

COVID-19 Safety Policy

Board Approved 7-14-20

COVID-19 is a virus identified as the cause of an outbreak of respiratory illness that has spread globally into a pandemic. As the COVID-19 pandemic continues to evolve, CASC is actively monitoring best practices and updating guidance based on the recommendations of the Centers for Disease Control and Prevention (“CDC”), state, and local health authorities. As this guidance and local circumstances change, CASC leadership will regularly evaluate this policy to limit COVID-19 exposure to CASC employees and students. This is a temporary measure for the current crisis, and will only be in effect as long as is necessary to respond to the impact of COVID-19 on our employees.

The following protocols will be practiced upon the return to full operations and open to public:

A. Academic Operations

1. Interim classes meet with modified social distancing: relocation to larger rooms, faculty required to wear facial mask
2. Utilize course syllabi as method of communication for social distancing and healthy protocols
3. Utilize Blackboard or VIKECONNECT portal for health and safety acknowledgements
4. Students in the classroom will be assigned a seat to enable tracking if needed
5. Course delivery will move totally online following Thanksgiving Break

B. Student Services

1. Student Affairs (SA) will provide optional PPE for high-traffic SA office staff
2. Student Affairs will maintain routine cleaning and sanitizing of high-traffic SA offices
3. Student Affairs will resume in-person interaction with social distancing- utilize online intake forms for ADA/Counseling/Healthcare
4. Online forms and processes will be utilized as much as possible

C. Masking Required

1. Masks are required in all instances of campus patronage when six feet of social distancing is not possible, for employees, students, visitors, vendors, and guests. Masks shall be worn by the aforementioned persons when inside college facilities and vehicles, or when outdoors on campus and social distancing cannot be maintained.
2. All persons inside CASC facilities must wear fabric or disposable surgical-style masks, covering the mouth and nose. Bandanas, scarves, shirts, socks, etc, shall not be permissible. Faculty and staff may wear face shields (must wrap around the sides of the wearer’s face and extend below the chin) in place of face masks; faculty and staff must provide shields should they opt to wear them. Passengers in all CASC-provided vehicles shall wear masks, including the driver. The driver of said vehicle may remove their face covering if they are the only individual present in the vehicle.
3. Employees (Faculty and Staff):
 - a) Provision: CASC will provide masks to employees; Disposable masks shall be available in the Student Affairs Department on the Poteau campus, and in the Bookstore on the Sallisaw campus.
 - b) Application: Masks should be worn appropriately in relation to the employee’s description of duties. Employees will not be required to wear masks inside CASC facilities in the following cases: 1) the employee is alone in an enclosed room, and 2)

- the employee is engaged in activity during which a mask is not feasible, such as singing, eating, speaking (recording), or drinking.
- c) Re-use and cleaning: Employees' masks shall be fabric and must be washed and dried daily. Each employee shall be responsible for cleaning their own mask.
4. Students
- a) CASC will provide masks to residential students. Non-Residential students may obtain one by request. Students will also be allowed to wear self-provided masks. Masks shall be available in the Student Affairs Department on the Poteau campus, and in the Bookstore on the Sallisaw campus.
 - b) Fabric masks should be washed and dried daily. Each student shall be responsible for cleaning their own mask. Students may wear face shields (must wrap around the sides of the wearer's face and extend below the chin) in place of face masks; students must provide shields should they opt to wear them.
 - c) Application: Students will not be required to wear masks inside CASC facilities in the following cases: 1) the student is alone in an enclosed room, and 2) the student is engaged in activity during which a mask is not feasible, such as singing, eating, speaking (recording), or drinking.
 - d) Residential Housing Application: While students will not be required to wear their mask in their residence hall room, they are encouraged to continue wearing their mask, especially if guests and other visitors are present. The exception shall be activities during which wearing a mask is not feasible, such as eating, drinking, bathing, or sleeping.
 - e) Guests: Students shall require their guests to wear a mask while visiting the CASC campus. Guests will be expected to provide their own mask.
 - f) Student athletes: CASC will require masks or face coverings worn when in the presence of others, however NO masks or face coverings are allowed during physical activity, as it may cause physical harm to student athletes.
 - g) Symptoms: Should any student begin exhibiting COVID-19 symptoms, they are asked to report immediately to the Office of Student Affairs.
5. Vendors, Visitors, and non-CASC affiliated persons:
- a) Any visitor to campus, regardless of purpose, must wear a mask while on campus. Visitors shall provide their own masks. However, a small supply of disposable masks will be available.
6. Special Events
- a) Masks shall be worn at all college-sponsored events and in compliance with NJCAA recommendations.
7. If an employee or student employee indicates compliance is not possible due to medical reasons, the individual should be referred to Human Resources to request accommodations on the basis of disability. Students (and student employees seeking accommodations on the basis of disability outside of a College work environment) should be referred to the online ADA intake form.
8. Non-compliance (without approved disability accommodation) to the masking requirement may result in disciplinary sanctions for both students and employees.
- a) In-class offenses should be handled through the Office of Academic Affairs;
 - (i) First Offense: instructor shall ask the student to place mask properly on their face. The student's name shall be reported to the Office of Academic Affairs, regardless if the student complies with the request. If

the student does not comply, the behavior will be considered a conduct violation and the student will be referred to the Office of Academic Affairs.

(ii) Second offense: The student will immediately be removed from class/the area and be sent to the Office of Academic Affairs for evaluation of the violation. Consequences shall then be determined by the Vice President of Academic Affairs.

a) All other offenses should be handled through the Office of Student Affairs:

i. First Offense: CASC faculty/staff shall ask the student to place mask properly on their face. The student's name shall be reported to the Office of Student Affairs, regardless if the student complies with the request.

ii. Second offense: The student will immediately be removed from the area and be sent to the Office of Student Affairs for evaluation of the violation. Consequences shall then be determined by the Vice President of Student Affairs.

iii. Third offense (In or Out of Class): The student shall be banned from attending on- campus classes and being present on-campus.

b) Violations are cumulative in nature, meaning that an offense either in-class or out-of-class shall be considered a first, second, or third offense. Violators will not receive multiple first, second, or third offenses.

D. Campus Events (Scholars, Trustees, Gala, Welcome Week, etc.)

1. Students and Employees are assigned online training on overall safety (i.e. COVID-19 Awareness, Cleaning & Disinfecting Your Workplace, Managing Stress & Anxiety, Face Coverings).

2. Events will continue, as long as CDC and state guidelines are met (currently 30 headcount), but with additional hand sanitizing stations available. Face masks should be worn; gloves (optional).

3. The Student Affairs department will encourage more online and outdoor activities until restrictions loosen.

4. Clubs and Organizations meeting count of less than 10, or via Zoom

5. Provide sanitation cart- daily clean and sanitize Viking Room

E. Stivers Center

1. Reservations are strongly encouraged to use the Center

2. Reduce capacity to maximums below until restrictions lessen: 6 in dance, lounge, basketball, and wallyball; 5 max in weight room; 4 max + coach in indoor hitting area; 4 max in racquetball, pickleball, and ping pong; half of cardio stations will be shut down,

3. Daily cleaning and sanitizing by Physical Plant staff and Stivers Center staff will daily clean and wipe down equipment

4. Cleaning supplies made available for individuals to wipe down stations before/after use

5. Provide additional sanitizing stations

6. Utilize the Center for social media activities and engagement

F. Traffic Flow/Social Distancing

1. Social distancing will be required.

a) Stay at least 6 feet (about 2 arms' length) from other people;

b) offices should be arranged to accommodate as much distance as possible

c) Do not gather in groups

d) Stay out of crowded places and avoid mass gatherings

- e) Departments with minimal space, should arrange alternate work schedules (staggered hours or designated shifts) with supervisory guidance. When full social distancing cannot be reached, masks should be worn.
 - f) Breakrooms are limited to single capacity
 - g) Common areas will be closed or at minimum limited to number of people to allow 6 feet of social distancing.
 - h) When social distancing of at least six feet is not possible in an indoor or outdoor public setting, common area, or shared space, a mask must be worn and additional mitigation, such as the following options, must be implemented where possible:
 - staggered breaks or shifts
 - re-configured physical space
 - re-configured seating designations
 - revised workflow processes (i.e. partitions, curbside pickup)
 - flexible meeting formats, such as video or telephone conferencing.
2. Elevators are limited to double capacity as much as possible. Masks should be worn.
 3. Desks and computer monitors will be removed from learning environments to ensure students sit at least six feet apart.
 4. Implementation of large standing signage at the entrance to all buildings encouraging patrons to practice social distancing.
 5. Implementation of floor decals with traffic directions and social distancing reminders.
 6. Signage should be screened through the Office of Marketing.
- G. Sanitization
1. High traffic areas/surfaces will be cleaned and disinfected regularly.
 2. Elevators will be disinfected daily.
 3. Sanitizing machines will be used on the weekends.
 4. Additional hand sanitizing stations will be placed throughout campus, along with masks and gloves.
 5. Plexi-glass shielding will be installed in high student traffic areas, offices, and possibly classrooms.
 6. Encourage frequent hand-washing.
- H. Gloves: All individuals on campus will be encouraged to wear gloves. They will be available upon request for faculty, staff, and students
- I. WIFI/Connectivity --The expansion and availability of WIFI access from personal vehicles will be continued:
1. Poteau Campus: Large parking lot between the Stivers Center and the Ollie Center.
 2. Sallisaw Campus: Parking lot between the Mayo and Mitchell buildings.
- J. Personal Travel
1. Employee & students are subject to the CDC's travel recommendations and any state executive orders related to COVID-19 travel.
 2. Any employee traveling out of state to a location with extreme COVID-19 activity and is exposed to the public there, may be required to use accrued paid leave for a 14-day self-quarantine time period before returning to the work site. If paid leave is unavailable, unpaid leave may be taken. Supervisors will have the discretion to make this determination based on the work environment and the level of risk for their specific department. Affected employee may contact HR to confirm leave options.
 3. Supervisor's have the discretion to deny a travel vacation request if the department workload is too heavy for the possibility of a three-week absence from duties for an employee wanting to travel out of state to an area with extreme COVID-19 activity.

4. Students traveling out of state to a location with extreme COVID-19 activity and is exposed to the public there, should report their travel to the Student Affairs Office.
- K. Emergency Telework Status (under the CASC Emergency Telework Policy) will be permitted only if:
1. An increase in COVID-19 activity and the College President has declared a campus-wide remote work alternative for the positions that have duties that can be performed remotely and can maintain standard business operations, or
 2. The employee is subject to a Federal, State, and local quarantine or isolation order related to COVID-19 and remote work resources are available and duties can be done remotely, or
 3. The employee has been advised by a Health Care Provider to self-quarantine related to COVID-19 and remote work resources are available and duties can be done remotely, or
 4. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis, and remote work resources are available and duties can be done remotely, or
 5. The employee is caring for the individual subject to an order as described in K.2. or self-quarantine as described in K.3, or
 6. The employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons, or
 7. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services, or
 8. An Executive Department Head requests, and the College President approves of the alternate status as a safety precaution for the College.
 9. Emergency Telework Policy applies and a signed and approved agreement will be required, as well as, weekly productivity reports should any telework arrangements be approved after re-opening to the public, with full operations in force.

Note: Numbers 2-7 above are guided by the Federal Families First Coronavirus Response Act and will require supporting documentation. Refer to the HR website for more information. The Act provides paid Emergency Family Leave in limited circumstances as well as, Paid Sick Leave for people affected by COVID-19 (for regular part-time and full-time employees—student workers excluded). Employees can read the poster provided by the federal Department of Labor posted in each campus mailroom or at this internet address: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

L. Residential Housing

1. Residential housing will re-open with single and double rooms.
2. RA's will implement room cleaning training at regular residential meetings.
3. Housing Check-in:
 - a) Students will be allowed to have one guest only to assist the with move-in.
 - b) Student must pass prescreening with medical professionals on site, prior to move-in.
 - c) There will be a staggered 2-day check-in to maintain social distancing; use visual floor markings
 - d) Housing Orientation will be conducted online
 - e) Dorm rooms will be sanitized prior to move-in
 - f) A mask will be given to each student upon check-in

M. Screenings

1. Screenings shall consist of a survey and temperature.
2. Screenings will be conducted for all employees working on campus prior to the start of semester (done by medical professionals on campus, free of charge to employees).

3. Screenings will be conducted for all residential housing students prior to move-in (done by medical professions on site, free of charge to students).
 - a) Self-screenings (or symptom monitoring) should be conducted daily by each employee and student coming to campus. You must be free of ANY symptoms potentially related to COVID-19.
 - (i) Cough
 - (ii) Shortness of breath or difficulty breathing
 - (iii) Fever
 - (iv) Chills
 - (v) Repeated shaking with chills
 - (vi) Runny nose or new sinus congestion
 - (vii) Muscle pain
 - (viii) Headache
 - (ix) Sore throat
 - (x) Fatigue
 - (xi) New GI symptoms
 - (xii) New loss of taste or smell

If you have a combination of two or more of the listed symptoms, you should stay home and seek medical advice. If you are concerned for availability of leave time, please contact the Human Resources office.

N. Exposure

1. CASC will maintain documentation on any COVID-19 related cases/situations in the workplace for OSHA reporting purposes.
2. The CDC identifies exposure to COVID-19 as being less than 6 feet away, for greater than 15 minutes, to someone that has COVID-19 symptoms or has been tested positive. A 14-day self-quarantine is recommended for people that have had this direct contact/exposure. Some situations may not rise to this level of self-quarantine, but may warrant altered working arrangements, as assigned by supervisors.
3. Employees who were exposed to a laboratory-confirmed COVID-19 positive individual are expected to notify their supervisor, Human Resources (HR), and either their Healthcare Provider or Department of Health and follow the direction provided by the health department involved (if any). If an isolated work station cannot be arranged, a 14-day self-quarantine will be initiated, either on a telework agreement or a leave arrangement. If the employee is directly exposed and is awaiting results from a COVID-19 test, he/she may be eligible for Families First Coronavirus Response Act benefits.
4. Students are expected to contact their instructors and Healthcare Provider or Department of Health and follow the direction provided. That direction may require certain actions, such as to remain away from College property and from on- and off-campus events for a designated length of time and/or CDC recommended guidelines. Residential students who have been exposed will be required to isolate in a designated dorm until test results are obtained. If tested positive, student will be required to stay at home according to healthcare instructions and/or CDC guidelines (usually no temperature and no evidence of symptoms for 72 hours).
5. See Oklahoma State Department of Health : <https://coronavirus.health.ok.gov/what-do-if-you-are-sick>
See CDC isolation guidance at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
6. Experiencing Symptoms- Employees and students experiencing symptoms that could be consistent with COVID-19, such as fever, cough, shortness of breath or difficulty

breathing, chills, muscle pain, sore throat, recent loss of taste or smell, and/or extreme fatigue, must contact their health care provider regarding specific symptoms. Stay home if experiencing these symptoms. Do not return to work or class until after:

- 3 days with no fever **and**
- Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

7. Positive Test

- a) If an employee or student tests positive for COVID-19, they and CASC will cooperate with the appropriate health department in its contact tracing efforts.
- b) Employees and students who test positive for COVID-19, but had no symptoms may not return to campus until after 10 days of being tested, or after receiving two negative tests in a row, at least 24 hours apart.
- c) Employees and students who test positive for COVID-19 with evidence of symptoms, follow instructions in #6 above.

8. Positive Household Member – Employees and students with a household member who has tested positive for COVID-19 and have had close contact with the household member, should self-quarantine for 14 days from the date of last close contact or submit a negative test result document. Close contact is considered as:

- (a) You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- (b) You provided care at home to someone who is sick with COVID-19
- (c) You had direct physical contact with the person (touched, hugged, or kissed them)
- (d) You shared eating or drinking utensils
- (e) They sneezed, coughed, or somehow got respiratory droplets on you

O. Food Service

1. Food Service will operate through a modified structure.
2. Tables will be removed from the dining hall to create six feet of distance between groups.
3. To go meals will be offered.
4. All food service tools and utensils will be disposable.
5. Salad bar or buffet will not be offered. All salads will be pre-made.
6. Employees will regularly wipe down tables. Students won't have to touch anything in order to receive their meals.
7. Catering will be paused to focus on students.
8. Student to-go lunch meals on Friday and Saturday

P. Individual Responsibilities

1. Individuals are responsible for cleaning their personal and shared spaces and office equipment.
 - (a) Workspace - Individuals are encouraged to disinfect their individual workspaces (desk, phone, keyboard, etc.) daily.
 - (b) Students should clean any public surfaces prior to and after their use.
 - (c) Shared Items - Individuals must avoid using others' phones, desks, offices, computers, work tools, etc., when possible. Individuals using shared office

items, such as copiers, must clean and disinfect the items before and after use.

- (d) Food Preparation - Individuals may prepare food in common areas, only one person at a time and must clean the area after their use.
- (e) Individuals should practice frequent handwashing (for at least 20 seconds), use of hand sanitizer that contains at least 60% alcohol when soap and water are not available; refrain from touching eyes, nose, and mouth; cover mouth and nose when sneezing; avoid close contact as much as possible; wear cloth face covering when around others.

Q. Enforcement

Employees and students who refuse to comply with this Plan/Policy are subject to disciplinary action, in accordance with the CASC Policies & Procedures Manual, or Student Handbook, or as outlined above. If an employee or student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate College office to request accommodations on the basis of disability office (Human Resources for employees; Learning Resource Center for students). Vendors, visitors, and patients who refuse to comply with this Plan/Policy are subject to having their access to campus suspended or terminated.

R. Resources

1. Should any student feel they need to be evaluated by a physician, please contact the Office of Student Affairs. Carl Albert works closely with the Health and Wellness Center, and the Center has agreed to evaluate students virtually should the need arise.
2. Employees with CASC medical benefits can obtain COVID-19 information and additional benefits at:
<https://omes.ok.gov/pages/information-healthchoice-members-and-providers-covid-19>
3. Employees without medical benefits may qualify for services through Stigler Health & Wellness and the Oklahoma State Department of Health.
4. Oklahoma State Department of Health can be contacted at:
<https://govstatus.egov.com/oklahoma-coronavirus-information>
COVID-19 Call Center: 2-1-1
Oklahoma State Capitol
2300 North Lincoln Blvd
Oklahoma City, Oklahoma 73105
5. LeFlore County Health Department:
https://www.ok.gov/health/County_Health_Departments/LeFlore_County_Health_Department/
1204 Dewey Ave
Poteau, OK 74953
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