



Coming to Campus

NIAGARA COUNTY COMMUNITY COLLEGE

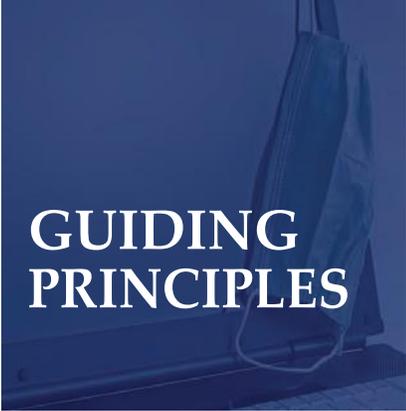


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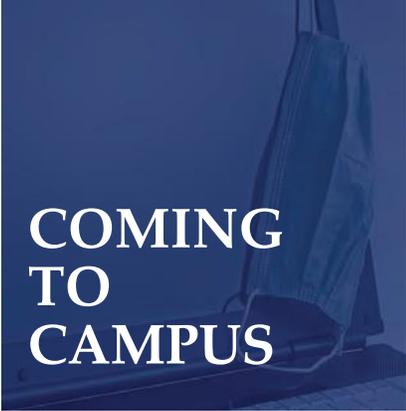
GUIDING PRINCIPLES

The primary goals for NCCC’s response to the COVID-19 pandemic are to protect the health and safety of all students, faculty, and staff.

NCCC’s plans will be aligned and consistent with local orders and ordinances of Niagara County, SUNY, and the State of New York Phased Reopening Model. NCCC’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, NYS Department of Public Health, and the NCCC’s Campus Safety Advisory Committee.



Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.



Expectations & Guidelines:

All students and staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document as part of NCCC’s Expectations and Guidelines. Failure to comply with any direction of any college official or law enforcement officer acting in performance of his/her duty is a violation of the Student Code of Conduct and could result in removal from class or the College.

Students will be expected to present their NCCC Student ID as part of the screening process to gain entrance to the college. If you do not have a NCCC Student ID, you may obtain one from the Public Safety Department located in G Building, Room 106, near the Barnes and Noble Bookstore. If you are a student at the NFCI location, you can get your Student ID at the Public Safety Office on the first floor of the NFCI building. You will need to provide the office with a current picture ID and printed class schedule to obtain your NCCC Student ID.

Symptom Monitoring Requirement:

Students required to come to campus to attend classes or conduct business must conduct symptom monitoring prior to coming to campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance to be eligible to come to campus.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell



If you have any symptoms, you should contact the Wellness Center at 716-614-6275 and your doctor for assessment of symptoms and further directives. If you are not able to attend class due to being symptomatic, you should contact your professor directly to inform them. Your doctor or the Wellness Center will assist you in determining when you can return to class.

You must also wear a facemask to avoid possible virus transmission to others. Failure to wear your mask when required to do so may result in a misconduct charge through the Student Code of Conduct and could result in removal from class or the College.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Students whose health condition falls within one of the CDC High Risk Categories should choose what is best for them when considering taking courses or conducting business with the college. NCCC offers many courses online for students and offers virtual services to connect with most offices on campus.

Phased Operations:

NCCC will phase-in a return of staff and face-to-face course offerings over time in a coordinated process to ensure appropriate social distancing, availability of PPE (Personal Protective Equipment) and possible testing capabilities for COVID-19.

NCCC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and the necessity to access on-site resources. NCCC will assess expanded course offerings based on the ability to control and manage the classroom environment while providing the appropriate social distancing and within the guidance of local, state, and federal ordinances.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Some offices or student services that can continue to effectively offer remote services will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing, services, and course offerings will be tightly controlled and coordinated to lessen potential risks and ensure the safety of students, faculty, and staff, as well as the communities we serve.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to lessen it. If localized outbreaks emerge, tighter restrictions and reduced staffing and services may need to be implemented again.

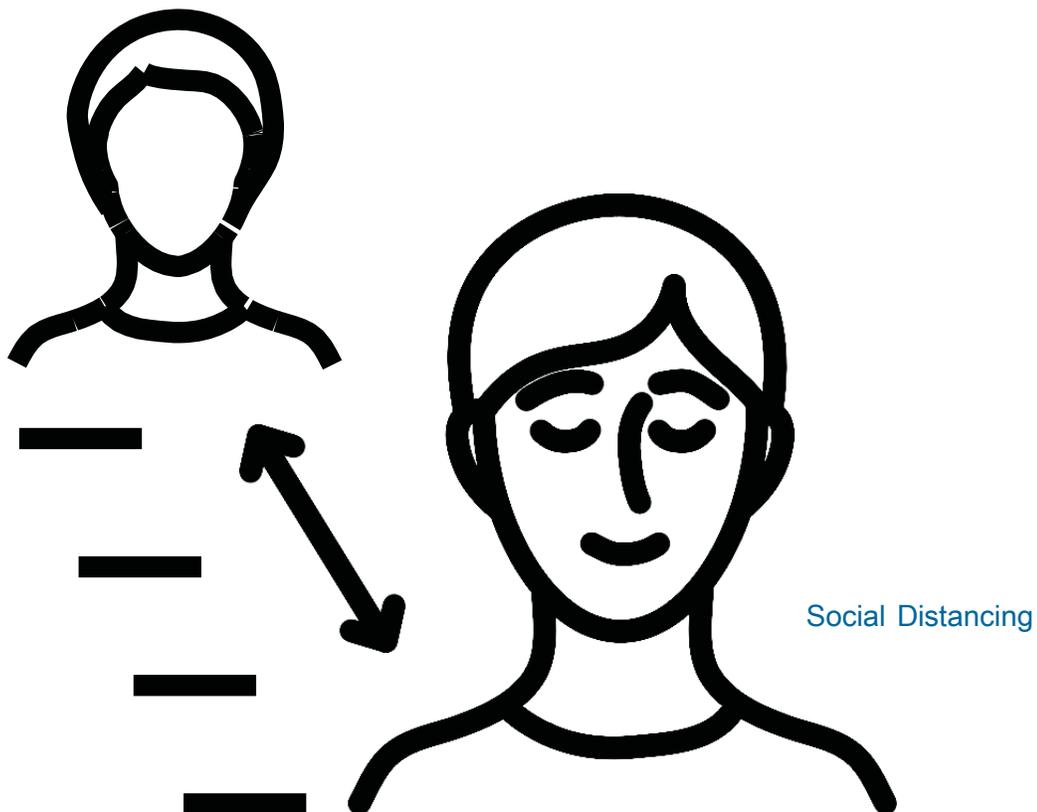
Staffing at the College:

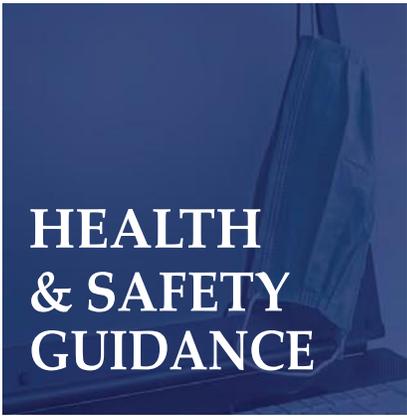
Staff members and faculty will be returning to campus in phases in order to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work: Some staff and faculty may be completely working remotely to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Some offices or services may only be offered remotely in order to reduce the number of individuals on campus. If you need assistance, please contact the office directly to confirm the best way your questions can be answered or when you can be accommodated.

Alternating Days: Some offices or services may limit the number of individuals and interactions by scheduling partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. If a staff or faculty member is not on campus on a particular day or time, that staff or faculty member may still be able to be reached remotely if another faculty or staff member cannot assist you.

Staggered Entering/Departing: Please be mindful that certain times of the day the entry/exit points of the buildings may be congested due to students, staff and faculty coming to campus. Students should plan for possible delays in entering the buildings to accommodate for shift and class changes.





Personal Safety Practices

Facemasks/Cloth Face Coverings: Facemasks or face coverings must be worn by everyone on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, cafeteria, study areas, laboratories, etc.). Appropriate use of facemasks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Failure to wear your mask when required to do so may result in a misconduct charge through the Student Code of Conduct and could result in removal from class or the college.

Disposable masks will be provided by NCCC, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help NCCC reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week’s supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below. Remember masks must cover your nose and mouth to be effective.

Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
				
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions	Commercially manufactured masks that help contain wearer’s respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas) where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and care of face covering: For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the CDC website.

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- **Ensure the face covering/disposable mask fits over the nose and under the chin.**
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



Use hand sanitizer

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

On-site students, faculty, and staff must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

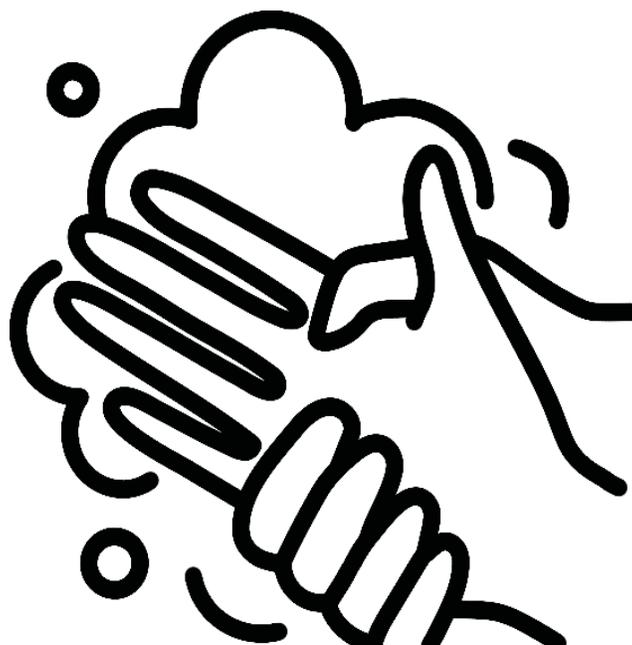
Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare divisions and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Students, faculty, and staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Cleaning/Disinfection: Housekeeping teams will clean study rooms, offices, and work spaces based on the CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations throughout the college, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of all buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, microscopes, lab tools, coffee makers, desks and tables, light switches, doorknobs, etc.).



Handwashing

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Coughing



Guidance for Specific Campus Scenarios

Public Transportation/NCCC Shuttle: If you must take public transportation or use the campus shuttle, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask. If you are using the NCCC Shuttle, capacity will be limited to 10 persons and seating will be spaced within the shuttle. Masks will be required to use the NCCC Shuttle.

Working in Office Environments: If you work on campus in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You must wear a facemask or face covering at all times while in a shared work space/room.

If you work in an office on campus, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work area in a large open environment). Any staff in a reception/receiving area must wear masks/face coverings. Masks/face coverings must be used when inside any NCCC or NFCI building where others are present, including walking in hallways where others travel and in break rooms, conference rooms, study rooms, open computer labs, cafeteria/snack bar and other meeting locations.



Students who work on campus should also refer to the publication for employees, “Returning to Work”, which can be found on the College’s website under the COVID 19 section for employees.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable facemask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene upon departing the elevator.

Meetings and Events: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings and events are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Meeting organizers should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees must wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your classmates, faculty, and office staff as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat and then put it back on.

Laboratory Work: Specific criteria have been developed for students attending laboratory or studio courses. Your instructor will provide guidance for each specific lab or studio.

Mental and Emotional Wellbeing

Wellness Center is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact the Wellness Center at <http://www.niagaracc.suny.edu/wellness/> or by calling 716.614.6275.

NCCC is committed to supporting your overall health and wellbeing. This service provides resources to help students with life events. The Wellness Center provides confidential, short-term counseling at no cost to the student.

ENTER/EXIT CONTROL

Entry to buildings will be regulated and monitored. Your NCCC Student ID is required. All students, faculty, and staff will be required to participate in a screening process prior to entering the building. This will require having your temperature taken and a short questionnaire completed prior to entry. The screening survey can be accessed through Banner Web and can be submitted from any device that has internet connectivity. Once you log into Banner Web, there will be a link to the survey – “COVID 19 Mandatory Screening”. This survey must be completed each morning prior to coming to either campus.

You should anticipate that during certain times of the day, there might be a small line waiting to enter the building. NCCC is doing everything possible to reduce any wait times when entering the buildings.

At this time on the Sanborn campus, the college has designated the Learning Commons as the single access point only. Both entrances to the Learning Commons will be open for access. Screening will be completed at either entrance.

At this time at the NFCI campus, you can enter from the Old Falls Street front entrance or the 3rd Floor of the Parking Ramp. Screening will be completed at either entrance.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

NCCC Student ID

If you do not have a NCCC Student ID, you may obtain one from the Public Safety Department on the Sanborn Campus located in G Building, Room 106, near the Barnes and Noble Bookstore. If you are a NFCI student, you may obtain your Student ID at the Public Safety office on the first floor at NFCI. You will need to provide the office with a current picture ID and printed class schedule to obtain your NCCC Student ID.



Signage and Posters

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas. Failure to comply with any direction of any college official or law enforcement officer acting in performance of his/her duty is a violation of the Student Code of Conduct and could result in removal from class or the College.

Parking

For the Sanborn campus, we recommend that you park in the back of campus, lots 4 and 5. Lot 1 is being used for testing at this time. Be sure to look for signs for student parking so you are parking in the appropriate areas.

For NFCI campus, please park in the Parking Ramp on the 3rd floor and follow the signs to get to the entrance. Make sure you have your parking pass when you leave.

Sanborn:

