing in all indoor settings.*

3. Effective face coverings fully cover the nose and mouth. Face coverings are recommended to be worn in combination with other measures, such as physical distancing and proper hand washing.
4. Symptom Screening: It is recommended that faculty, staff, students, contractors, volunteers, and visitors across all Southwestern locations perform daily health screenings for infectious illnesses, including COVID-19, and to stay home when sick and seek medical care.
5. Contact Tracing: Faculty, staff, students, contractors, volunteers, and visitors across all Southwestern locations are expected to promptly collaborate with local health officials and appropriate Southwestern personnel, such as an employee's supervisor or Human Resources, in case investigation and contact tracing, in order to aid in disrupting the chain of transmission and prevent further spread of the virus in College settings, and in the community.

## Quarantine and Isolation

Requirements and recommendations in this policy for students and employees are based on isolation and quarantine guidance provided by the CDC, OHA, and the Local Health Authority (LHA). In specific circumstances, quarantine requirements for vaccinated and unvaccinated students or employees may be changed at the direction of the LHA. All Southwestern employees and students are required to follow the direction they receive from the LHA.

## Student Quarantine and Isolation Requirements

1. Students who are experiencing COVID-19 symptoms, regardless of vaccination status, are required to: isolate; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice and follow all public health guidance.
2. Students who have tested positive for COVID-19 but are asymptomatic must isolate for 10 days from the time of testing.
3. Students who have tested positive for COVID-19, regardless of vaccination status and have COVID-19 symptoms must isolate for 10 days since symptoms appeared and at least 24 hours have passed with no fever (and no fever-reducing medicine) and other symptoms of COVID-19 are improving.
4. Students who are not fully vaccinated and believe they may have been exposed to COVID-19, are required to: self-quarantine; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice, and follow all public health guidance.
5. Students who are fully vaccinated and believe they may have been exposed to COVID-19, should wear a mask at all times; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice, and follow all public health guidance. Quarantine is not required unless recommended by health care provider or LHA.
6. Students who are not fully vaccinated and determined to be a close contact of someone infected with COVID-19 and are asymptomatic, must quarantine for a minimum of 10 days from time of exposure. A full 14 days remains the safest option and may be required by the LHA.



7. Students who are fully vaccinated and determined to be a close contact of someone infected with COVID-19 and are asymptomatic, should wear a mask at all times; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice, and follow all public health guidance. Quarantine is not required unless recommended by health care provider or LHA.
8. If a person exposed to COVID-19 becomes symptomatic while in quarantine, they should contact their health care provider for testing and follow LHA instructions for isolation.
9. Students determined to be a close contact who have had a case of COVID-19 confirmed by a healthcare provider or a public health authority in the previous 90 days, or who are fully vaccinated, do not need to quarantine. Unvaccinated students who are close contacts of someone with confirmed COVID-19 will be required to quarantine for up to 14 days.

### Employee Quarantine and Isolation Requirements

1. Employees, regardless of vaccination status, who have been physically on-site at a Southwestern location or interacted in-person with individuals outside their household as part of their Southwestern employment in the previous 14 days, must notify their supervisor if they have been diagnosed with COVID-19 or if they have had a positive COVID-19 test result.
2. Employees who are experiencing symptoms of COVID-19 regardless of vaccination status, and COVID-19 is suspected, are strongly recommended to isolate and are prohibited from being on-site on Southwestern property or interacting in-person with individuals outside their household as part of their Southwestern employment until 10 days after symptoms first appeared and 24 hours after symptoms have resolved without the use of fever-reducing medications.
3. Employees who have tested positive for COVID-19 regardless of vaccination status, but are asymptomatic, are prohibited from being on-site on Southwestern property or interacting in-person with individuals outside their household as part of their Southwestern employment for 10 days from the time of testing and are strongly recommended to isolate for that time, in accordance with current public health guidance.
4. Employees who have tested positive for COVID-19 and are symptomatic are prohibited from being on-site on Southwestern property or interacting in-person with individuals outside their household as part of their Southwestern employment for 10 days after symptoms first appeared and at least 24 hours have passed with no fever (and no fever-reducing medication) and other symptoms have improved.
5. Employees who are not fully vaccinated and believe they may have been exposed to COVID-19 and have been physically on-site at a Southwestern location or interacting in-person with individuals outside their household as part of their Southwestern employment in the previous 14 days must notify their supervisor
6. Employees who are fully vaccinated and believe they may have been exposed to COVID-19, should wear a mask at all times; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice, and follow all public health guidance. Quarantine is not required unless recommended by health care provider or LHA.
7. Employees who are not fully vaccinated and determined to be a close contact of someone infected with COVID-19 are prohibited from being on-site at any Southwestern location or interacting in-person with individuals outside their household as part of their Southwestern employment for a minimum of 10 day from time of exposure. A full 14 days remains the safest option and may be required by the LHA.

8. Employees who are fully vaccinated and determined to be a close contact of someone infected with COVID-19 and are asymptomatic, should wear a mask at all times; avoid close contact with others; contact their primary health care provider by phone or a secure patient portal for medical advice, and follow all public health guidance. Quarantine is not required unless recommended by health care provider or LHA.
9. If a person becomes symptomatic while in quarantine, they should contact their health care provider for testing and follow LHA instructions for isolation.

#### Notifications:

Local health authorities hold primary responsibility for contact tracing, which includes notification of those who have been exposed to an individual who has tested positive. Additionally, Southwestern has established a notification process to respond to positive COVID-19 cases. These processes are designed to mitigate the spread of COVID-19 and supervisors are to follow this process when they are informed by an employee that they have tested positive for COVID-19.

Southwestern may approve limited exceptions and expansions to this policy, where consistent with applicable executive orders. Approval of exceptions or expansion will be provided in writing.

#### *Related Information*

- [Southwestern's COVID-19 Notification Procedure](#)
- [Southwestern Communicable Disease Management Plan](#)
- [Southwestern Safety & Success COVID-19 website](#)
- [Oregon Health Authority \(OHA\) Statewide Isolation and Quarantine Guidance](#)
- [Center for Disease Control \(CDC\)](#)
- Coos Health and Wellness
- [Oregon Health Authority : Curry County Public Health Services : Technical Assistance for Local Public Health Authorities : State of Oregon](#)

## SECTION III: ACADEMIC PROGRAMMING & STUDENT SERVICES

As we resume primarily in-person instruction, SWOCC remains committed to do so by following all applicable health authority guidelines and College policies that increase public health and safety for all.

### Academic Programming

#### *Standards, Options and Approaches:*

- Class sections for the majority of programs will resume in-person for fall term. Faculty, Academic Deans and Directors will continue to determine when hybrid or remote modalities are most effective for students in each program.
- Course modalities will be defined and communicated clearly in the class schedule.
- Academic Deans and Directors should have plans in case faculty become ill or a faculty member needs to quarantine/isolate or care for someone else who gets ill.
- Each faculty member teaching an in-person course should have a plan to work with students if students need to isolate or quarantine while taking their class. Review best practices and include options for make-up work in the event that students are unable to attend classes.
- Academic Deans/Directors and instructors should have plans in place to serve international students who are unable to return to the U.S. because of visa complications resulting from the pandemic. Working with the International Programs Coordinator, every effort must be made to allow these students to participate in courses and learning activities, where compliant with legal requirements.
- Review field trip guidance, including information on the protocol in the event there is a positive COVID-19 test result during the field activity.
- Instructors should make determinations about office hour locations in consultation with their Academic Dean or Director. Every effort should be made to hold at least some portion of office hours in person.

### Academic Advising/Counseling Guidance

Academic Advising and Counseling are critical services for supporting student progression and success. In support of SWOCC's residential campus experience, in-person engagement will continue to be SWOCC's baseline advising modality. Advising offices, in response to student need, may offer a selection of remote advising options as a strategy that acknowledges and enhances the student experience and ensures access, in particular, for students learning at a distance.

- Offices that house academic advising and counseling functions are expected to be open and staffed consistent with centrally administered services.
- Use of remote tools in providing advising/counseling should be determined based on student interest, demand, and learning location.
- As modality is considered, academic advising/counseling space must provide for confidentiality, recognizing the nature of the work, and FERPA protection.

## Student Support Offices and Services

- SWOCC is planning for all student support offices to be open and available for in-person interaction with students beginning in fall.
- Office hours may be adjusted based on staff resumption to campus. During summer 2021, staff will confirm technology needed for this transition.
- Campus tours resume in accordance with applicable health authority requirements for groups and gatherings.
- The Office of International Students and Programs will be tracking travel restrictions that may exist for students coming to the U.S. as well as the ability to access the vaccine once they have arrived.
- SWOCC anticipates that the Recreation Center will be open and will follow College and applicable health authority guidance to provide an on-campus location for students to experience community and wellbeing.

## Student Activity and Engagement Specific Guidance/Guidelines

Student activities and gatherings will be permitted in accordance with SWOCC, federal, state and county guidelines and requirements. Tracking participation at events will take place to the greatest extent possible.

## Section IV: Specific Guidance

### *Housing, Dining Services and Athletics Considerations*

- SWOCC anticipates Student Housing will return to normal residence life activity for 2021-2022. COVID-19 incident measures will remain in place as directed by local health authorities, OHA and CDC.
- Students living on campus will be in single or double rooms at the start of the 2021-2022 academic year.
- Dining Services will operate in accordance with relevant health authority guidance.
- Cleaning of touch points will be provided within Student Housing and Dining Services' common areas.
- Students may be required to test for COVID-19 as determined by the SWOCC residence life staff and College policy, based on prevalence in the community while living on campus.
- A quarantine and isolation program will be in place for students who live on campus.

### Athletics

The Northwest Athletic Conference recently announced Vaccination Language for the 2021-2022 sports season. Based on these regulations Southwestern Oregon CC will be mandating/require COVID vaccinations for all student-athletes. Fully vaccinated student-athletes will NOT have to wear a mask in practice, quarantine when arriving on campus or quarantine if in contact with a COVID positive person during the school year (Unless NWAC or OHA requirements change). Vaccinations are the most important step in assuring the health and safety of our student-athletes. Vaccination cards are required to be uploaded on the Healthy Roster platform prior to arriving on campus. Questions can be directed to the athletic department 541-888-7452 and [athletics@socc.edu](mailto:athletics@socc.edu)