

# Spring 2022 COVID Management

This plan is approved and current as of the date listed above and supersedes all other approved EWC COVID management documents.

**Face masks are recommended for those individuals who have not been vaccinated for COVID-19 in all Eastern Wyoming College facilities. They are also recommended in areas where 6' social distancing cannot be maintained. Face masks are required in labs and on the Cosmetology and Barbering clinic floor where 6' social distancing cannot be maintained. Masks are also required in the Athletic Department Training room.**

This operations plan was developed to guide Eastern Wyoming College institutional operations, on an on-going basis, in response to the progression and regression of COVID-19 infection risk, in accordance with federal, state, and other local health authority directives. While this document was created at a point in time, it was developed with the intention to react to changing, whether that be improving or worsening, health conditions in the communities in which the college serves and operates.

## Objectives:

Six objectives guide the strategy, priorities, safety, and response to COVID-19:

1. Protect employees' and students' health and safety
2. Communicate regularly and clearly
3. Maintain continuity and integrity of services, when/where possible
4. Limit or reduce financial or legal impacts, when/where possible
5. Establish and maintain contacts and connections with federal/state or local officials
6. Restore regular College operations partially or entirely, when/where possible

## A. Academic Recommendation Statement – to all students and included in syllabi

### COVID-19 Policy Statement:

- Due to the highly unpredictable nature of COVID-19, individual circumstances, and service area restrictions, the format of this course is subject to change. Course delivery may change with little notice. Unforeseen changes may be mandated by a College official, course instructor, or by local, state and/or federal health guidelines and policies. The student should be prepared and equipped to complete this course remotely if the need arises.
- Students are expected to comply with all EWC policies and regulations, including those related to preventing the spread of COVID-19 such as mask use and social distancing. Failure to do so may result in disciplinary consequences in accordance with the EWC Student Handbook. Questions should be directed to the VP of Student Services.

**CDC Definitions** (retrieved 1/6/22) (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)

**Exposure:** contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

**Close Contact:** Someone who was less than 6 feet away from an infected person (laboratory-confirmed or clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

**Quarantine from the CDC website** (retrieved 1/6/22, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>):

### **Who does not need to quarantine:**

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine:

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19 symptoms, isolate from other people and follow recommendations in the isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of the last close contact is considered day 0).

### **Who should quarantine:**

**If you come in close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:**

- You are ages 18 or older and completed the primary series of recommended vaccine, but have not received a recommended booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

### **What to do for quarantine:**

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4-degree Fahrenheit or greater), cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.

- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
  - If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
  - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
  - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.
  - Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during your 5-day quarantine period. Get tested at least 5 days after your last close contact and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after your last close contact with a person with COVID-19. If you must travel before the 10 days are completed, wear a well-fitting mask when you are around others for the entire duration of travel during the 10 days. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

**Isolation** (retrieved from CDC website 1/6/22, <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)

**Isolation** is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

### **What to do for isolation**

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a well-fitting mask when you need to be around other people.

### **Ending isolation for people who had COVID-19 and had symptoms**

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative,

you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described above.

Note that these recommendations on ending isolation **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

### **Ending isolation for people who tested positive for COVID-19 but had no symptoms**

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.

### **Ending isolation for people who were severely ill with COVID-19 or have a weakened immune system (immunocompromised)**

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with compromised immune systems might need to isolate at home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a well-fitting mask, staying 6 feet apart from others they don't live with,

and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people – including household members – should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

#### **Contact Tracing:**

- Main campus – will be managed by Student Services for students and Human Resources for employees
- Douglas campus – will be co-managed by Converse County Public Health and the Douglas Campus

**Students must self-disclose their testing and results status to Student Services. Employees must self-disclose their testing and results status to their supervisor or Human Resources.**

In addition, the Crisis Team will:

- Meet weekly to review benchmark data and discuss current campus/ local/regional/data, monitor health guidance, and address concerns/make recommendations to Cabinet for adjustments in procedure.
- Resume bi-weekly emails to update EWC employees
- Continue to encourage those who wish to wear masks to do so and provide a supportive environment for all.
- Educate and encourage individuals TO STAY HOME IF YOU ARE SICK and get tested, regardless of your vaccination status.

#### **Operating Conditions**

Prepare to resume operations/resume operations (partial or full).

The College has developed three operational models from which to choose in response to COVID-19. The operational models will be referred to as Phase I, Phase II, and Phase III. When determining which operational model to utilize, the College shall evaluate national and state health trends, federal, state, and local guidance, institutional infrastructure and staffing needs, forecasted enrollment levels, and the College budget.

**Phase I** - Normal campus operations and removal of all restrictions to fully reopen campus:

a. Resume instructional delivery as per the academic schedule and calendar:

- i. If the semester has not yet started: proceed as developed for each semester of instruction under operational flexibility

- ii. If the semester is in progress: continue as outlined to prevent academic disruption.
- b. Lift restrictions elsewhere (return to onsite work, remove limitations on student gatherings, reinstate activities and travel, resume dine-in options, etc.) as per current state and local public health requirements.

**Phase II - Modified campus operations and delivery of courses**

Modified campus operations may include employee schedules which blend time on campus with remote/telework. Modified delivery of courses may include very limited face-to-face instruction in courses and programs which require hands-on learning, blended course delivery and online course delivery. College services such as the library, business office, testing services, cafeteria, and others may have limited delivery of services and adjusted hours of operations. Workforce Development course, Community Education courses and offerings, and the College and Career Readiness Center may all have limited offerings and alternative schedules. Social distancing measures and gatherings in targeted/strategic areas with enforced health and safety requirements (including custodial and Personal Protective Equipment (PPE) mandates) will be enforced.

- a. Modify academic delivery based on program and course requirements that require face-to-face interaction and all other face-to-face courses shift to synchronous (SD) or online delivery.
- b. Restrict or limit occupancy to ensure social distancing, mandatory PPE, and health and safety guidelines in:
  - i. Residence halls
  - ii. Dining facilities
  - iii. Classrooms
- c. Permit regulated athletic and competitive team operations such as practices and limited scrimmages based on approved variance from public health in compliance with public health orders, and NJCAA and NIRA guidance and regulations.
- d. Permit regulated activities and programming as per current state and local public health requirements.
- e. Permit regulated/limited campus events as per current state and local public health requirements.
- f. Structure administrative operations for employee safety and flexibility balanced against customer service expectations and intuitional productivity.
- g. Permit community service operations balancing customer needs with customer and employee safety and flexibility.

**Phase III - Dramatic restriction to operating conditions:**

- a. Shift all Face-to-Face (face-to-face) classes to Synchronous Distance (SD) or online delivery. This will include adult education, community education, and workforce development classes.
- b. Close access to the fitness center and the library. Permit students to break on-campus residential contracts and vacate residence halls.
- c. Close campus to the public. Entry into the campus will be restricted to the main entrance. All other entry points into the College will be locked. Limited access will be granted to contractors, delivery personnel, and other authorized individuals.
- d. Suspend travel.
- e. Cancel events/functions.
- f. Introduce essential employee models (remote/telework employees, limited staffing, etc.).

**Transition Plan to Move Between Phases:**

Eastern Wyoming College will make decisions on how to move between phases based on available public health data. Decisions will be made in collaboration with state and local health authorities, College leadership, Crisis Response Team and the College's Campus Safety committee. **Conditions will be evaluated every two-three-week period and adjustments will be made as necessary.** Factors that will inform these decisions will include:

- Guidance from the Wyoming Department of Health and local public health officials
- Trajectory (upward or downward) of COVID-19 cases reported
- The state and county transmission and infection rates
- Local hospitals' capacity caseload numbers
- Testing availability
- Cases reported on the college's campuses and residence life
- Community information from local school systems
- Mandates from federal, state, and local appropriate authorities

**Assumptions:**

Some areas of focus have different levels of operational flexibility to respond to changing conditions during a semester. While it is easy to adjust a single office's customer service staffing pattern as weekly risk conditions dictate, operational changes to some areas cause substantial disruption, have the ability to degrade or compromise student satisfaction/retention, and are expected to increase institutional costs. These changes should be limited in adjustment, frequency and direction.

## **Phase I** - Normal campus operations and removal of all restrictions to fully reopen campus

### **Academics**

- The Academic Services office, in conjunction with College administration, will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated academic delivery model (Phase I, II or III).
  - In accordance with current state and local public health requirements, the College will select a delivery model that limits potential and anticipated delivery disruptions.
  - Course planning will develop simultaneous face-to-face and SD or online content. If face-to-face delivery is selected to be delivered under Phase II or III, the College will have the ability to revert to Phase II or III, other modifications as determined by regular two-three-week evaluations.
- The number of participants, including instructors, in face-to-face/SD sections determined on a case-by-case basis based on lab space and equipment availability.
- The number of participants will not exceed the determined limit in any section, and enrollment caps will be adjusted to reflect limitations.

### **Residence Life**

- The Office of Residence Life, in conjunction with College administration, will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated residence hall occupancy model (Phase I, II, or III).
  - Based on community/state health and safety probability projections, the College will select an occupancy model that limits potential and/or anticipated resident disruptions.
  - If Phase III (unrestricted occupancy) is selected to be implemented, the College will have the ability to revert to restricted occupancy or other modifications as determined necessary by regular, two-three-week evaluations and may allow students to sever housing contracts (Phase II or III).
- Variance/Exception request as needed.

### **Food Services**

- The Food Services department, in conjunction with College administration and its vendors will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated Food Service Phase (Phase I, II, or III).
  - Based on community/state health and safety probability projections, the College will select a phase that limits potential/anticipated food service disruptions.
  - If Phase III (unrestricted delivery) is selected to be implemented, the College will have the ability to revert to restricted operations or other modifications as determined

necessary by regular, two-week evaluations and may provide students to-go meal options (Phase II or III).

- All food service contracts will include an addendum to reference social distancing/mandatory PPE and altered delivery schedule should it be necessary.
- Variance/Exception request as needed

### **Clubs/Activities/Programming**

- The Office of Student Services, in conjunction with residence life, and cooperation with College administration will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated operational model (Operating Condition 1, 2, or 3).
  - Based on community/state health and safety probability projections, the College will select a Phase that limits potential/anticipated disruptions to extracurricular programming.
  - If Phase III (unrestricted delivery) is selected to be implemented, the College will have the ability to revert to restricted operations or other modifications as determined necessary by regular, two-three-week evaluations (Phase II or III), and all areas will enforce social distancing and mandatory PPE (including when traveling).
  - Resumption of college-scheduled extra-curricular activities will be determined on a case-by-case basis.
- Variance/Exception request as needed

### **Athletics**

- The Office of Student Services, in conjunction with athletics, residence life, and the coaches of competitive teams, and in cooperation with College administration will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated Phase (Phase I, II or III).
  - Based on community/state health and safety probability projections, the College will select a phase that limits potential/anticipated disruptions to athletic programming as it adheres to NJCAA, Region IX, and NIRA requirements.
  - If Phase III (unrestricted delivery) is selected to be implemented, the College will have the ability to revert to restricted operations or other modifications as determined necessary by regular, two-week evaluations (Phase I or II), and all areas will enforce social distancing and mandatory PPE.
- Variance/Exception request as needed

### **Administrative Offices/Services**

- Administrative office areas will be open to students, employees, and the public with social distancing requirements

- Based on community/state health and safety probability projections, the College will select an operational staffing model that permits flexibility for employees but supports customer service and efficiency strategies.
- If Phase III (unrestricted delivery) is selected to be implemented, the College will have the ability to revert to restricted operations or other modifications as determined necessary by regular, two-week evaluations (Phase I or II) and will enforce social distancing and mandatory PPE.
- Variance/Exception request as needed

### **Campus Events/Gatherings**

- The Office of Student Services, Residence Life, Administrative Services, and cooperation with the College administration will integrate the most recent federal, state, and local health and safety requirements when creating the anticipated Phase (Phase I, II or III).
  - Based on community/state health and safety probability projections, the College will select a phase that accommodates campus events to the extent practical.
  - If Phase III (unrestricted delivery) is selected to be implemented, the College will have the ability to revert to restricted operations as determined necessary by regular, two-week evaluations (Phase II or III), and all areas will enforce social distancing and mandatory PPE where necessary.
  - Resumption of college-scheduled extra-curricular activities will be determined on a case-by-case basis.
- Variance/Exception request as needed

### **Community Services**

- Services will be open to students, employees, and the general public.
- Services must create an operational plan which will be approved by the area Vice President and College President.
- Service plans must comply with all Governor's orders unless a variance is requested and approved from Goshen/Converse County Public Health.

## Phase II - Modified campus operations and delivery of courses

### Academics

- **Course Modifications**
  - **ALL COURSE MODIFICATIONS MUST BE APPROVED BY THE VICE PRESIDENT OF ACADEMIC SERVICES**
  - Modify academic delivery based on program and course requirements that require face-to-face delivery
  - Possible transition of synchronous (SD) course delivery to face-to-face delivery
  - Maintain instructional delivery for all online courses based on public health and campus data
  - Enact/enforce mandatory PPE/Social distancing classroom/lab requirements. The number of participants, including instructors, in face-to-face sections, determined on a case by case basis based on lab space and equipment availability. The number of participants will not exceed the limit determined by state officials or the capacity of a specific room to meet social distancing guidelines, whichever is less in any section, and enrollment caps will be adjusted to reflect limitations.
- **All other Academic-support areas (Library, Tutoring, Advising, etc.)**
  - Enact/enforce mandatory PPE/Social distancing requirements. The number of participants, including staff, shall be determined on a case by case basis, based on space and equipment availability. The number of participants will not exceed the limit determined by state officials or the capacity of a specific room to meet social distancing guidelines, whichever is less.
- Variance/Exception request as needed.

### Residence Life

- As a result of increasing the number of face-to-face courses, the College will be required to expand residence hall assignment options.
- **Limit occupancy:**
  - Student athletes will be organized by clusters and assigned two-person occupancy.
  - Possible expansion of assignments in Eastern Hall to accommodate two-person occupancy based on public health and campus data. Initial housing accommodations will attempt to limit one-person per room initially.
  - Prioritize students requiring face-to-face instruction per program requirement and graduation status.
  - Monitor off campus travel by students.
  - Five rooms will be maintained for quarantine and/or isolation.
  - Enforce best practices for restrooms and student spacing.

- Modify rules for common areas to maintain distancing (required facemasks, no communal dining, etc.)
- Variance/Exception request as needed.

### **Food Services**

- Adopt best practices for food serving models in all dining locations.
- Provide areas to wash/sanitize hands before entering dining locations.
- Set dining facility occupancy capacity.
  - Modify seating options and create individual table seating zones to maintain social distancing.
- Adopt food service best practices for wash/sanitize seating/tables between customers.
- **Student Center** Modify seating options, social distancing for ordering, best practice for health/safety.
- Variance/Exception request as needed.

### **Athletics/Clubs/Activities/Programming**

- Athletics
  - Operations in Athletics will be determined by NJCAA, NIRA and Region IX requirements and guidance.
  - Variance/Exception request as needed.
- Clubs and Activities Programming
  - All scheduled activities and events are subject to current state and local public health requirements
  - Variance/Exception request as needed.
- Residence Life Programming
  - Permitted to operate face-to-face but require enforced social distancing and mandatory PPE as required to meet state and local public health requirements.
- Student programming and student activities will be assessed on a case-by-case basis to determine the purpose of the event and the ability to maintain distancing and safety for participants. If social distancing measures cannot be implemented, programming or activity will be delivered through alternative formats (i.e. online).
- Variance/Exception request as needed.

### **Administrative Offices/Services**

- Administrative office areas will be open to students, employees, and the public with social distancing requirements.
- Employees will be required to continue to work based on an agreed upon schedule approved by the employee's direct supervisor.

- Staffing patterns will be designed based on building density, social distancing, and custodial support availability. Staffing patterns will be approved by each area Vice President or the College President, where appropriate.
- Staffing patterns will be designed to provide critical services while maintaining contingency plans for illness.
- Face masks will continue to be required even when 6 feet of social distancing can be maintained.
- Consider the opportunity for a paradigm shift to recognize financial efficiencies, office space utilization, recruitment/employment satisfaction, customer service needs.
- Variance/Exception request as needed.

### **Campus Events/Gatherings**

- Assess events on a case-by-case basis to determine impact/difficulty to maintain social distancing and safety measures in accordance with current state and local public health requirements.
- Variance/Exception request as needed.

### **Community Services**

- Services will be open to students, employees, and the general public in accordance with current state and local public health requirements.
- Services must create an operational plan which will be approved by the area Vice President and College President.
- Service plans must comply with all Governor's orders unless a variance is requested and approved from Goshen/Converse County Public Health Departments.

## **Phase III** - Dramatic restriction to operating conditions

### **Academics**

- Modify academic delivery of courses based on program and course requirements that require face-to-face interaction and all other face-to-face courses shift to synchronous (SD) or online delivery
- Enact/enforce mandatory PPE/Social distancing classroom/lab requirements. The number of participants, including instructors, in face-to-face sections, determined on a case-by-case basis based on lab space and equipment availability. The number of participants will not exceed the limit determined by state officials or the capacity of a specific room to meet social distancing guidelines, whichever is less in any section, and enrollment caps will be adjusted to reflect limitations.
- Variance/Exception request as needed.

### **Residence Life**

- Room assignments prioritization will be given to students enrolled in programs/courses requiring face-to-face interaction in an attempt to assign one student per room.
- Student athletes will be organized by clusters and assigned two-person occupancy.
- Five rooms will be maintained for quarantine and/or isolation
- Residence hall students will be required to complete health questionnaire prior to occupancy
- Alternative residential options may need to be investigated to accommodate students should the need arise.
- Variance may be required to meet state and local public health requirements.

### **Food Services**

- Students will be pre-assigned a timeframe for meals to accommodate schedules
- Social distancing and hand sanitizing requirements will be adhered to.
- No self-service. Contactless transactions will be encouraged.
- Food Service options may change as conditions evolve.
- Variance may be required to meet state and local public health requirements.

### **Athletics/Clubs/Activities/Programming**

- Athletics
  - Operations in Athletics will be determined by NJCAA, NIRA and Region IX requirements and guidance.
  - Variance/exception request as needed.
- Clubs/Activities/Programming:

- Variance/exception request as needed.

**Administrative Offices/Student Services**

- Movement through campus will be limited as per current state and local public health requirements.
- Large gatherings will be limited as per current state and local public health requirements.
- PPE will be provided and utilized.
- Variance/Exception request as needed.

**COVID Data Matrix for Determining Phases of Campus Operation**

**Campus:**

**Date of Review:**

**Campus Operational Phase:**

<b>COVID number of cases reported as reported by Goshen County Public Health and Converse county Public Health (three week average)</b>	Decrease of 10% or more reported cases – Phase I	Increase of less than 10% or maintain previous average – Phase II	Increase of 10% or more reported cases – Phase III
Open			
Restricted or Gradual			
Closed			
<b>Statewide case data as reported by the Wyoming Department of Health (three week average)</b>	14% or lower state infection rate – Phase I	15% to 24% state infection rate – Phase II	25% or higher state infection rate – Phase III
Open			
Restricted or Gradual			
Closed			
<b>Campus-Wide Infection Rate (three week average) (students + employees aggregate)</b>	10% or higher campus infection rate – Phase I	5% to 9% campus infection rate – Phase II	4% or lower campus infection rate – Phase III
Open			
Restricted or Gradual			

Closed			
<b>Residence Life Infection Rate (three week average)</b>	15% or higher Res Life infection rate – Phase I	10% to 14% Res Life infection rate – Phase II	9% or lower Res Life infection rate – Phase III
Open			
Restricted or Gradual			
Closed			
<b>Other Considerations: State/ County Restrictions/ Mandates</b>			

Each campus would be required to provide evidence to the Crisis Team to determine what phase of operation the campus would have.

A suggested majority of the criteria would be used to determine what phase is instituted.

EWC Campus - 5 data sources - 66% or 3/5

Douglas - 4 data sources 75% or 3/4

***As emphasized throughout this Operational Plan, conditions will be evaluated every two-three weeks by the EWC Crisis team with adjustments and modifications made as determined necessary to comply with the health and safety of EWC students, employees and visitors and to comply with current state and local health requirements.***

***All plans and phases are subject to change at the discretion of the EWC Administration.***