



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

## Current COVID-19 Re-Opening Guidelines

July 22, 2021 – Revised January 21, 2022

SOUTHWESTERN OREGON COMMUNITY COLLEGE

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## SECTION I: INTRODUCTION

Southwestern Oregon Community College (SWOCC) has resumed traditional on-site and in-person activities at SWOCC locations for academic year 2021-2022. We make these resumption plans with a careful eye on current, comprehensive public health mitigation strategies and the continuation of Oregon Health Authority's (OHA) vaccine distribution plan for all Oregonians. SWOCC's plans require ongoing commitment and support from all members of the SWOCC community, and adherence to federal, state, and local public health guidance and requirements that permit increased on-site and in-person activities.

While subject to change, we are currently and will continue to operate as follows for the 21-22 academic year:

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 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, the 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 in alignment with [OR-OSHA workplace rules](#) and 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.
- 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 remote work arrangements must be documented and approved in advance by Human Resources as part of the accommodation process under the American Disabilities Act.

## Transition to On-Site and In-Person Activity

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

SWOCC continues to expect and plan 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.

The pathway for the 2021-2022 academic year 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, are expected to work on-site

Face coverings will be required in all indoor settings unless otherwise directed. Please see Revised Face Covering Policy

## Facilities Preparation

For the 2021-2022 academic year, 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*

The Executive Team understands staff 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 follow the below steps to request travel. If you have additional questions, please contact the Executive Team member associated with your department.

1. Check on COVID-19 levels of restrictions at destinations you would like to travel to and especially find out the status of travel in that area/county
2. Complete Essential Travel Petition During COVID-19
3. Forward completed form to your Executive Team (ET) member associated with your department who will take it to the next ET meeting. Once it is approved, your ET contact will inform you of their decision.

## Meetings Guidance

As many SWOCC employees begin to transition to largely in-person work and operations, the following guidance should be used 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 participants to attend via zoom from their work area rather than be required to attend in person.

- 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 prior to the meeting so that all employees within units are aware of parameters.
- Equity should be considered when implementing criteria for meetings to ensure employees with similar roles have similar access to 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

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.
- Any other applicable federal, state, or local requirements.

## Facility Use

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 Division (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 shall apply. The definitions included in this College policy are guided by OHA and CDC relevant definitions.

### Definitions

1. **Exposure:** Being in close contact (within 6 feet for at least 15 minutes in a 24-hour period) with a person who has recently tested positive for COVID-19.
2. **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.
3. **Symptoms** — COVID-19 symptoms can include shortness of breath, cough, fever, loss of taste or smell, fatigue, muscle or body aches, headache, sore throat, runny nose, nausea or vomiting, or diarrhea.
4. **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.
5. **Face shields:** A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.
6. **Isolation:** Keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home. People who are in isolation should stay home and stay in a specific “sick room” or area and use a separate bathroom (if available).
7. **Quarantine:** Keeps someone who was in close contact with someone who has COVID-19 away from others. Quarantine if you have been in close contact with someone who has COVID-19, unless you have an up to date vaccination status.
8. **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.

## 9. Up to Date Vaccination Status

| Vaccination status | Definition   |
|--------------------|--|
| Up to date         | Boosted,<br><b>OR</b><br>Completed the primary series of Pfizer or Moderna within the last <b>six months</b> or J&J within the <b>last two months</b>  |
| Not up to date     | Unvaccinated<br><b>OR</b><br>Not completed the primary series of any COVID-19 vaccine<br><b>OR</b><br>Completed the primary series of Pfizer or Moderna over <b>six months ago</b> or J&J <b>over two months ago</b> and not boosted |

### Guidance Regarding At-Home Test Kits and Point-of-Care Tests

- At-home COVID-19 test kits are available by prescription or over-the-counter in pharmacies and retail stores. Patients with positive test results should be encouraged to follow-up with a medical provider if they have questions or are concerned about their symptoms.
- At-home COVID-19 test kits performed by patient outside of an observed telehealth appointment should be followed up with a medical provider and ARE NOT counted as a confirmed case. All positive results from an at home test will be reported to local public health authority for information purposes.
- At-home COVID-19 test kits performed by prescription (e.g., Lucira) or as a point-of-care test under a CLIA waiver should be treated as a laboratory-based test. These would have the same reporting requirements as any other laboratory-based test (i.e., a physician or laboratory would be required to report these test results) and should be counted as a confirmed case.

### Responsibilities & Procedures

- 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.
- Face Coverings: 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 whenever possible physical distancing in all indoor settings.*
- 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 when possible and proper hand washing.
- 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.
- 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.

## Notifications:

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.

1. If you are contacted by an employee or student regarding exposure, positive case of COVID-19, or needing assistance in determining appropriate protocol, have students call Administrative Services (541-888-7206) or for staff, the Chief Human Resources Officer (541-888-7259).
2. If you are contacted by the local public health authority regarding a potential exposure, requirement to quarantine or isolate, students should contact Administrative Services and staff should contact the Chief Human Resources Officer.

### **Student notification requirements:**

Students in Student Housing must notify Housing staff if they have been diagnosed with COVID-19, if they have had a positive COVID-19 test result, or have symptoms of COVID-19 and have been physically on-site at a SWOCC location or interacted in person with individuals outside their household as part of their SWOCC activities. Students that do not live in Housing should contact one of their instructors, counselors or coach if they are on a SWOCC athletic team.

### **Employee notification requirements:**

Employees must notify their supervisor or Human Resources if they have been diagnosed with COVID-19, if they have had a positive COVID-19 test result, or have symptoms of COVID-19 and have been physically on-site at a SWOCC location.

## 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 applicable guiding agency (CDC, OHA, or LHA). All Southwestern employees and students are required to follow the direction they receive from the LHA.

### Calculating quarantine and isolation time:

DAY 0 = The date of your exposure, first day of symptoms, or date of positive test.

DAY 1 = The first full day after your last contact with a person who has had COVID-19

OR

The first full day after your symptoms developed

OR

Your test was collected.

Stay home and away from other people for at least 5 full days.



## Student and Employee Quarantine and Isolation Requirements

|                 | IF FULLY VACCINATED/UP TO DATE   | IF NOT FULLY VACCINATED/UP TO DATE  |
|-----------------|--|---|
| <b>Option 1</b> | <p><b>If experiencing COVID-19 symptoms</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days until symptoms are resolved.</li> <li>• Getting tested is strongly recommended.</li> <li>• Avoid close contact with others.</li> <li>• Contact primary health care provider.</li> <li>• Follow all public health guidance.</li> </ul>  | <p><b>If experiencing COVID-19 symptoms</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days until symptoms are resolved.</li> <li>• Getting tested is strongly recommended.</li> <li>• Avoid close contact with others.</li> <li>• Contact primary health care provider.</li> <li>• Follow all public health guidance.</li> </ul>   |
| <b>Option 2</b> | <p><b>If tested positive</b> for COVID-19 and are <b>symptomatic</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days after onset of symptoms and until all symptoms are resolved (i.e., no fever for 24 hours without fever-reducing medications).</li> <li>• Wear a well-fitting mask around others for at least 10 days from the onset of symptoms.</li> </ul>   | <p><b>If tested positive for COVID-19</b> and are <b>symptomatic</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days after onset of symptoms and until all symptoms are resolved (i.e., no fever for 24 hours without fever-reducing medications).</li> <li>• Wear a well-fitting mask around others for at least 10 days from the onset of symptoms.</li> </ul>  |
| <b>Option 3</b> | <p><b>If tested positive</b> for COVID-19 and are <b>asymptomatic</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days (see calculation section above)</li> <li>• Wear a well-fitting mask around others for 10 days from the positive test.</li> </ul>   | <p><b>If tested positive for COVID-19</b> and are <b>asymptomatic</b>, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Isolate for at least 5 full days (see calculation section above)</li> <li>• Wear a well-fitting mask around others for 10 days from the positive test.</li> </ul>  |
| <b>Option 4</b> | <p><b>If exposed</b> (close contact) to a confirmed or presumptive COVID-19 case, you are required to:</p> <ul style="list-style-type: none"> <li>• Not required to quarantine.</li> <li>• Monitor for symptoms for 10 days after the exposure.</li> <li>• Wear well-fitting masks around others for 10 days from the date of exposure.</li> <li>• Test on or after day 5, if possible</li> <li>• If you develop symptoms at any time, isolate immediately and getting tested is strongly recommended. Follow Option 1 above.</li> </ul> | <p><b>If exposed</b> (close contact) to a confirmed or presumptive COVID-19 case, you are required to:</p> <ul style="list-style-type: none"> <li>• Notify SWOCC (see notification section above).</li> <li>• Required to quarantine for at least 5 full days.</li> <li>• Monitor for symptoms for 10 days after the exposure.</li> <li>• Wear a well-fitting mask around others for 10 days from the date of exposure.</li> <li>• Test on or after day 5, if possible.</li> <li>• If you develop symptoms at any time, isolate immediately and getting tested is strongly recommended. Follow Option 1 above.</li> </ul> |
| <b>Option 5</b> | <p><b>If exposed</b> (close contact) to a confirmed or presumptive COVID-19 case and had COVID-19 in the previous 90 days:</p> <ul style="list-style-type: none"> <li>• Not required to quarantine.</li> <li>• Wear well-fitting masks around others for 10 days from the date of exposure.</li> <li>• Monitor for symptoms for 10 days after the exposure</li> <li>• If you develop symptoms at any time, isolate immediately and getting tested is strongly recommended. Follow Option 1 above</li> </ul>                              | <p><b>If exposed</b> (close contact) to a confirmed or presumptive COVID-19 case and had COVID-19 in the previous 90 days:</p> <ul style="list-style-type: none"> <li>• Not required to quarantine.</li> <li>• Wear well-fitting masks around others for 10 days from the date of exposure.</li> <li>• Monitor for symptoms for 10 days after the exposure</li> <li>• If you develop symptoms at any time, isolate immediately and getting tested is strongly recommended. Follow Option 1 above</li> </ul>   |

Note:

\*\*The above guidelines are in alignment with current [CDC](#) and [OHA](#) guidance. In specific circumstances, quarantine and isolation requirements for boosted, vaccinated and unvaccinated students or employees may be changed at the direction of the Local Public Health Authority (LPHA). SWOCC students, faculty, and staff are to adhere to these quarantine and isolation guidelines unless otherwise directed by the LPHA.

*Related Information*

- [Southwestern's COVID-19 Notification Procedure](#)
- [Southwestern Communicable Disease Management Plan](#)
- [Southwestern Safety & Success COVID-19 website](#)
- [Oregon Health Authority \(OHA\)](#)
- [Center for Disease Control \(CDC\)](#)
- [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 the 2021-2022 academic year. 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 Assistant Director of International Recruitment, Admissions, & Enrollment Services, 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

- All student support offices are open and available for in-person interaction with students.
- 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 local public health authority 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

- 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)