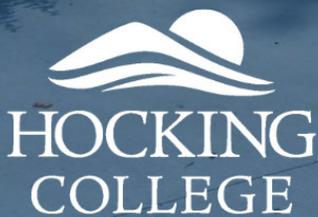


UPDATED MARCH 24, 2021

# Certainty

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IN A TIME OF UNCERTAINTY



INSTITUTIONAL PLAN TO REOPEN CAMPUS  
OPERATIONS IN RESPONSE TO COVID-19

# A WORD FROM OUR PRESIDENT



Congratulations on following your dreams and continuing your education at Hocking College!

We provide a pathway to prosperity for all those who want to learn. We change lives and build careers here. I can speak from personal experience, as the first in my family to go to college; education changed my life and that of my family forever in wonderful ways.

This year we are faced with new challenges as the college opens for the autumn semester, chief among them COVID-19. I have never experienced a pandemic in my lifetime, and I think I can safely say the same for all of us; however, in the Hocking College family spirit, we will get through this together.

Face masks will be required on campus when in buildings or around other people, including outside when social distancing isn't possible. In addition to the mask requirement, we have arranged, where possible, social distancing in classrooms, labs, dorms and all other areas of the college. We recognize that by the very nature of some programs, social distancing may not be possible, while in others, wearing a mask may not be safe. In these cases, there may be an increased risk of transmitting or acquiring the new coronavirus; it is your decision if you want to go forward with the program.

Daily check-ins are required for everyone on campus. They'll include a series of questions to screen your health and a temperature check. We recommend you have your own thermometer and check your temperature BEFORE you go for check-in. If you have a temperature or symptoms of COVID-19, isolate yourself and stay home or in your dorm room and send an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) for further directions. Each of us has a responsibility to keep our campus community healthy. Hygiene standards have been established, including washing hands, using hand sanitizer, help with cleaning your learning spaces, dorm rooms, etc. We expect and need the cooperation of the entire Hocking College family to accomplish this.

If you live on campus, we are asking you not to go home during the semester. Every time you leave the campus and travel, you significantly increase the risk of returning to campus with the virus or taking it to your loved ones at home, even if you do not show symptoms. Students will finish on-campus requirements the week of Thanksgiving and will not return to campus after Thanksgiving. There will be many activities to ensure you have things to do, so you are not tempted to venture away from the college.

Hocking College Leisure Learning programs will generally be free to students and include many weekend classes such as horseback riding, creating a custom Snapchat filter, beginning jewelry making, learning to fly a drone, photography and identifying birds. If you live off-campus, we ask you likewise to limit travel as not to expose yourself and your campus family unnecessarily. Family members at home, you can really help us in this effort by encouraging your student to stay close and use the resources we have made available here on campus to have fun.

As your President, I am personally asking you to help your college keep everyone healthy. I am asking you to be a warrior in this pandemic. I am asking you to love each other enough to do the right thing, even if no one is watching. Together we can keep our families on campus and at home safe.

***Dr. Betty Young* PRESIDENT**



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# OVERVIEW

Hocking College serves as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives. College priorities include the health, safety and well-being of our students, faculty, staff and community; maintaining students' academic progression; and to continue business operations with established safety protocols. Hocking College has developed this Institutional Plan to Reopen Campus Operations in Response to COVID-19 (Plan) to inform you of the actions we are taking to reopen campus operations in response to COVID-19.

The College's Plan is based on orders, best practices, and guidelines from [Gov. Mike DeWine](#), the [Ohio Association for Community Colleges \(OACC\)](#), the [Centers for Disease Control and Prevention \(CDC\)](#), the [World Health Organization](#), and the [Ohio Department of Health](#). As more information is received and additional orders given, the College will update this Plan and modify campus operations accordingly. Please continue to check the Coronavirus Bulletin for updates and other information by visiting our website at [info.hocking.edu/coronavirus](http://info.hocking.edu/coronavirus).

Students, faculty, staff, and visitors are not allowed on campus, and must report, if any of the following apply:

1. **YOU**, or someone **YOU LIVE WITH**, are experiencing COVID-19 symptoms that are NOT routine health issues.\* A cold/flu is **NOT** a routine health issue. **If you feel you have a cold and/or the flu you MUST stay home/in your dorm room, self-quarantine, and notify the COVID team.**
2. **YOU, personally**, have been in contact with someone that has tested positive for COVID-19 in the last 10 days.
3. You tested positive for COVID-19 in the last 10 days.
4. You have visited any Ohio level 4/purple counties in the last 10 days. See [Ohio Public Health Advisory System](#) for a current list.

\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effect from medication, etc. **This does not include a cold or the flu.**

Questions related to COVID-19 can be sent to [COVID@hocking.edu](mailto:COVID@hocking.edu) or call the COVID hotline at **740-753-6506**.

Hocking College appreciates your cooperation in this unprecedented effort. We ask that everyone remain flexible as we continue to make changes as the situation evolves and more information becomes available.

If you need accommodations due to a disability, please contact Erin Bowald in Accessibility Resources at [bowalde@hocking.edu](mailto:bowalde@hocking.edu) or **740-753-7103**.

Please review the definitions in Appendix A to make sure that you understand common terms used in this document and how they apply to our campus.

**Please note that all photos in this document were taken before COVID-19 safety protocols were in place.**

# EMERGENCY MANAGEMENT TEAM



**Jacqueline Hagerott**, *Emergency Management Team Chairperson*  
Vice President, Student Affairs & Campus /Community Relations



**Chief Tiffany Tims**, *Emergency Management Team Vice-Chairperson*  
Chief of Police



**Kimberle Coy**  
Director, Housing & Student Life



**Jeff Daubenmire**  
Chief of Staff



**Dr. Myriah Davis**  
Vice President, Academic Affairs & Workforce Development



**Elizabeth Dennis**  
Director, Human Resources



**Bryan Lutz**  
Director, Facilities



**Dr. Betty Young**  
President

# What is Hocking College doing to create a safe environment for students, faculty, staff, and visitors?

## 24/7 COVID Hotline Services

- ✉ COVID@hocking.edu
- ☎ 740-753-6506
- 🌐 Online Incident Reporting System

## FACILITIES & SANITIZATION

1. Regular hand washing will be required of all employees.
2. Hand sanitizer and surface sanitizing supplies will be placed in all high-contact locations.
3. Hand sanitizer at all entrances.
4. Disinfection of high-contact areas, including communal restrooms and shared shower facilities, will occur at regular intervals throughout the day.
5. Faculty, staff, and students will clean and sanitize surfaces and equipment in their own work space, classroom, or lab, as appropriate, throughout the day.
6. Shared tools and equipment will be sanitized after each use.
7. Campus and building access points have been modified to best allow for six-foot physical distancing. One-way entrance/exit and clearly marked foot traffic patterns will be utilized.
8. Clear signage emphasizing the use of facial coverings and reminding all to perform daily symptom assessments will be installed at appropriate building entry points and other areas throughout campus.
9. Plexiglass shields have been placed in the areas outside of the classrooms where close interaction takes place to protect faculty, staff, and students.
10. Bathroom – paper towels instead hand blowers
11. Air handling system installed to create ionization – tested to kill viruses within 30 minutes at 99.9%
12. Class times are staggered to allow time for cleaning between classes and limit foot traffic in hallways and elevators at any given time.
13. Protocols have been established for deep cleaning should someone test positive for COVID-19.

## COVID Point of Contact and Communications

Campus wide communications promoting prevention measures, mental health/substance use resources, notifying stakeholders of heightened risk factors, and other operational updates will be shared through all of the following:

- Weekly Faculty & Staff Communications Meetings
- Hocking College email
- Online at [info.hocking.edu/coronavirus](mailto:info.hocking.edu/coronavirus)

## Health and Safety Protocol

### SIGNAGE

Clear signage emphasizing the use of facial coverings and reminding all to perform daily symptom assessments will be installed at appropriate building entry points and other areas throughout campus.

Signs on all doors requiring masks, color-coded wristband, social distancing.

### ORIENTATION

All students, faculty and staff must complete an online Orientation course and agree to the Hocking College Pledge. The Pledge acknowledges that all members of the Hocking College Community have an important role to play in keeping our fellow students and the Hocking College community safe by doing our part to stop the spread of COVID-19.

Completing the Orientation course and agreeing to the Pledge are mandatory for all students, faculty and staff before Autumn term begins on August 17, 2020.

The Orientation course will cover expectations for daily health checks, personal protection such as mask/face covers, hygiene, staying informed and more.



### **PRE-CHECK IN DAILY HEALTH ASSESSMENT**

Monitor your health daily. If 1) they, or someone they live with, has any COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, etc., and/or 2) they are in close contact with someone who tests positive for COVID-19 in the last 10 days, and/or 3) they test positive for COVID-19, they must **STAY HOME** (remain in your dorm room, if applicable), **self-quarantine, and immediately notify** Hocking College by sending an email to **COVID@hocking.edu** that includes all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

If an employee/student comes to campus and reports any of the above, they are immediately sent home (or back to their dorm room) and are reported for disciplinary action due to safety risk caused to the campus community.

### **MANDATORY REPORTING REQUIREMENT**

Anyone that has knowledge of someone that: 1) has symptoms, or is living with someone that symptoms, and/or 2) has been in close contact with someone that tested positive for COVID-19, and/or 3) has tested positive for COVID-19 must immediately report it by submitting an incident report, located at the bottom of **www.hocking.edu**.

### **FAILURE TO REPORT**

If an employee/student fails to report that: 1) they, or someone they live with, is experiencing symptoms, 2) and/or has had close contact with someone that has tested positive for COVID-19, and/or 3) tests positive for COVID-19 they will be reported for disciplinary action due to safety risk caused to the campus community.

## CAMPUS CHECK-IN DAILY HEALTH ASSESSMENT

Upon entry to their assigned check-in location all individuals will go through a COVID-19 Screening Assessment conducted by a building monitor to ensure they do not pose a risk to the campus community.

1. All individuals must maintain a social distance of six (6) feet while waiting to check-in (marked with tape at check-in stations) and have their mask/face cover on (a mask will be provided for anyone that does not have one).
2. Upon entry to their designated building the individual's temperature will be taken.\* The temperature will be recorded as <100 or 100+. If 100+, the individual will be dismissed to return home for quarantine.  
*\*Individuals using their own thermometers must take their temperature at the check-in desk and show the results to the building monitor.*
3. All individuals will be required to wear a mask/face cover at all times. Individuals must provide their own masks for sanitary purposes. Individuals must wear a mask/face cover that covers my nose and mouth while in any Hocking College building or outside when it is not possible to practice social distancing of at least six (6) feet.
4. Individuals will be asked to answer all questions in the COVID-19 Screening Assessment conducted by the building monitor (see Appendix B). Students/Employees that fail will be sent home and reported for disciplinary action. A report will also be sent to **COVID@hocking.edu**.
5. Upon successful check-in the individual will receive a color-coded wristband. All individuals are required to wear the color-coded wristband on their wrist at all times while on campus. A new color-coded wristband will be issued each day and is color-coded for the day of the week. Individuals will be able to identify anyone on campus who has not properly checked in using the safety protocols established.

If an individual is instructed to go home and fails to do so, HCPD will be notified.

## INFLUENZA VACCINE/FLU SHOT

The Centers for Disease Control and Prevention indicates getting a flu vaccine/shot is more important than ever during 2020-2021 to protect yourself and the people around you flu, and to help recude the strain on healthcase systems responding to the COVID-19 pandemic.

Employees and students must present evidence of one of the following before returning to campus:

1. Influenza vaccine/flu shot
2. If a healthcare professional does not recommend that the



# Mask BASICS

## BEFORE

THOROUGHLY WASH HANDS WITH SOAP AND WATER BEFORE TOUCHING THE MASK.

## DURING

COVER YOUR MOUTH, NOSE, AND CHIN.

ADJUST THE MASK WITHOUT LEAVING GAPS ON THE SIDE.

## AFTER

CLEAN YOUR HANDS AFTER REMOVING THE MASK.

WASH YOUR REUSABLE MASK WITH SOAP OR DETERGENT, PREFERABLY WITH HOT WATER, AT LEAST ONCE A DAY.

employee or student receive a influenza vaccine/flu shot, the employee or student must provide written proof by the healthcare professional in the same manner they would provide proof of a influenza vaccine/flu shot.

### **QUARANTINE ASSESSMENT AND NOTIFICATION**

A Hocking College representative assigned to manage the case reported in Step One will contact the employee/student and conduct a COVID-19 Quarantine Assessment within 24 hours of notification.

If the employee/student is required to self-quarantine they will receive a quarantine notice from **COVID@hocking.edu** that includes the quarantine timeline along with Monitoring and Prevention Protocol Instructions (see Appendix D and Hocking College Notifications to Employees/Students in Appendix A).

Employees – copy to the supervisor, cabinet member, and Human Resources including instructions regarding remote work and/or appropriate use of leave time.

Students – copy to the Dean, Advisor, and faculty for their current classes so they can create an academic plan to keep the student on track.

A follow-up appointment for the Return to Campus Health Assessment will be added to the COVID calendar.

*Note: Travel to hot spot states listed in Ohio's Department of Health COVID-19 Travel Advisory List will be required to self-quarantine for 10 days.*

### **QUARANTINE LOCATION**

Employees and students that live off campus will self-quarantine in a private home or hotel.

Students who live on campus will follow the Residence Hall Quarantine Procedure that is outlined in Appendix I.

### **REQUIREMENTS FOR SELF-QUARANTINE**

1. Take your temperature with a thermometer two (2) times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
2. If fever and/or symptoms develop, call your medical provider and send an email to **COVID@hocking.edu**.
3. Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places.
4. If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six (6) feet away from others.
5. Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
6. In the event of a medical emergency, call **9-1-1**. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
7. Do not have visitors in your home.
8. Do not use public transportation, taxis, or ride-shares.

## **CAMPUS MENTAL HEALTH & SUBSTANCE USE**

Campus mental health and substance use resources are incorporated into campus communications as well as Orientation. Additional resources can be found in Appendix M.

## **CAMPUS VISITORS**

All visitors are required to check-in and go through the COVID-19 Screening Assessment conducted by a building monitor.

Visitors are **not allowed on campus** if any of the following apply:

- You, or someone you live with, are experiencing COVID-19 symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc., and/or
- You have had close contact with someone who has tested positive for COVID-19 in the last ten (10) days, and/or
- You have tested positive for COVID-19, and/or
- You have travelled in the last ten (10) days to an [Ohio county that is designated as a level 4/ purple county](#).

All visitors must wear a mask/face cover, practice social/physical distancing, and have a color-coded wristband visible on their wrist at all times while on any Hocking College Campus. If they do not have a proper mask face/cover, one will be provided for them. They will be provided with a Visitor ID that must also be visible while on any Hocking College Campus.

## **TRAVEL**

All travel to hot spot locations is discouraged and must be reported to [COVID@hocking.edu](mailto:COVID@hocking.edu).

## **MASK/FACIAL COVERING**

All individuals, included employees, students, and visitors are required to wear a facial covering that are cloth/fabric and cover an individual's nose, mouth, and chin at all times while in Hocking College buildings, including classrooms, and outside when social distancing of at least six feet cannot be maintained.

All employees and students will be provided with two (2) masks, hand sanitizer, and a touchless door opener.

Faculty and staff will be provided with face masks with a clear window to use where regular masks create an impediment to the delivery of academic content and student services.

## **SOCIAL/PHYSICAL DISTANCING**

All students/employees are required to practice social/physical distancing, at a minimum of six feet, unless they have been notified by Hocking College staff that it is not possible to do so in a class and still meet the outcomes of the program. In those situations, students/employees understand there is an increased risk, and participation means they accept the safety protocols that have been established (see Appendix F).

## **COVID-19 RESPONSE TEAM**

A dedicated COVID-19 Response Team with specialist training has been established to conduct quarantine and return to campus health assessments.



## Academic Programming

### OVERVIEW

Week one (1) will be conducted synchronously online.

Course scheduling, academic programming alternatives (including staggered course/term start date and non-traditional term lengths) have been established for immediate implementation in the event that safety becomes an issue.

Classrooms are designed so there are three (3) days between usage to allow for cleaning and sanitizing.

In the event that a faculty member is unable to attend class, staffing plans have been put in place to allow for the course to continue uninterrupted.

### CLASSROOMS

Maximum occupancy rates for each classroom have been established to ensure minimum six (6) foot physical distancing capacity in all directions.

Minimum six (6) foot physical distancing guidelines will be clearly marked and communicated in classrooms and common areas. In areas where this may not be easily achievable (i.e. labs), dividers or other physical barriers have been installed in addition to dividing labs into multiple sessions to ensure that distancing occurs.

Work stations will be wiped down with surface sanitizing supplies after each class.

Non-traditional spaces will be utilized to achieve six-foot physical distancing.

Staggered class times have been implemented to minimize the presence of large crowds.

Sufficient time has been established between classes to allow safe egress, entry, and cleaning.

### BRING YOUR OWN DEVICE (BYOD)

All students must be in compliance with the Bring Your Own Device (BYOD) initiative. Charging stations have been made available throughout campus to allow for secure and free charging of all of your devices. For specification requirements, please reference Appendix G.

It is also highly encouraged that you register your device with the Hocking College Police Department at [hcpd@hocking.edu](mailto:hcpd@hocking.edu).



## Residence Halls

### **MOVE-IN**

Students moving into dorms on campus have received an email regarding our staggered move-in process. Move-in is being completed by appointment only.

### **DAILY CHECK-IN**

Students residing in the dorms will check in each day at the front desk of their dorm. Once check-in is complete, they will be issued a colored wristband verifying they have completed check-in before going anywhere on campus.

### **CURFEW**

A nightly curfew of 11 p.m. has been implemented in the dorms.

### **MASKS**

Masks are to be worn around campus and when around other people with the only exception being when the individual is in their *own dorm room*.

### **SOCIAL DISTANCING**

To allow for social distancing in the dorms, dividers will be provided between roommates.

Each student has their own bed, microwave, refrigerator, desk, and wardrobe. Common areas are closed.

## **VISITATION POLICY**

Dorms are limited to residents only.

## **SANITIZATION**

Each student is provided with cleaning supplies and is expected to regularly sanitize their own area and work spaces.

## **QUARANTINE**

See Residence Hall Quarantine Procedure on page 91.

## **Activities & Events**

Students are encouraged to remain on campus to help prevent travel to hot spots across Ohio.

Because of this, activities and events through Student Life, Leisure Learning, and the Hocking Makers Network. They are scheduled seven (7) days a week. Safety protocol, including social distancing, will be exercised during these events.

## **Dining Services**

Dining Services will be available to all faculty, staff, and students in the form of take-out only. All seating areas will be closed. There will be no buffet-style food offerings.

Disposable utensils will be available.

Surface cleaning will be completed multiple times throughout the day.

Staggered times for take-out will be scheduled to accommodate large groups.

All individuals are required to follow all safety protocol including proper hygiene, utilizing the hand sanitizer provided and maintain social distancing (staying a minimum of six (6) feet apart from others).

Signage with required safety protocol will be clearly visible at all entrances to Hawks Nest Dining.

## **Athletics**

Hocking College will comply with NJCAA guidance and state guidelines for opening. This includes:

- Minimum six (6) foot physical distancing will be observed at all times to the greatest extent feasible.
- Sprays and wipes will be provided and every piece of equipment cleaned before and after each use.
- A staggered return of athletes to campus has been established.
- Activities will be conducted outside where feasible.
- A risk analysis for athletic travel will be completed before all trips.

## Employees

### BEFORE COMING TO CAMPUS

All employees must follow the Monitoring and Prevention Protocol (see Appendix D) including a Daily Health Assessment before coming to campus.

### CHECK-IN

Employees have designated check-in locations to avoid long lines.

### TRAVEL

Travel to hot spot locations is discouraged and must be reported to [COVID@hocking.edu](mailto:COVID@hocking.edu).

### MASKS

All employees must wear facial coverings (masks). Masks should be cloth/fabric and cover an individual's nose, mouth, and chin).

### SOCIAL DISTANCING

A minimum of six (6) feet between people is required. Plexiglas barriers have been installed where this is not possible.

Seating distance of minimum of six (6) feet or more has been implemented and congregation in office spaces is prohibited.

Sharing of work materials has been minimized.

### HAND HYGIENE

Regular handwashing is required by employees. Hand sanitizers have been placed in high-contact locations.

### SANITIZATION

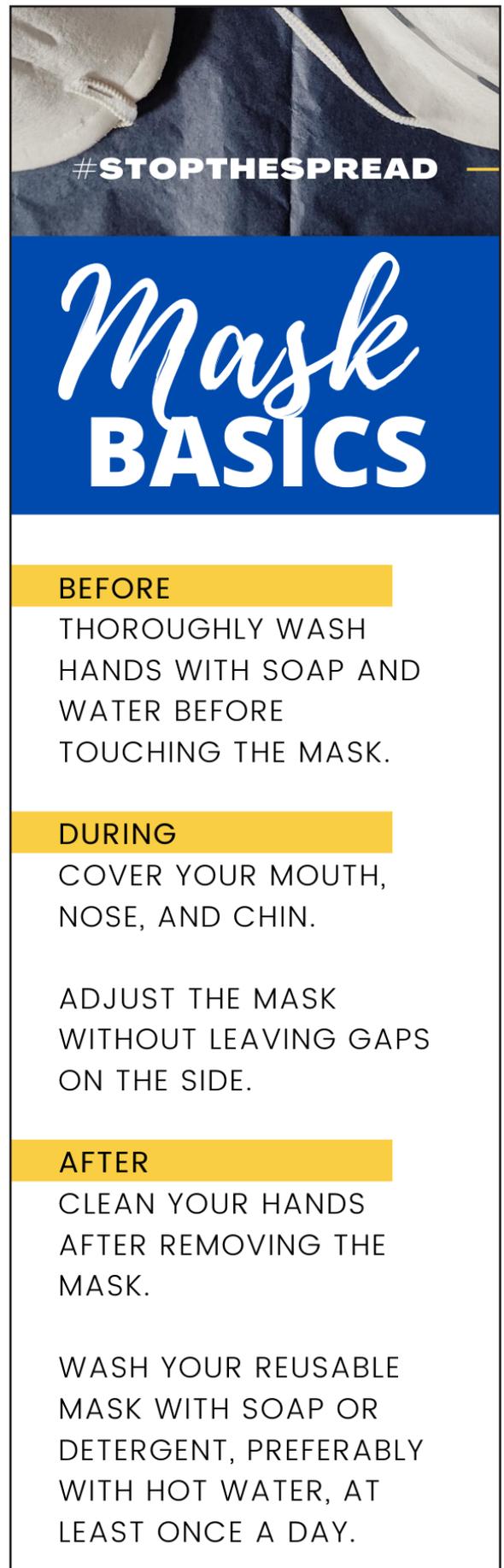
Frequent disinfection of desks, workstations, and high-contact surfaces is required, including common areas.

It is recommended that departments post signage on health safety guidelines in common areas.

A cleaning supplies inventory system has been established to ensure supplies are always in stock.

### CAMPUS EVENTS

Events where social distancing guidelines cannot be met have been cancelled/postponed in person.



#STOPHESPREAD

# Mask BASICS

**BEFORE**

THOROUGHLY WASH  
HANDS WITH SOAP AND  
WATER BEFORE  
TOUCHING THE MASK.

**DURING**

COVER YOUR MOUTH,  
NOSE, AND CHIN.

ADJUST THE MASK  
WITHOUT LEAVING GAPS  
ON THE SIDE.

**AFTER**

CLEAN YOUR HANDS  
AFTER REMOVING THE  
MASK.

WASH YOUR REUSABLE  
MASK WITH SOAP OR  
DETERGENT, PREFERABLY  
WITH HOT WATER, AT  
LEAST ONCE A DAY.

# 2020-2021 EVENT TIMELINE

## Monday, March 9, 2020

Governor DeWine issued Executive Order 2020-01D Declaring a State of Emergency due to the novel coronavirus (COVID-19) outbreak.

Hocking College closed campus to begin Spring Break.

**Emergency Response Plan Phase One: Crisis Management** - Dr. Betty Young, President, charged the Emergency Management Team with creating an Emergency Management Plan for Hocking College.

## Wednesday, March 11, 2020

The World Health Organization declares the novel coronavirus (COVID-19) outbreak a global pandemic.

Dr. Betty Young, President, announces that Spring Break is extended an additional week for students and faculty to allow staff to initiate safety initiatives. Hocking College launches the Coronavirus 2020 Bulletin website.

## Monday, March 16, 2020

**Emergency Response Plan Phase Two: Normalize Operations in a Remove Environment** - Dr. Betty Young, President, announces the virtual reopening of campus on Monday, March 23, 2020. All services for students resume in online format with extended hours.

## Thursday, March 19, 2020

Dr. Betty Young, President, ordered all nonessential employees to work remotely. Critical personnel are allowed on campus using social distancing and safety measures.

## Saturday, March 22, 2020

The Director of Health issued the Stay at Home Order.

## Tuesday, April 14, 2020

Dr. Betty Young, President, announced that all Summer courses will continue online with a few exceptions for courses where a field experience has been deemed necessary.

## Wednesday, April 29, 2020

**Emergency Response Plan Phase Three: Recovery** - Dr. Betty Young, President, announces the Phase-In Return to Campus Plan effective May 6, 2020.

## Thursday, April 30, 2020

The Director of Health issued the Stay Safe Ohio Order.

## Wednesday, May 6, 2020

Employees and students phased in as needed in a manner to minimize health risks to everyone. All individuals coming to campus must pass a check-in process including temperature <100, mask, and health screening questions.

Hocking College launches [COVID@hocking.edu](mailto:COVID@hocking.edu) email.



**Tuesday, July 7, 2020**

Hocking College launches COVID Hotline at 740-753-6506

**Saturday, August 8, 2020**

Spring/Summer Term 2020 Commencement Ceremony.

**Monday, August 17, 2020**

Autumn term begins 100% online.

**Monday, August 24, 2020**

Autumn term face-to-face classes begin on campus. All individuals coming to campus must pass a check-in process including temperature <100, mask, and health screening questions.

**Wednesday, November 25, 2020**

All dorm students return home.

**Monday, November 30, 2020**

Autumn term finishes 100% online.

**Friday, December 4, 2020**

Autumn term Ends.

**Friday, January 11, 2021**

Campus reopens for faculty and staff.

**Monday, January 18, 2021**

College closed for Martin Luther King Jr. Day

**Tuesday, January 19, 2021**

Spring term begins 100% online

**Monday, January 25, 2021**

Spring term face-to-face classes begin on campus. All individuals coming to campus must pass a check-in process including temperature <100, mask, and health screening questions

**Friday, May 7, 2021**

Spring term ends.

**Saturday, May 8, 2021**

Autumn term 2020 and Spring term 2021 Commencement Ceremony.



# MONITORING & PREVENTION PROTOCOL

## DAILY HEALTH ASSESSMENT

Monitor your health daily. If 1) you, or someone you live with, has any COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, etc., and/or 2) you are in close contact with someone who tests positive for COVID-19 in the last ten (10) days, and/or 3) you test positive for COVID-19, you must **STAY HOME** (remain in your dorm room, if applicable), **self-quarantine, and immediately notify** Hocking College by sending an email to **COVID@hocking.edu** that includes all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

If an employee/student comes to campus and reports any of the above, they are immediately sent home (or back to their dorm room) and are reported for disciplinary action due to safety risk caused to the campus community.

## TRAVEL NOTIFICATION

All students/employees are required to report Hot Spot Travel **immediately upon return from a hot spot\*** and report the following information to **COVID@hocking.edu**:

- First and Last Name
- Student ID, if applicable
- Phone number
- Date(s) of Visit
- Location(s) of Visit (City, State)
- Nature of visit – Public or Private Home
- Mode of Transportation – Car, Plane, Other

*\*Call 740-753-6506 for hot spot information.*

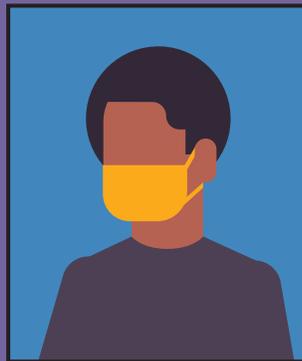
Students/employees who travel to Ohio hot spot counties rated as level 4/purple on the Ohio Publics Advisory System, in the last ten (10) days must **STAY HOME and self-quarantine**. A college representative will contact them regarding next steps.

For Prevention Protocol, please view Appendix D.

# Slow the Spread of COVID-19



WHEN OUT WITH YOUR FRIENDS,  
WEAR A CLOTH FACE COVERING



AND STAY  
6 FEET APART  
FROM OTHERS



## ADDITIONAL RESOURCES

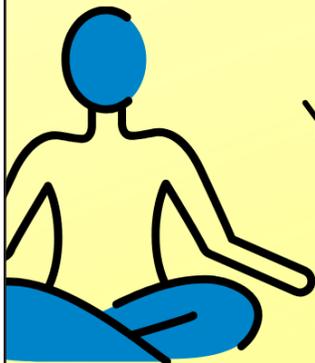
For CDC Prevention Guidelines go to [www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html)

For CDC Guidance if you get sick go to [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

Ohio Department of Health [coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/](http://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/)

# ACADEMIC CALENDAR

Autumn Term	Monday, August 17 - Friday, December 4, 2020
Start week	Monday, August 10, 2020
Last Day to Register (16 week courses/ first 8 week courses)	Sunday, August 16, 2020
Autumn Term Begins (16 week courses/ first 8 week courses)	Monday, August 17, 2020
Census Date (15th day of term)	Monday, August 31, 2020
Holiday-Labor Day ( <b>College Closed</b> )	Monday, September 7, 2020
Autumn Graduation Application Due	Friday, September 11, 2020
Last Day to Drop/Withdraw (first 8 week courses)	Friday, September 18, 2020
Last Day to Register (second 8 week courses)	Sunday, October 11, 2020
Second 8 Week Courses Begin	Monday, October 12, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, October 21, 2020
Last Day to order Caps/Gowns	Friday, October 23, 2020
Holiday-Veterans Day ( <b>College Closed</b> )	Wednesday, November 11, 2020
Last Day to Drop/Withdraw (16 week and Second 8 week courses)	Friday, November 13, 2020
Holiday-Thanksgiving Break - <b>College Closed</b>	Thursday, November 26-Friday November 27, 2020
Autumn Term Ends	Friday, December 4, 2020
Autumn Commencement	<b>Saturday, May 8, 2021</b>
End of Term for Faculty	Wednesday, December 9, 2020
Winter Break - <b>College Closed</b>	Monday, December 21, 2020- <b>Friday, January 8, 2021</b>
Spring Term (Revised)	Monday January 18, 2021 - Friday, May 7, 2021
Holiday- New Years Day ( <b>College Closed</b> )	Friday, January 1, 2021
<b>College Opens</b>	Monday, January 11, 2021
Start week	Monday, January 11, 2021
Last Day to Register (16 week courses/ first 8 week courses)	Sunday, January 17, 2021
<b>Holiday-Martin Luther King Day (College Closed)</b>	Monday, January 18, 2021
Spring Term Begins (16 week courses/ first 8 week courses)	Monday, January 18, 2021
Census Date (15th Day of Term)	Monday, February 1, 2021
Spring Graduation Application Due	Friday, February 12, 2021
Last Day to Drop/Withdraw (first 8 week courses)	Friday, February 19, 2021
<del>Spring Break - College Closed</del> <b>College OPEN - CLASSES HELD - FINALS WEEK</b>	<del>Monday March 8 - Friday March 12, 2021</del>
Last Day to Register (second 8 week courses)	Sunday, March 14, 2021
<b>College Opens</b> Second 8 Week Courses Begin	Monday, March 15, 2021
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, March 24, 2021
Last Day to order Caps/Gowns	Friday, March 26, 2021
Holiday-Good Friday ( <b>College Closed</b> )	Friday, April 2, 2021
Last Day to Drop/Withdraw (16 week and Second 8 week courses)	Friday, April 16, 2021
Spring Term Ends	Friday, May 7, 2021
Spring Commencement	Saturday, May 8, 2021
End of Term for Faculty	Monday, May 10, 2021



**YOUR MENTAL HEALTH IS OUR PRIORITY**

LEARN MORE ABOUT OUR MENTAL  
HEALTH RESOURCES IN APPENDIX M



# Students

INSTITUTIONAL PLAN TO REOPEN CAMPUS  
OPERATIONS IN RESPONSE TO COVID-19

# **HOCKING COLLEGE STUDENT PLEDGE**

## ***What is my role in keeping my fellow students and the Hocking College community safe?***

All members of the Hocking College Community have an important role to play in keeping our fellow students and the Hocking College community safe by doing our part to stop the spread of COVID-19. As a member of this community, I know that I must take steps to stay well in order to protect others and promote a safe return to campus for all. Because of this, I pledge to take responsibility for my own health and help stop the spread of the COVID-19.

Hocking College's highest priority is the safety of its students, faculty, staff, and visitors. I know that by engaging in campus activities, including attending classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the College, I may still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing, and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the College.

I understand that I am paying for credit hours and not the delivery method.

As more information is gathered and known, I understand that Hocking College may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself informed of these changes to protect myself and the college community.

It is my Hocking College Pledge to protect myself, my peers, and the Hocking College community by doing the following:

### **COMMUNITY STANDARDS**

I agree to abide by the community standards outlined in the Hocking College Student Code of Conduct and all additional rules and guidelines published by the College. Failure to do so will result in disciplinary action.

### **DAILY CHECK-IN**

I will check in daily at my assigned check-in location so staff can take my temperature, ask screening questions, and provide me with a color-coded wristband that I will wear at all times while on campus.

### **SOCIAL/PHYSICAL DISTANCING**

I agree to practice physical distancing, at a minimum of six (6) feet, unless I have been notified by Hocking College staff that it is not possible to do so in my class and still meet the outcomes of my program. In this situation, I understand there is an increased risk, but I have decided to go forward with the program with the safety protocols that have been established.

### **IDENTIFICATION, WRISTBAND, & MASK/FACE COVER**

I will have my Hocking College ID and that day's color-coded wristband on my wrist and visible at all times. I understand that I must wear a mask/face cover that covers my nose, mouth, and chin while in any Hocking College building and outside when it is not possible to practice social distancing of at least six (6) feet.

To create a safe environment for all those around me, I understand that Hocking College highly recommends that I wear a mask/face cover when I am outside while around other people, even if I am more than six (6) feet away from them.

### **SANITIZATION**

I agree to frequently wash and/or sanitize my hands and keep my personal space, shared space, and my belongings clean. I will participate in cleaning classrooms as instructed by my faculty. I agree to clean and sanitize surfaces and equipment in my own work space, classroom or lab, as appropriate throughout the day.

## **PREVENTION AND SYMPTOMS**

I understand that Hocking College requires that I get a influenza vaccination/flu shot or provide proof that a healthcare professional recommends that I do not receive one and that I have my own thermometer to check my temperature every morning to ensure I will not be on campus (leave my dorm room) if my temp is 100°F or higher.

Before coming to campus (leaving my dorm room) I will conduct a health assessment. If 1) I, or someone I live with, has any of the COVID-19 symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, etc., and/or, 2) I am in close contact with someone who tests positive for COVID-19 in the last 10 days, and/or 3) I test positive for COVID-19, I will: STAY HOME (in my dorm room), self-quarantine AND immediately notify Hocking College by sending an email to **COVID@hocking.edu** or call **740-753-6506** and provide all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

I understand that if I come to campus and report any of the above, I will immediately be sent home (or back to my dorm room) and will be reported for disciplinary action due to safety risk I created to the campus community.

If I have knowledge of someone that: 1) has symptoms, or is living with someone that has symptoms, and/or 2) has been in close contact with someone that tested positive for COVID-19, and/or 3) has tested positive for COVID-19 I will immediately report it by submitting an incident report.

## **RESIDENCE HALLS**

I understand that unless I live in a Residence Hall, I am not allowed to be in any Residence Hall. The only individuals allowed in Residence Halls are those who have an assigned dorm room.

## **COVID-19 DUTIES AND RESPONSIBILITIES**

In the event I test positive, am exposed to someone who has tested positive, and/or I or someone I live with have symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc., I will:

1. Immediately notify the College by sending an email to **COVID@hocking.edu** or call **740- 753-6506**. The email must include my first and last name, student ID number, and a phone number at which I can easily be reached.
2. Self-quarantine in a designated location until the College approves for me to return to campus when I no longer pose a risk to my peers or the campus community.
3. Agree to testing for COVID-19 and potential subsequent self-quarantining.
4. Participate fully and honestly with Hocking College staff and for contact tracing, if applicable, to determine whom I might have potentially exposed to COVID-19.
5. Work with my academic advisor to create a plan for my academic progression.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract COVID-19, even if I follow all of the safety precautions above and those recommended by the Centers for Disease Control and Prevention, state and local health departments, and others. I understand that although Hocking College is following the coronavirus guidelines issued by the CDC and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with my Hocking College Pledge above. I also acknowledge that these expectations and pledge are a condition of my enrollment at Hocking College and that any failure to comply with any part of my Hocking College Pledge above will lead to disciplinary action, up to and including suspension, due to the risk of harm caused to other individuals.

I take my Hocking College Pledge seriously and will do my part to protect the Hocking College Community.

# BEFORE COMING TO CAMPUS

## What do I need to do BEFORE I leave my home/dorm room?

Before leaving your home/dorm room, take your temperature if possible and ask yourself the following COVID-19 self-screening health questions:

1. Do you, or someone that you live with, have any of the following COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc.? **A cold and the flu are not routine health issues.**

- Fever (temperature of 100 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. Have you been in contact with anyone diagnosed with COVID-19 in the past ten (10) days?



If **YES, stay home, self-quarantine**, and send an email, including first/last name, student ID, a phone number, and details regarding your situation to **COVID@hocking.edu**. You will be contacted by a Hocking College representative for a quarantine assessment.

**ALL MEMBERS OF THE HOCKING COLLEGE COMMUNITY MUST TAKE PERSONAL RESPONSIBILITY FOR THEIR WELL-BEING, GOOD HYGIENE, SELF-MONITORING, SOCIAL DISTANCING, WEARING MASKS, ETC.**

## WHAT TO DO DURING SELF-QUARANTINE

- Take your temperature with a thermometer two times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- If fever and/or symptoms develop, call your medical provider and send an email to **COVID@hocking.edu**.
- Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places.
- If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six feet away from others.
- Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
- In the event of a medical emergency, call **9-1-1**. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
- Do not have visitors in your home.
- Do not use public transportation, taxis, or ride-shares.
- Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at **1-800-720-9616**.

Please continue to follow the Monitoring and Prevention Protocol Instructions (see Appendix D).

# ARRIVING ON CAMPUS

What do I need to do when I arrive on campus?

## STEP ONE

### Report to your assigned Check-in Location

Report to your assigned check-in location as soon as you arrive on campus to complete the check-in process.

Check-in is located at the front entrance of each building unless otherwise indicated below. The Check-in location will serve as the single entrance for the building in order to control the traffic flow of and ensure that all individuals pass through check points.

Check-in times on Wednesdays are 7:30 a.m. - 9:00 a.m. in all buildings except John Light Hall, which remains 7:30 a.m. - 5:00 p.m., Monday through Friday.

### Check-in Locations for Students Living On-Campus

Residence Hall students **MUST** check-in at the front desk at your dorm between 7:00 a.m. and 10:00 a.m. seven days a week.

### Check-in Locations for Students Living Off-Campus

If you are a commuter, check-in locations are assigned by your program. If you have a class in another building you must check-in at your designated check-in location. Check-in is located at the front entrance of each building unless otherwise indicated on the chart below and on the next page. On weekends check-in at HCPD.

School/Program	Check-in Time	Check-in Location
<b>Allied Health and Nursing</b>		
Dental Hygiene	7:30 a.m. - 5 p.m.	Second floor, Perry Campus
Fitness Management	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Laboratory Sciences - Medical	7:30 a.m. - 5 p.m.	Main entrance, Logan Campus
Medical Assisting	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Massage Therapy	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Massage Therapy Certificate	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Medical Records/Health Information Management	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Physical Therapist Assistant	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
PN2RN	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
Registered Nursing	7:30 a.m. - 5 p.m.	First floor, Davidson Hall
STNA	7:30 a.m. - 5 p.m.	Main entrance, Logan Campus
<b>Arts, Business and Sciences</b>		
Accounting & Financial Services	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Art & Design	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Art & Design - Graphic Design	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Associate of Arts	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Associate of Individualized Study	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Associate of Science (AS, ASD, ASM, ASN, ASP and ASX)	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Associate of Technical Study	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Business Management & Entrepreneurship	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Cybersecurity & Network Systems	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Early Childhood Education	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Fashion Design & Retail Merchandising	7:30 a.m. - 5 p.m.	First floor, John Light Hall

School/Program	Check-in Time	Check-in Location
Film & Video Production	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Music Management	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Real Estate Certificate	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Website & Applications Development	7:30 a.m. - 5 p.m.	First floor, John Light Hall
<b>Natural Resources</b>		
Agroecology	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Animal Assisted Therapy - Canine	7:30 a.m. - 5 p.m.	Main entrance, Boarding & Grooming Facility
Animal Assisted Therapy - Equine	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Ecotourism & Adventure Leadership	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Equine Health & Complementary Therapies	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Farrier Science & Business	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Fish Management & Aquaculture Sciences	7:30 a.m. - 5 p.m.	Fish Hatchery at Lake Snowden
Forest Management	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
GIS/GPS Certificate	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Natural Resources Law Enforcement	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Parks & Museum Education	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Timber Harvesting & Tree Care Certificate	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Water & Wastewater Management	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Wilderness Horsemanship	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
Wildlife Resources Management	7:30 a.m. - 5 p.m.	First floor, Natural Resources Building
<b>Public Safety Services</b>		
Addictions Counseling	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
Criminal Justice	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
EMT/Paramedic Certificate	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
Fire and Emergency Services	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
Firefighter Certificate	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
Ohio Peace Officer Training Academy	7:30 a.m.-3:30 p.m.	Main entrance, Public Safety Building
<b>Workforce Development</b>		
Advanced Energy	7:30 a.m. - 5 p.m.	Main entrance, Sylvania Building
Architectural & Mechanical Design	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Automotive Technology	7:30 a.m. - 5 p.m.	Main entrance, Fleet Building
Baking	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Commercial Driver's License (CDL)	7:30 a.m. - 5 p.m.	Main entrance, Fleet Building
Construction Management - Carpentry	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Construction Management - Electricity	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Construction Management - HVAC	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Culinary Arts	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Fermentation Science - Brewing	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Fermentation Science - Culinary	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Fermentation Science - Distilled Spirits	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Fermentation Science - Viticulture	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Heavy Equipment Management	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Heavy Equipment Operator Certificate	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Hotel & Restaurant Management	7:30 a.m. - 5 p.m.	Side entrance, McClenaghan Institute for Hospitality
Laboratory Sciences - Cannabis	7:30 a.m. - 5 p.m.	First floor, John Light Hall
Laboratory Sciences - Chemical	7:30 a.m. - 5 p.m.	Main entrance, Sylvania Building
Welding Certificate	7:30 a.m. - 5 p.m.	Main entrance, Logan Campus



## STEP TWO

### Individual Check-In Process

Upon entry to your assigned check-in location you will go through a COVID-19 Screening Assessment to ensure they do not pose a risk to the campus community which includes:

1. You must maintain a social distance of six (6) feet while waiting to check-in (marked with tape at check-in stations) and have their mask/face cover on (a mask will be provided for anyone that does not have one).
2. Upon entry to your designated building, the individual's temperature will be taken.\* The temperature will be recorded as <100 or 100+. If 100+, the individual will be dismissed to return home for quarantine. *\*Individuals using their own thermometers must take their temperature at the check-in desk and show the results to the building monitor.*
3. You are required to wear a mask/face cover at all times. Individuals must provide their own masks for sanitary purposes. Individuals must wear a mask/face cover that covers my nose and mouth while in any Hocking College building or outside when it is not possible to practice social distancing of at least six (6) feet.
4. You are required to answer all questions in the COVID-19 Screening Assessment (see Appendix B) conducted by a building monitor. If you fail the screening assessment, you will be sent home immediately, reported for a violation of the Judicial Code of Conduct, and a report will be sent to **COVID@hocking.edu**.
5. Upon successful check-in the individual will receive a color-coded wristband. All individuals are required to wear the color-coded wristband on their wrist at all times while on campus. A new color-coded wristband will be issued each day and is color-coded for the day of the week. Individuals will be able to identify anyone on campus who has not properly checked in using the safety protocols established.

**If an individual is instructed to go home and fails to do so, HCPD will be notified.**

# WHAT HAS CHANGED ON CAMPUS?

## What's different about my classes?

Your instructor will send details on accessing Blackboard Collaborate to your Hocking College email before Jan. 18.

Additional safety protocols for each course are detailed in the syllabi for each class.

It is your responsibility to understand your course schedule and know how your classes are meeting. If your course schedule shows a building, room number, and a meeting time, it is an in-person class. If your course schedule shows a "WWW" in the location area, it is an online class. If your course schedule shows a combination of these two, it is a hybrid class.

### SPRING 2021 SEMESTER

Week 1 (January 18–22) will be 100% online. There will be no classes on Monday, January 18 in observance of Martin Luther King Jr. Day.

Weeks 2-16 (January 25–May 7) will meet as regularly scheduled.

### AUTUMN 2020 SEMESTER

Week 1 (August 17–21) and Week 16 (November 30–December 4) will be 100% online for all students in all classes. During Week 1 and Week 16, you will meet with your class through Blackboard Collaborate, during your regularly scheduled class time.

Weeks 2-16 (August 24–November 27) In-person courses will begin as regularly scheduled and meet on campus.

### IN-PERSON CLASSES

You must practice social distancing at minimum of six (6) feet in all classrooms when possible and wear masks at all times. You are not allowed to move tables or chairs and are subject to disciplinary action for doing so.

You'll be seated six (6) feet apart, but you must still wear a mask.

You will receive a notification from the College by both email and traditional mail if you are in a class where it is not possible to practice social distancing or always wear a mask and still meet the program's outcomes.

If you choose not to participate in your course, you must contact your academic advisor to discuss rescheduling options. Also, you must log into Self Service on the Hocking College website to drop this course. As a student, you are responsible for making the adjustment to your schedule before the first day of classes to make sure you receive a 100% refund. Any adjustments made after the course begins will be subject to the Hocking College Refund Policy.

### EXAMPLE:

#### On Campus

Monday & Thursday

JL 353 12:00 PM

#### Hybrid

Monday JL 353 12:00PM

& Thursday WWW

#### Online

Monday & Thursday WWW



# SUBSCRIBE

to the Hocking College Calendar  
to see all campus events and activities

## DINING SERVICES

Food from Hawks Nest Dining has limited seating available.

You must follow all safety protocols including proper hygiene, using the provided hand sanitizer and stay at least six (6) feet away from other people.

Students are not permitted to congregate in large groups here.

To order, you will fill out a menu form and give it to the dining services employees to retrieve your order and process payment. Please bring your own pen to fill out the form.

## ACADEMIC SUCCESS CENTER

The Academic Success Center is home to the library, TRIO, and tutoring services. Students must wear their mask or face covering and practice social distancing while in the library.

Seating will be limited and is available on a first-come, first served basis. All students MUST be seated while in the library and only one student per seat. Moving tables or chairs is not permitted and doing so will result in disciplinary action.

Seating is reserved for students completing academic coursework ONLY.

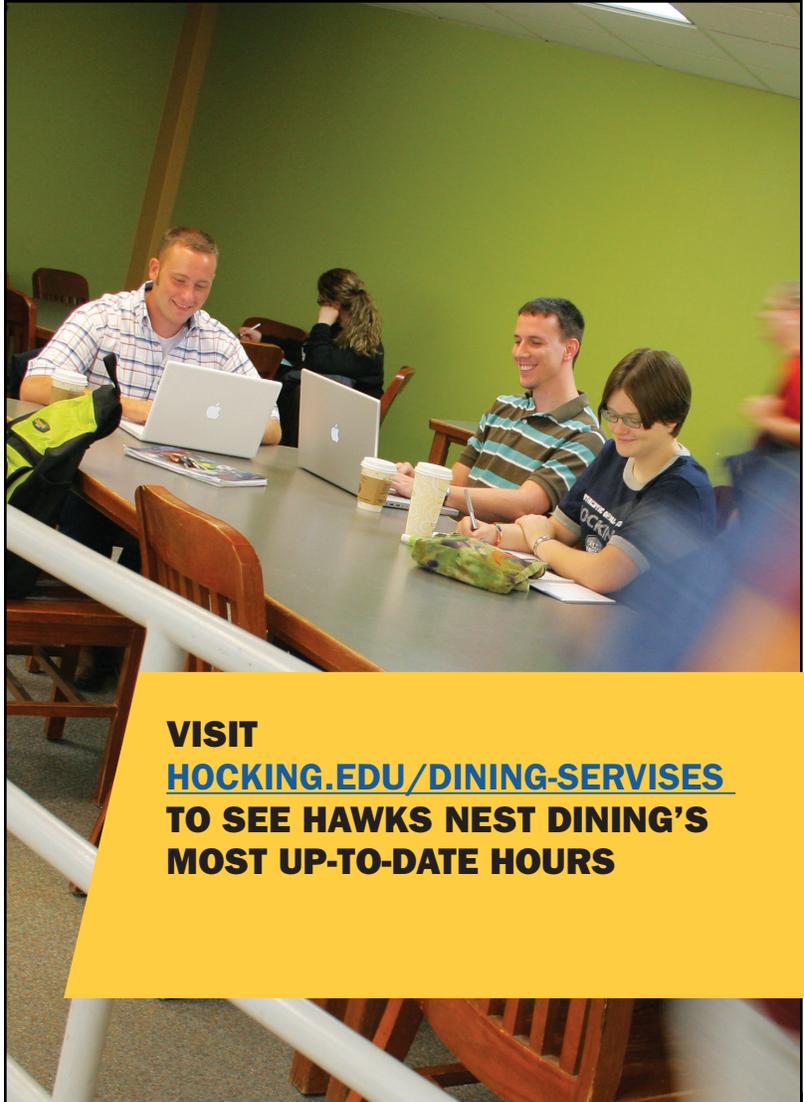
To see the most up-to-date hours and find contact information visit [www.hocking.edu/academic-support](http://www.hocking.edu/academic-support).

## ACADEMIC SUCCESS CENTER HOURS

Monday - Thursday  
7:30 a.m. - 10 p.m.

Friday  
7:30 a.m. - 5 p.m.

Saturday - Sunday  
Noon - 5 p.m.



**VISIT**  
**[HOCKING.EDU/DINING-SERVICES](http://HOCKING.EDU/DINING-SERVICES)**  
**TO SEE HAWKS NEST DINING'S**  
**MOST UP-TO-DATE HOURS**





## **FREQUENTLY ASKED QUESTIONS**

### ***What happens if I have symptoms, I am exposed to someone that has tested positive, or I test positive?***

If you develop symptoms, you are exposed or you test positive, send an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) and do not leave your home or dorm room until you are cleared to return to campus. The email must include your first and last name, student ID number and phone number at which you can be easily reached. The College will respond with further instructions.

### ***Can I use a computer in a computer lab?***

You may notice that a lot of spaces look different on campus. To allow for greater social distancing, many computer labs have been converted into large classrooms. All computers in computer labs or in the library are available on a first-come first-serve basis and are to be used to complete academic work only.

### ***What happens if someone I live with has symptoms, someone I live with is exposed to someone that has tested positive, or someone I live with has tested positive?***

If someone you live with develops symptoms, is exposed or tests positive, send an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) and do not leave your home or dorm room until you are cleared to return to campus. The email must include your first and last name, student ID number and phone number at which you can be easily reached. The College will respond with further instructions.

### ***What about restrooms?***

You should still practice social distancing and wear your mask in restrooms.

### ***Is the Hawks Center for Well Being open?***

The Hawks Center for Wellbeing will offer telemed services Tuesday, Wednesday, and Thursday, 10 a.m. – 2 p.m. by phone at **740-753-7090**. Telemed services are for students to speak with a nurse or schedule an in-person appointment for NON-COVID-19 related illnesses.

Physicals, immunizations, and drug testing services can be accommodated with advanced scheduling. Virtual counseling is available through Hopwell Counseling Services. To schedule a session or for more information call **740-656-3036**.

### ***What if I am not comfortable taking classes on campus?***

Contact your Academic Advisor to review your schedule.

### ***Can I play disc golf and other outdoor games on campus?***

Yes, as long as you wear a mask when it is not possible to stay at least six (6) feet away from other people.



# FREQUENTLY ASKED QUESTIONS

## **What is the Bring Your Own Device Program?**

All students must bring a device they're comfortable with to all of their classes.

- Microsoft Office 365 is free for all students through the college's computer helpdesk at [bit.ly/HChelpdesk](https://bit.ly/HChelpdesk)
- Low-cost new and refurbished laptops that meet the specifications are available online through the Hawks Spirit Store contact the [Hocking College Foundation](#) for more information.

For more information, please reference Appendix G.

## **Has our grading scale changed?**

No. Hocking College's grading scale for all courses is as follows:

93% - 100% = A	73% - 76% = C
90% - 92% = A-	70% - 72% = C-
87% - 89% = B+	68% - 69% = D+
83% - 86% = B	66% - 67% = D
80% - 82% = B-	65% = D-
77% - 79% = C+	0% - 64% = F

## **Will the attendance policy change?**

No. Hocking College's attendance policy is referenced in Appendix H. Please review the syllabi for each of your courses at the beginning of every semester to be sure you understand your instructor's expectations.

## **Will I get a refund if my face-to-face class has to be moved online for safety reasons?**

There is no refund for courses that move from face-to-face to an online environment. Students pay for credit hours not the delivery method. If a program requires field experience it will be scheduled at a later date when it is safe to do so.

## **Will I get a refund for room and board if I have to go home to quarantine?**

No. Your room will be held for you until you are authorized to return to campus.

## **Is the Student Center, gym, pool, or weight room open?**

The Student Center reopened for swimming for lap swimming in January 2021. The fitness area, including the weight room, cardio equipment and indoor track reopened on March 15, 2021. Students and employees can register for pool time [here](#). Only students can register for fitness center time [here](#).



# **FREQUENTLY ASKED QUESTIONS**

## ***When does the spring semester start?***

Spring semester classes begin Tuesday, Jan. 19, 2021; Monday, Jan. 18, 2021, is Martin Luther King Jr. Day. The college will be closed in observance of this holiday. The first week of classes (Jan. 18-22, 2021) will be remote, just like the beginning of the autumn semester. Sign into Blackboard to check your assignments.

In-person classes resume Monday, Jan. 25, 2021.

## ***How do I move in for spring 2021?***

Students must schedule a time to move into the dorms for the spring semester. Move-ins begin on Jan. 22, 2021. If you have not already done so, email [housing@hocking.edu](mailto:housing@hocking.edu) to schedule your move-in time.

## ***Do students have to get a influenza vaccine/flu shot?***

Yes. All students must provide proof of a influenza vaccination/flu shot before they return for the spring semester. If your healthcare provider doesn't recommend that you receive a flu vaccine, you'll need to provide a written exemption from your provider. You'll need to present that proof at the same time and in the same manner as you would provide evidence of receiving the seasonal influenza vaccination/flu shot. If you live on campus, email your proof to [housing@hocking.edu](mailto:housing@hocking.edu) before your move-in appointment. If you don't live on campus, you'll need to bring your proof to check-in on the first day you have class on campus.

## ***When does student employment continue?***

Student employment continues Monday, Jan. 25, 2021, except as otherwise arranged in advance.

## ***When is Spring Break?***

Since the start of classes has been delayed until Jan. 19, students will not have a spring break.

## ***When is graduation?***

Hocking College will hold a combined commencement for autumn 2020 and spring 2021 graduates on May 8, 2021. The deadline to apply for spring graduation is Feb. 12, 2021. Information about how to participate will be announced at a later date. Autumn 2020 graduates should continue to check their Hocking College email account for information about the combined commencement.

## ***How are campus visits being handled?***

Future students interested in visiting Hocking College can sign up for a virtual visit on campus.

## ***I'm a new student. When can I attend a QuickStart and receive more information about the college?***

QuickStarts are being held virtually and in person. At a virtual QuickStart, new Hocking College students can learn how to sign up for classes, set up their electronic resources, find out how to view and accept financial aid awards and learn about on-campus housing options. Sign-up at [hocking.edu/quickstart](https://hocking.edu/quickstart).

# ON-CAMPUS HOUSING

Hocking College has five (5) residence halls; Downhour, North, Hocking Heights, Summit, and Sycamore. In an effort to keep all residents safe and healthy, rules have been established and will be updated, if necessary, to adhere to CDC recommendations.

A violation of any of these rules, or failure to follow instructions by staff, is a violation of the Student Code of Conduct and will result in disciplinary action.

Dorm room layouts have been designed to establish social distancing of at least six (6) feet by placing wardrobes between each bed.

Residents will have their own bed, refrigerator, microwave, desk, wardrobe, and cleaning supplies.

Lounge areas are only open for Student Life sponsored events. Students are not allowed to sit in, eat at, or congregate at indoor shared spaces.

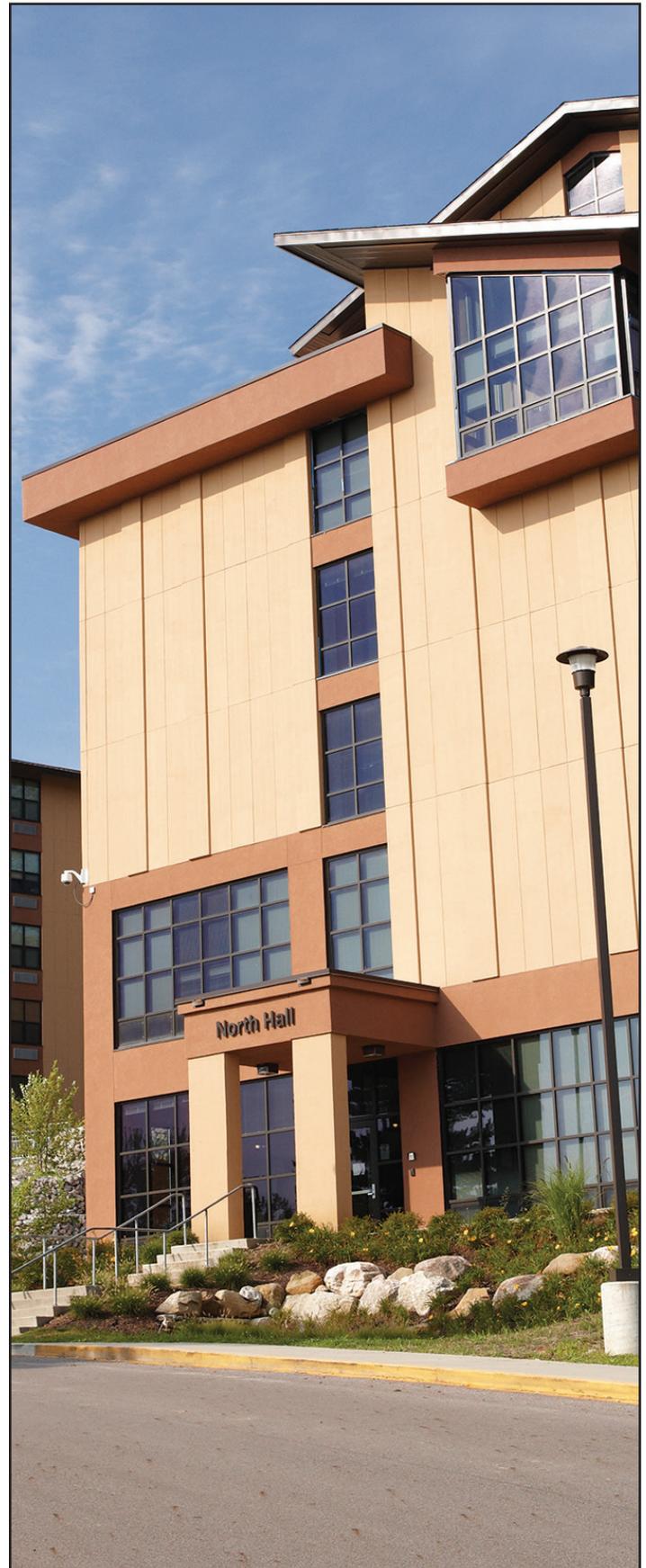
Students must practice social distancing and wear masks in all laundry areas.

Regular room inspections will be conducted to ensure all safety protocols are being followed and rooms are kept clean.

Students are not permitted to stay in the dorms between November 25, 2020 – January 6, 2021.

Rules have been established to create a safe living environment (see Appendix – Dorm Addendum). Some new or adjusted rules include:

- Daily Check-in
- Curfew
- Furniture
- Visitors
- Sick Policy
- Identification, Wristband, and Mask/Face Cover
- Sanitization
- Dining Services
- Safety Prevention Protocol



## What is the move-in process?

Residence Hall students will receive an email at their Hocking College email account regarding move-in process from [housing@hocking.edu](mailto:housing@hocking.edu). All residents will move in on a staggered schedule by appointment only. Each student is permitted one support person to assist them on move in day.

On your assigned date/time, you and your support person will report to John Light Hall, in the first-floor concourse, to complete the Check-in Protocol.



If either person in your party cannot successfully complete the check-in, you must reschedule the move-in appointment.

- Your support person must leave the residence hall as soon as all of your belongings are in your dorm room. They are not allowed to stay to help you unpack.
- No one is permitted to enter the residence halls prior to check-in.
- You are only permitted to go to your residence hall and your room.
- You and your support person will wear a mask at all times while on campus.
- Practice Social Distancing — You and your support person must stay at least six (6) feet or about two (2) arms' length, away from other people.
- Only two (2) people are allowed in an elevator at a time.
- Do not gather in groups in any building or parking lots.

All of the following must be completed before your move-in appointment:

1. You must be registered for at least twelve (12) credit hours.
2. The deposit (\$250) and housing application fee (\$60) have been paid.
3. Your tuition has been paid or payment arrangements have been completed.
4. You must successfully complete your mandatory online orientation that will cover safety protocol, information to be successful in college, as well as, the Hocking College Pledge, Residence Hall Contract, Residence Hall Contract Addendum, and Residence Hall Handbook.
5. During the move-in process, students will identify and provide contact information for a COVID Contact Person. **This person will be contacted to verify that they agree to provide transportation and accommodations for the student if the student tests positive, has symptoms for COVID-19, or have been exposed to someone who tested positive for COVID-19 until they have been approved to return to campus.**
6. Complete your release of information form.
7. Present evidence of one of the following:
  - Influenza vaccine/flu shot, or
  - Written proof from a healthcare professional that they do not recommend you receive a Influenza vaccine/flu shot.

A photograph of a man with short dark hair, smiling warmly at the camera. He is wearing a dark-colored t-shirt and is positioned in front of a server rack. The server rack is filled with numerous green Ethernet cables, which are organized and held in place by black clips. The man's right hand is visible, touching one of the cables. The overall lighting is dim, with a blueish tint, and the background shows the interior of a server room with other racks visible in the distance.

# *Employees*

INSTITUTIONAL PLAN TO REOPEN CAMPUS  
OPERATIONS IN RESPONSE TO COVID-19

# **HOCKING COLLEGE EMPLOYEE PLEDGE**

## ***What is my role in keeping the Hocking College community safe?***

All members of the Hocking College Community have an important role to play in keeping our fellow students and the Hocking College community safe by doing our part to stop the spread of COVID-19. As a member of this community, I know that I must take steps to stay well in order to protect others and promote a safe return to campus for all. Because of this, I pledge to take responsibility for my own health and help stop the spread of the COVID-19.

Hocking College's highest priority is the safety of its students, faculty, staff, and visitors. I know that by engaging in campus activities, including attending classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the College, I may still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing, and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the College.

I understand that students are paying for credit hours and not the delivery method.

As more information is gathered and known, I understand that Hocking College may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself informed of these changes to protect myself and the college community.

It is my Hocking College Pledge to protect myself, my peers, and the Hocking College community by doing the following:

### **CODE OF CONDUCT**

I agree to abide by the Employee Code of Conduct outlined in the Hocking College Employee Handbook.

### **DAILY CHECK-IN**

I will check in daily at my assigned check-in location so staff can take my temperature, ask screening questions, and provide me with a color-coded wristband that I will wear at all times while on campus.

### **SOCIAL/PHYSICAL DISTANCING**

I agree to practice physical distancing of a minimum of six (6) feet unless I have been notified by Hocking College staff that it is not possible to do so to meet the outcomes of College programs. In this situation, I understand that there is an increased risk, but I have decided to go forward with the safety protocols that have been established.

### **IDENTIFICATION, WRISTBAND, AND MASK/FACE COVER**

I will have my Hocking College ID and that day's color-coded wristband on my wrist and visible at all times. I understand that I must wear a mask/face cover that covers my nose, mouth, and chin while in any Hocking College building and outside when it is not possible to practice social distancing of at least six (6) feet.

To create a safe environment for all those around me, I understand that Hocking College highly recommends that I wear a mask/face cover when I am outside while around other people, even if I am more than six (6) feet away from them.

### **SANITIZATION**

I agree to frequently wash or sanitize my hands, and keep my personal work area, shared spaces, and my belongings clean. I agree to clean and sanitize surfaces and equipment in my own work space, classroom or lab, as appropriate throughout the day.

## **PREVENTION AND SYMPTOMS**

I understand that Hocking College requires that I get a influenza vaccination/flu shot or provide proof that a healthcare professional recommends that I do not receive one and that I have my own thermometer to check my temperature every morning to ensure I will not be on campus if my temp is 100°F or higher.

Before coming to campus I will conduct a health assessment. If 1) I, or someone I live with, has any of the COVID-19 symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, etc., and/or, 2) I am in close contact with someone who tests positive for COVID-19 in the last ten (10) days, and/or 3) I test positive for COVID-19, I will: STAY HOME, self-quarantine AND immediately notify Hocking College by sending an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) or call **740-753-6506** and provide all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location.

I understand that if I come to campus and report any of the above, I will immediately be sent home (or back to my dorm room) and will be reported for disciplinary action due to the safety risk I created for the campus community.

If I have knowledge of someone that: 1) has symptoms, or is living with someone that symptoms, and/or 2) has been in close contact with someone that tested positive for COVID-19, and/or 3) has tested positive for COVID-19 I will immediately report it by submitting an incident report.

## **COVID-19 DUTIES AND RESPONSIBILITIES**

In the event I test positive, am exposed to someone who has tested positive, and/or I or someone I live with have symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc., I will:

1. Immediately notify the College by sending an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) or call **740- 753-6506**. The email must include my first and last name, student ID number (if applicable), and a phone number at which I can easily be reached.
2. Self-quarantine in a designated location until the College approves for me to return to campus when I no longer pose a risk to my peers or the campus community.
3. Agree to testing for COVID-19 and potential subsequent self-quarantining.
4. Participate fully and honestly with Hocking College staff and for contact tracing, if applicable, to determine whom I might have potentially exposed to COVID-19.
5. Work with my academic advisor to create a plan for my academic progression.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract COVID-19, even if I follow all of the safety precautions above and those recommended by the Centers for Disease Control and Prevention, state and local health departments, and others. I understand that although Hocking College is following the coronavirus guidelines issued by the CDC and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.

I have read, understand, and agree to comply with my Hocking College Pledge above. I also acknowledge that these expectations and pledge are a condition of my employment at Hocking College and that any failure to comply with any part of my Hocking College Pledge above will lead to disciplinary action, up to and including termination, due to the risk of harm caused to other individuals.

I take my Hocking College Pledge seriously and will do my part to protect the Hocking College Community.

# BEFORE COMING TO CAMPUS

## What do I need to do BEFORE I leave my home room?

Before leaving your home room, take your temperature if possible and ask yourself the following COVID-19 self-screening health questions:

1. Do you, or someone that you live with, have any of the following COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc.? **A cold or flu is not a routine health issue.**

- Fever (temperature of 100 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2. Have you been in contact with anyone diagnosed with COVID-19 in the past 10 days?



If **YES, stay home, self-quarantine**, and send an email, including first/last name, student ID, a phone number, and details regarding your situation to **COVID@hocking.edu**. You will be contacted by a Hocking College representative for a quarantine assessment.

**ALL MEMBERS OF THE HOCKING COLLEGE COMMUNITY MUST TAKE PERSONAL RESPONSIBILITY FOR THEIR WELL-BEING, GOOD HYGIENE, SELF-MONITORING, SOCIAL DISTANCING, WEARING MASKS, ETC.**

### WHAT TO DO DURING SELF-QUARANTINE

- Take your temperature with a thermometer two (2) times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- If fever and/or symptoms develop, call your medical provider and send an email to **COVID@hocking.edu**.
- Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places.
- If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six (6) feet away from others.
- Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
- In the event of a medical emergency, call **9-1-1**. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
- Do not have visitors in your home.
- Do not use public transportation, taxis, or ride-shares.
- Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at **1-800-720-9616**.

Please continue to follow the Monitoring and Prevention Protocol Instructions (see Appendix D).



# ARRIVING ON CAMPUS

What do I need to do when I arrive on campus?

## STEP ONE

### Report to your assigned check-in location

Report to your assigned Check-in Location as soon as you arrive on campus to complete the individual check-in process.

Check-in is located at the front entrance of each building unless otherwise indicated below. The check-in location will serve as the single entrance for the building in order to control the flow of traffic and ensure that all individuals pass through check points.

### MAIN CAMPUS

DEPARTMENT	DESIGNATED CHECK-IN LOCATION
Natural Resources	Check-in first floor, near stairwell and open lounge area
John Light Hall/Oakley Hall	Check-in located at both entrances of the first floor of John Light
Police Dispatch Station	Front Window
Davidson Hall	Check in area first floor at main entrance
Public Safety	Check in located in hall just before office area

### OFF-SITE LOCATIONS

LOCATION	DESIGNATED CHECK-IN LOCATION
Sylvania Building	Main Entrance
Perry Campus	Check in second floor entrance in hallway past classroom
Logan Campus	Check in located in hallway of north entrance
Fleet	Check in at reception desk of Fleet building
Rhapsody	Check in at front door
Grooming & Boarding Facility	Check in at front door
Lake Snowden	Check in at the main office
McClenaghan Institute for Hospitality	Check in table in hallway past main office



## STEP TWO

### Individual Check-In Process

Upon entry to your assigned check-in location you will go through a COVID-19 Screening Assessment conducted by a building monitor to ensure you do not pose a risk to the campus community which includes:

1. You must maintain a social distance of six (6) feet while waiting to check-in (marked with tape at check-in stations) and have their mask/face cover on (a mask will be provided for anyone that does not have one).
2. Upon entry to your designated building, the individual's temperature will be taken.\* The temperature will be recorded as <100 or 100+. If 100+, the individual will be dismissed to return home for quarantine. *\*Individuals using their own thermometers must take their temperature at the check-in desk and show the results to the building monitor.*
3. You are required to wear a mask/face cover at all times. Individuals must provide their own masks for sanitary purposes. Individuals must wear a mask/face cover that covers my nose and mouth while in any Hocking College building or outside when it is not possible to practice social distancing of at least six (6) feet.
4. You are required to answer all questions in the COVID-19 Screening Assessment (see Appendix B) conducted by a building monitor. If you fail the screening assessment, you will be sent home immediately, reported for a violation of the Employee Code of Conduct, and a report will be sent to **COVID@hocking.edu**.
5. Upon successful check-in the individual will receive a color-coded wristband. All individuals are required to wear the color-coded wristband on their wrist at all times while on campus. A new color-coded wristband will be issued each day and is color-coded for the day of the week. Individuals will be able to identify anyone on campus who has not properly checked in using the safety protocols established.

**If an individual is instructed to go home and fails to do so, HCPD will be notified.**

# ESSENTIAL DEPARTMENTAL FUNCTIONS

In the event that the College institutes a work from home order, departments will be responsible for the following essential functions.

## **ACADEMIC**

The Vice President of Academic Affairs & Workforce Development, will establish protocols for remote course delivery and support to faculty teaching remotely and provide guidance to academic student support – advising, course delivery, etc. Ensure that each dean has individual college plans for academic instruction continuation that maintains the academic progression of students. Establish a plan to perform the care necessary for the livelihood of all animals and fish in the Barn, Robbins Crossing, Nature Center and Fish Hatchery.

## **CABINET**

Oversee ongoing operations for respective areas during the emergency.

## **DINING SERVICES**

Provide food for students occupying the dorms.

## **FACILITIES/GROUNDS**

Responsible for maintaining facilities and grounds, recovery process, prioritizes salvage operations. Maintain building maps and protocol regarding utilities. Maintain contact lists for utilities, equipment rentals, and backup systems. Create resource inventory of equipment and personnel. Work with HCPD to identify and eliminate risk and mitigate other potential damage.

## **FISCAL/FINANCIAL AID**

Responsible for ensuring emergency accounting and disbursement procedures. This includes the development of expenditures documentation procedures to fulfill requirements for potential disaster relief aid from the state and federal governments. Ensure communication with the College's insurance carrier for recovery. Responsible for any issues related to the financial aid function. Develop contingencies to deal with interruptions to these functions.

## **HOCKING COLLEGE POLICE DEPARTMENT**

Under the direction of the President, oversees evacuation and develops specific responses to various incidents and coordinates training with facilities and ICS responders. Liaison with fire/EMS/police partners. Maintain contact lists and has investigative responsibility. Work with other departments and agencies to identify and eliminate risk and mitigate other potential damage. Manage campus safety operations, direct the safety response to emergencies including determination and staffing needs.

## **HOUSING**

Responsible for all activities relating to student life, including housing and food. Develop contingency plans to meet these needs. Work to train housing staff (RAs and Hall Directors) to deal with emergencies. Responsible for all activities related to student health and wellness.

## **HUMAN RESOURCES**

Responsible for any issues related to employment policies and practices and benefits. Work with the VP, Student Affairs & Campus Relations regarding union issues and labor disputes. Is the point person for employee disabilities, and compensation issues. Work with other departments to expedite the return to normal working conditions.

## **INFORMATION TECHNOLOGY (IT)**

Maintain an updated help desk response protocol to support students. Responsible for all matters related to campus communication system including telephone system, campus data network system, and computer and information systems. Manage outage or perform updates essential for operations.

## **MAILROOM**

Process mail.

## **MARKETING**

Responsible for emergency communications plans to collect accurate information and present it in an organized way to the campus community,

government officials, the public, and the news media. This includes the establishment of channels as a means of communicating emergency instructions and information to the Hocking College community and the public.

### **STUDENT AFFAIRS**

The Vice President of Student Affairs & Campus/Community Relations ensures that resources are operationalized to support the academic instruction continuation to maintain the academic progression of students.

### **IMPORTANT NOTE:**

Employees who are unable to complete work remotely will be required to use appropriate leave time if quarantined.

Please contact Human Resources if you have any questions regarding the time-off policies and procedures by calling **740-753-6181** or emailing **humanresources@hocking.edu**.





# Appendix A

## DEFINITIONS

# DEFINITIONS

## **BUILDING MONITOR**

The individual in charge of each check-in location that performs the check-in protocol for the individuals reporting to that location.

## **BUILDING MONITOR KIT**

Each building monitor will receive a kit each day (or weekly for off-site) that includes wristbands and a Building Monitor Worksheet for that day (or weekly for off-site).

## **CHECK-IN PROTOCOL**

Check-in protocol includes a mask/face cover, temperature check, and the COVID-19 Screening Assessment

## **CLEANING**

Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

## **CLOSE CONTACT**

Close contact includes, but is not limited to, the following all of which include someone that has been diagnosed with COVID-19:

- within six feet of someone who has COVID-19 for at least 15 minutes;
- being in a vehicle with someone who has COVID-19;
- provided care at home to someone who is sick with COVID-19;
- had direct physical contact with the person (touched, hugged, or kissed them);
- shared eating or drinking utensils; and/or
- sneezed, coughed, or somehow got respiratory droplets from that person on you.

## **COVID-19 CONTACT PERSON**

A person that agrees to provide transportation and accommodations for a residence hall student who is required to be in quarantine until they are authorized to return to campus.

## **COVID-19 QUARANTINE ASSESSMENT**

An assessment conducted by a Hocking College employee with specialized training to determine if a person is required to self-quarantine and for how long.

## **COVID-19 SCREENING ASSESSMENT**

Screening assessment including questions necessary to determine if individuals are allowed to be on a Hocking College Campus (See Appendix B).

## **COVID-19 RETURN TO CAMPUS HEALTH ASSESSMENT**

An assessment conducted by a Hocking College employee with specialized

training to determine if a person's quarantine period is extended or if they are approved to return to campus.

### **COVID-19 SYMPTOMS**

symptoms are defined as some/all of the following that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. A cold or the flu are not routine health issues.

- Fever (>100 degrees) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list will be updated in accordance with CDC Guidelines found online at [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

### **DAILY HEALTH ASSESSMENT**

Before coming to campus or leaving a dorm room all students/employees must conduct a health assessment. They must assess whether 1) they, or someone they live with, has any COVID-19 symptoms that are NOT routine health issues that occur on a regular basis triggered by such things as allergies, weather, etc., and/or, 2) they are in close contact with someone who tests positive for COVID-19 in the last 10 days, and/or 3) they test positive for COVID-19, they must STAY HOME, (remain in their dorm room, if applicable), self-quarantine, and immediately notify Hocking College by sending an email to [COVID@hocking.edu](mailto:COVID@hocking.edu) or call **740-753-6506** and provide all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

### **DISINFECTING**

Works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### **EMERGENCY**

An emergency includes county, state or national declared emergencies or other situations as determined by the President of the college that create a potential risk or harm to the Hocking College community.

## **ESSENTIAL EMPLOYEE**

An employee whose work functions must be performed on campus during an emergency; supervisors of those employees; and cabinet members.

## **NON-ESSENTIAL EMPLOYEE**

An employee whose work functions must be performed remotely during an emergency.

## **HOCKING COLLEGE CAMPUS**

All property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

## **HOT SPOT TRAVEL**

Hot spot travel includes travel counties that are level 3 or 4 on the [Ohio Public Health Advisory System](#) and/or states (not including Ohio) on [Ohio's Department of Health COVID-19 Travel Advisory List](#).

## **MASK OR FACE COVERING**

Acceptable forms of masks are cloth masks/gaiters that fully cover your nose, mouth and chin and fit securely to your face. Masks are mandatory for all students, faculty and staff. Face shields do not qualify as a mask or face covering.

## **OFF-SITE LOCATIONS**

Off-site check-in locations include: Logan Campus, Perry Campus, Sylvania, Fleet, and The Lodge at Hocking College/McClenaghan Institute for Hospitality.

## **PUBLIC HEALTH EMERGENCY**

An emergency need for healthcare (medical) services to respond to a disaster, significant outbreak of an infectious disease, bioterrorist attack or other significant or catastrophic event. For purposes of the National Disaster Medical System (NDMS) activation, a public health emergency may include but is not limited to, public health emergencies declared by the Secretary of Health and Human Services under 42 U.S.C. 247d, or a declaration of a major disaster or emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5121-5206.

## **SANITIZE**

Refers to the removal of dirt and impurities, including germs, from surfaces. Sanitizing alone does not kill germs. But by removing the germs, it decreases their number and therefore reduces any risk of spreading infection.

## **SOCIAL (PHYSICAL) DISTANCING**

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 arms' length) from other people who are not from your household in both indoor and outdoor spaces (Reference: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)).



# Appendix B

COVID-19 ON-CAMPUS  
SCREENING  
ASSESSMENT



# COVID-19 Screening Assessment

If you answer “**YES**” to **any of the COVID-19** Screening Assessment Questions listed below, you must stay home, self-quarantine, and reply with all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, etc.

You will be contacted by a member of the COVID team to discuss next steps.

## COVID-19 Screening Assessment Questions

1. Are **YOU**, or someone **YOU LIVE WITH**, experiencing COVID-19 symptoms that are not routine health issues\*?

**A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you MUST stay home/in your dorm room, self-quarantine, and notify COVID.**

2. Have **YOU, personally**, been in contact with someone that has tested positive for COVID-19 in the last 10 days?

3. Have you tested positive for COVID-19 in the last 10 days?

4. Have you visited an Ohio level 4/purple county on the last 10 days? See [Ohio Public Health Advisory System](#) for a current list.

5. Have you visited a [COVID-19 Ohio Hot Spot](#) in the last 10 days?

~[MAPS update weekly](#)~

Ohio Hot Spots = Red (level 3) Counties

Not including your home residence.

If YES, follow the instructions in the COVID Hotspot Visit Handout (see Appendix C).

Contact [COVID@hocking.edu](mailto:COVID@hocking.edu) if you have questions.

**\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, on-going health issues, common side effects from medication, etc. This does NOT include a cold and or the flu.**

Effective December 18, 2020



# Appendix C

## HOT SPOT VISIT

### INSTRUCTIONS



# COVID-19 Hot Spot Visit INSTRUCTIONS

## **Step One: Reporting Requirement**

**Immediately upon return from a hot spot\*** email COVID@hocking.edu and report the following information (you will be notified if quarantine is required):

1. First and Last Name
2. Student ID, if applicable
3. Phone number
4. Date(s) of Visit
5. Location(s) of Visit (City, State)
6. Nature of visit – Public or Private Home
7. Mode of Transportation – Car, Plane, Other

\*Call 740-753-6506 for hotspot information.

Students/employees who travel to Ohio hot spot counties rated as level 4/purple, in the last 10 days must **STAY HOME and self-quarantine**. A college representative will contact them regarding next steps. See [Ohio Public Health Advisory System](#) for a current list of counties.

## **Step Two: Monitoring and Follow Prevention Protocol**

Monitor your health daily. If 1) you, or someone you live with, has any COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, etc., and/or 2) you are in close contact with someone who tests positive for COVID-19 in the last 10 days, and/or 3) you test positive for COVID-19, you must **STAY HOME** (remain in your dorm room, if applicable), **self-quarantine, and immediately notify** Hocking College by sending an email to COVID@hocking.edu that includes all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

If an employee/student comes to campus and reports any of the above, they are immediately sent home (or back to their dorm room) and are reported for disciplinary action due to safety risk caused to the campus community.

---

## **Prevention Protocol**

### **Clean Your Hands Often**

- 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, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid Close Contact – Social/Physical Distancing**

- Inside your home: Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread the virus.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Cover your Mouth, Nose, and Chin with a Mask/Cloth Face Cover**

- You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected. **You may NOT use your shirt as a mask/face cover.**
- Everyone should wear a mask/cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### **Cover Coughs and Sneezes**

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- 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 a hand sanitizer that contains at least 60% alcohol.

### **Clean and Disinfect**

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectant will work.

### **Know How It Spreads**

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Monitor Your Health Daily**

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms.
- Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

### **Additional Resources:**

- For CDC Prevention Guidelines go to: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
- For CDC Guidance if you get sick go to: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Ohio Department of Health: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals>

**Mental Health:** Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Hocking College remains committed to the safety of the community and appreciates your cooperation in this unprecedented effort.

Effective July 31, 2020



**Appendix D**  
MONITORING &  
PREVENTION  
PROTOCOL  
INSTRUCTIONS



# Monitoring & Prevention Protocol INSTRUCTIONS

## Daily Health Assessment – REQUIRED

**BEFORE** you leave your home/dorm room answer the **COVID-19 Screening Assessment Questions**. **If you answer YES, or are unsure on how to answer, any of the COVID-19 Assessment Questions listed below, you must stay home, self-quarantine, and notify us immediately at [COVID@hocking.edu](mailto:COVID@hocking.edu) with all of the following:**

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, etc.

You will be contacted by a member of the COVID team to discuss next steps.

## COVID-19 Screening Assessment Questions

1. Are **YOU**, or someone **YOU LIVE WITH**, experiencing COVID-19 symptoms that are not routine health issues\*?

**A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you **MUST** stay home/in your dorm room, self-quarantine, and notify COVID.**

2. Have **YOU, personally**, been in contact with someone that has tested positive for COVID-19 in the last 10 days?

3. Have you tested positive for COVID-19 in the last 10 days?

4. Have you visited an Ohio level 4/purple county in the last 10 days? See [Ohio Public Health Advisory System](#) for a current list.

## COVID-19 Symptoms

1. Fever (>100 degrees) or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. Sore throat
8. New loss of taste or smell
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

**\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. This does NOT include a cold and or the flu.**

Contact [COVID@hocking.edu](mailto:COVID@hocking.edu) or call the COVID Hotline at (740) 753-6506 if you have questions.

## Prevention Protocol

### Clean Your Hands Often

- **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, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid Close Contact – Social/Physical Distancing

- **Inside your home:** Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread virus.
- [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

### Cover your Mouth, Nose, and Chin with a Mask/Cloth Face Cover

- You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected. **You may NOT use your shirt as a mask/face cover.**
- Everyone should wear a mask/[cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover Coughs and Sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **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 a hand sanitizer that contains at least 60% alcohol.

### Clean and Disinfect

- **Clean AND disinfect [frequently touched surfaces daily](#).** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectant will work.

### Know How It Spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- **The virus is thought to [spread mainly from person-to-person.](#)**
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#).
- Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).

- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

**Additional Resources:**

For CDC Prevention Guidelines go to: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

For CDC Guidance if you get sick go to: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Ohio Department of Health: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals>

**Mental Health:** Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Hocking College remains committed to the safety of the community and appreciates your cooperation in this unprecedented effort.



# Appendix E

## EVENTS & ACTIVITIES

# campus life

Students are encouraged to remain on campus to help prevent travel to hot spots across Ohio.

Because of this, activities and events through Student Life, Leisure Learning, and the Hocking Makers Network. They are scheduled seven (7) days a week.

Safety protocol, including social distancing, will be exercised during these events.

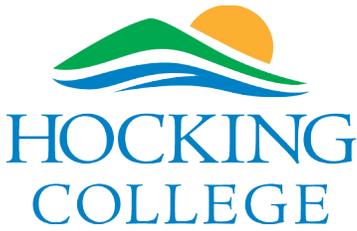
## HOW TO FIND CAMPUS EVENTS!

1. HOCKING COLLEGE MOBILE APP
2. HOCKING COLLEGE GOOGLE CALENDAR
3. HOCKING COLLEGE FRONT PAGE
4. YOUR ACADEMIC ADVISOR
5. BULLETIN BOARDS

FOR MORE INFORMATION, CONTACT KIM COY AT [COYK@HOCKING.EDU](mailto:COYK@HOCKING.EDU)

A person with long hair, wearing a blue t-shirt and tan pants, is climbing a grey rock wall. They are secured by a blue rope and a harness. The rock wall is covered with numerous colorful pieces of tape (green, purple, blue, orange) and climbing holds. The person is looking towards the right side of the frame.

**Appendix F**  
COURSES THAT  
CANNOT SOCIAL  
DISTANCE LETTER



# Courses that Cannot Social Distance Letter

This letter was sent to all students enrolled in the following courses in which social distancing is not possible. The letter was mailed to local/home address on file and sent to both hocking.edu and outside email via Colleague Communication Management System.

Dear **INSERT STUDENT NAME:**

Thank you for choosing to continue your education at Hocking College. We are excited to have you on campus this spring.

Throughout the coronavirus pandemic, the college has operated on three guiding principles: 1) Ensuring the health and safety of students and employees, 2) Continuing the academic progression of our students and 3) Maintaining the business operations of the college.

Today, I would like to talk to you about the first two principles.

At least one of the classes you are enrolled in this spring requires hands-on experience. The nature of that hands-on experience means we will be unable to provide social distancing of a minimum of six feet (6 feet) for some of the course elements.

**INSERT SPECIFIC COURSE(S) FOR THIS STUDENT**

You chose Hocking College because we specialize in hands-on, experiential learning. We aim to continue providing that type of learning environment in the safest way possible. Even though physical distancing is not feasible for this class, we will abide by all of our other safety guidelines feasible in keeping with the Centers for Disease Control and Prevention and the Ohio Department of Health recommendations including:

- Daily temperature checks
- Health screening questions and color wristbands
- Requiring social distancing of a minimum of at least 6 feet (except where not possible per notifications)
- Requiring masks/face covering while in any Hocking College building or while attending a Hocking College class that takes place outside (only if social distancing is not possible).

We are offering these courses this semester to keep you and your classmates on track to graduate on time, but we realize some of you might not be comfortable taking them in this environment.

**IMPORTANT NOTICE:**

*If you choose not to participate in the course(s) outlined on this letter, contact your academic advisor to discuss rescheduling options. Also, you must log into Self-Service on the hocking.edu*

**home page to drop this course. As the student, you are responsible for making this adjustment to your schedule prior to the first day of the course to ensure 100% refund. Any adjustments made after the course begins will be subject to the Hocking College Refund Policy.**

If you have questions, please do not hesitate to contact me, your dean or program manager.

I can't wait to see you on campus!

Dr. Myriah Davis  
 Vice President, Academic Affairs and Workforce Development  
 Hocking College

**SP2021 Courses that Cannot Social Distance**

Course	Section	Title
CULA-2240	A012	Table Service (SL)
DHYG-1111	A100	Clinical Dental Hygiene I
DHYG-1111	A101	Clinical Dental Hygiene I
DHYG-1114	A100	Local Anesthesia/Pain Control
DHYG-1114	A101	Local Anesthesia/Pain Control
ECO-1124	M011	Rappelling & Vertical Rope Res
ECO-1160	M011	Survival Techns for Wilderness
EM-1101	A011	EMT-Skills Lab (SL)
EM-1134	M012	Basic Life Support (CPR)/BFA
EM-1134	M013	Basic Life Support (CPR)/BFA
EM-1134	M014	Basic Life Support (CPR)/BFA
EM-1134	M015	Basic Life Support (CPR)/BFA
EM-1134	M016	Basic Life Support (CPR)/BFA
EM-2112	A011	Paramedic Lab Skills II
EM-2600	A011	EMT Practicum
EM-2602	A011	Paramedic Practicum II
EQSI-1120	B011	Intermediate Equine Massage
EQSI-1215	B011	Intermediate Horseshoeing
EQSI-2014	B090	Equine Accupressure-Beginner
EQSI-2024	C011	Equine Accupressure-Advanced
EQSI-2106	C030	Equine Massage Assessment
EQSI-2216	C011	Advanced Horseshoeing
EQSI-2652	A012	Horseshoeing Capstone
FS-1102	M012	Emerg Vehicle Defens Driving
FS-1115	A011	Fire Fighter I & II
FT-2297	C011	Directed Practice
MA-2601	A011	Medical Assistant Practicum II
NT-1110	A011	RN Basics Gero/Adult Health I
NT-1110	A012	RN Basics Gero/Adult Health I

Course	Section	Title
NT-1112	A011	RN Holistic Care
NT-1120	A011	RN Adult Hlth II/Maternal NB
NT-1120	A012	RN Adult Hlth II/Maternal NB
NT-1120	A013	RN Adult Hlth II/Maternal NB
NT-1120	A014	RN Adult Hlth II/Maternal NB
NT-1140	A011	PN2RN Adult Health
NT-1142	A011	PN2RN Holistic Care & RN Tran
NT-1147	A011	PN2RN Maternal Newborn
NT-2010	A011	RN Adult Hlth III/Mental Hlth
NT-2010	A012	RN Adult Hlth III/Mental Hlth
NT-2010	A013	RN Adult Hlth III/Mental Hlth
NT-2010	A014	RN Adult Hlth III/Mental Hlth
NT-2020	A011	Care of Patients w/Cmplx Hlth
NT-2020	A012	Care of Patients w/Cmplx Hlth
NT-2020	A013	Care of Patients w/Cmplx Hlth
NT-2020	A014	Care of Patients w/Cmplx Hlth
PSCI-2255	M011	Peace Officer Basic Academy
PTA-2204	M013	Musculoskeletal Problems
PTA-2204	M014	Musculoskeletal Problems
PTA-2208	A535	PTA Directed Practice I
PTA-2210	M012	Cardiopulmonary Function
PTA-2214	M013	Rehabilitation Procedure (SL)
PTA-2214	M014	Rehabilitation Procedure (SL)
PTA-2215	M013	Principles of Exercise
PTA-2215	M014	Principles of Exercise



**Appendix G**  
BRING YOUR  
OWN DEVICE



# TECH SPECS

## **BRING YOUR OWN DEVICE PROGRAM**

Beginning in the Summer 2020 semester, Hocking College implemented a Bring Your Own Device program for its classes.

The device you bring to class can be a laptop (chromebook, macbook, etc.) or tablet with keyboard but must have these minimum specifications:

- USB port
- Video camera
- Keyboard
- Ability to download writing software\*

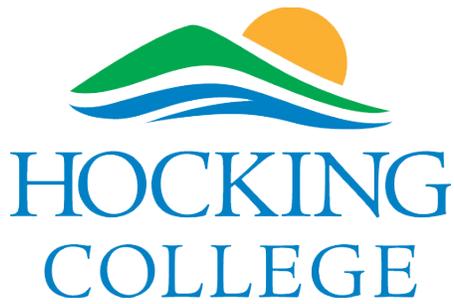
*\*Office 365 is FREE to download for all students.*

**Don't have a device? The Hawk Spirit Store has affordable devices available for purchase.**



# Appendix H

## ATTENDANCE POLICY



## **Attendance Policy**

Students are expected to attend all classes to ensure academic success. Instructors will report attendance in each class using the following categories: Present, Absent, Absent Excused and Late. Attendance will be reported and updated each week by midnight on Sunday.

Failure to attend will result in the following:

- Following the 15th calendar day of the semester, a student who has never attended a course(s) will be Administratively Dropped from the course(s).
- 16-week courses - Upon the fourth absence, a student will be Administratively Dropped from the course(s).
- 8-week and online courses - Upon the second absence, a student will be Administratively Dropped from the course(s).

*Course Length - Administratively Dropped Upon:*

16-week courses - 4<sup>th</sup> absence

8-week and online courses - 2<sup>nd</sup> absence

Any student dropped from all courses due to non-attendance will be Administratively Withdrawn from the institution. The College is not responsible for the student's failure to follow the official withdrawal policy.

If the student's intention is to not attend Hocking College, it is their responsibility to notify the Registrar's Office to officially withdraw from the institution.

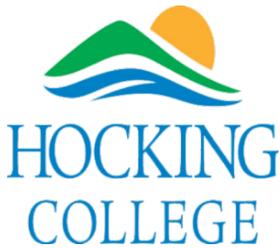
Students will be responsible for tuition and fees according to the refund policy.

## **Important notes:**

1. Any adjustments in your course registration may impact financial aid and your time to graduation. It is recommended that students speak with the Financial Aid Office and Academic Advisor.
2. Specialized courses offered as a module course(s) — less than 8-weeks — will not be administratively dropped or withdrawn according to this policy. The student is responsible to drop any module course(s) through the Registrar's Office.

A woman with dark hair, wearing a blue and white plaid shirt, is shown in profile, looking intently at a computer monitor. Her right hand is on a mouse, and her left hand is on a keyboard. The scene is dimly lit, with a blueish tint, suggesting a late evening or night setting in a computer lab or office. The background is dark and out of focus.

**Appendix I**  
RESIDENCE HALL  
CONTRACT  
ADDENDUM



**HOCKING COLLEGE 20-21 Academic Year  
RESIDENCE HALL CONTRACT - ADDENDUM**

Name (PRINT): \_\_\_\_\_

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

**COVID CONTACT**

In the event I test positive, have symptoms for COVID-19, or have been exposed to someone that tested positive for COVID-19, the person listed below agrees that I can stay with them until I have been approved to return to campus. I understand that I am not entitled to a refund while I am not on campus.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**TERMS OF AGREEMENT**

To further the safety of all students, employees and our campus community, the following rules are effective immediately for all residence halls. This agreement is in addition to the housing contract, Residence Hall Handbook, Code of Conduct, and all other rules and regulations. A violation of any of these rules, **or failure to follow instructions by staff**, is a violation of the Student Code of Conduct and will result in disciplinary action.

Initial each item individually and sign below to verify that you understand and agree to follow all of terms of this agreement.

\_\_\_ I agree to abide by the **Residence Hall Handbook** and Hocking College Code of Conduct.

\_\_\_ I will not bring an **animal on campus** without proper pre-approval from the Housing Office.

\_\_\_ **Daily Check-in**

I will check-in at the front desk of my dorm during the designated times so staff can take my temperature, ask screening questions and provide me with the color-coded wristband (receive a new color-coded wristband each day) **before I go anywhere on campus**. If I am not on campus I do not need to check in but must check in as soon as I return to campus.

\_\_\_ **Curfew**

I understand that I have to be in my dorm room by 11 pm daily.

## Furniture

I understand that my dorm room furniture has been arranged with social distancing in mind to maximize my safety and that moving furniture, microwaves, and/or refrigerators is strictly prohibited.

## Visitors

I will not allow any external visitors (including students from other dorms) in my Residence Hall or my assigned dorm room at any time. I understand that dorms are limited to residents of each Residence Hall only for my safety and the safety of my peers.

## Sick Policy

I will stay in my dorm room and immediately call (740) 753-6506 if I am experiencing any of the following symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc.?

- ✓ Fever (100°F or higher) or chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Sore throat
- ✓ Congestion or runny nose
- ✓ Nausea or vomiting
- ✓ Diarrhea

Up-to-date symptoms can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Identification, Wristband, and Mask/Face Cover

I will have my student ID and color-coded wristband (received at daily check-in) visible at all times. I understand that I must wear a mask/face cover that covers my nose, mouth, and chin while in any Hocking College building or outside when it is not possible to practice social distancing of at least 6 feet. I understand that a mask/face cover is not required while in my assigned dorm room.

## Sanitization

I agree to use the cleaning supplies provided to me to **clean AND disinfect frequently touched surfaces daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

If I need more supplies, I will contact the housing office at [housing@hocking.edu](mailto:housing@hocking.edu)  
See: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

## Dining Services

- ✓ When I go to dining services I will follow all safety protocol including proper hygiene, utilizing the hand sanitizer provided and maintain social distancing (staying 6 feet apart from others).

\_\_\_ I agree to follow the prevention protocol listed below.

### Prevention Protocol

#### Clean Your Hands Often

- **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, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### Avoid Close Contact – Social/Physical Distancing

- **Inside your home:** Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

#### Cover your Mouth, Nose, and Chin with a Mask/Cloth Face Cover

- You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected. **You may NOT use your shirt as a mask/face cover.**
- Everyone should wear a mask/[cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

#### Cover Coughs and Sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **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 a hand sanitizer that contains at least 60% alcohol.

#### Clean and Disinfect

- **Clean AND disinfect [frequently touched surfaces daily](#).** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectant](#) will work.

## Know How It Spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- **The virus is thought to [spread mainly from person-to-person](#).**
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#).
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

For CDC Guidelines go to: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

I have read, understand, and agree to comply with the rules and standards of conduct outlined in this agreement. I also acknowledge that these expectations are a condition of my enrollment at Hocking College and that any failure to comply will lead to disciplinary action, up to and including suspension, due to the safety risk I create for my peers and other individuals.

## Tips for Mental Health and Well-Being

**In addition to your safety, we care about your health and well-being.** This is a stressful time for many. With the government and media sharing updates throughout the day and the fear of the unknown, it is understandable to feel overwhelmed, stressed and anxious.

- ✓ You are not alone
- ✓ It's OK *not* to be OK
- ✓ Adding small changes to your routine can make a big difference to your overall mood and well-being.

It is important for your health and well-being to reduce feelings of depression and anxiety, or prevent anxiety before it even starts. The following tips to take care of yourself and your loved ones do not require you to spend a lot of money or go outside.

### 1. **Eat healthfully**

Healthy food keeps your body in top working order.

### 2. **Exercise**

Exercise reduces symptoms of depression and anxiety, whether we're working out at home or taking a solo jog around the neighborhood.

### 3. **Practice relaxation therapy**

Focusing on tensing and relaxing muscle groups can help you relax voluntarily when feeling overwhelmed, stressed or anxious.

### 4. **Let light in**

For some people, increased exposure to light can improve symptoms of depression. If you can, open the shades and let more sunlight in.

### 5. **Be kind to yourself!**

Treat yourself with the same compassion you would a friend.

### 6. **Stay connected**

Even if you can't get together face-to-face, you can stay connected to friends, family and neighbors with phone calls, text messages, video chats and social media. If you're feeling lonely, sad or anxious, reach out to your social support networks. Share what you are feeling and offer to listen to friends or family members about their feelings. We are all experiencing this scary and uncertain time together.

### 7. **Monitor media consumption**

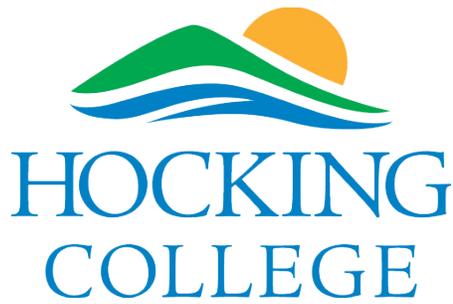
While you might want to stay up-to-the minute with COVID-19 news, too much exposure can be overwhelming. Balance media consumption with other activities you enjoy, such as reading, cooking or listening to music.

For more information go to: <https://www.mentalhealthfirstaid.org/2020/03/how-to-care-for-yourself-while-practicing-physical-distancing/>

If someone is in serious need contact HCPD at 740-753-6598.



**Appendix J**  
RESIDENCE HALL  
MOVE-IN EMAIL



Dear Student,

We are looking forward to having you on campus. Please know that your health and safety is our utmost concern and we are doing everything possible to keep you and the wider campus community healthy and safe.

**The following date and time has been scheduled for you to move into your dorm:**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Room Assignment:** \_\_\_\_\_

**\*\*\*FURTHER ACTION REQUIRED\*\*\***

### Before You Get Here

In order to reserve your spot, reply to this email with the following information:

**NOTE: Failure to reply to this email with the above information can result in losing your housing assignment for the 2020-2021 Academic Year.**

1. **DATE/TIME.** Does DATE/TIME work for your schedule? **YES** or **NO**.

*If this appointment does not work for you, we will contact you to reschedule.*

2. **COVID CONTACT PERSON.** We need an appointed COVID contact person for you.
  - The COVID contact person agrees that if you are required to self-quarantine they will provide transportation for you, if necessary, and you can stay with them until you have been approved to return to campus.
  - Please reply with their full name and phone number in your email response to Housing.
3. **FLU SHOT.** You must provide proof that you have received flu shot this year.
  - If a healthcare professional does not recommend that you receive a flu shot, you must provide written proof by a healthcare professional.
  - Please email the documentation to the housing office. [housing@hocking.edu](mailto:housing@hocking.edu).
4. **COVID-19 Screening Questions.** If you answer “yes” to any of the screening questions (see below), you are not allowed to be on campus. Contact housing to schedule a new move in date.
5. **ORIENTATION.** If you have not have already done so, you must complete the Resident Hall Orientation in Blackboard BEFORE you move in.
  - The Resident Hall Orientation has been added to your Blackboard assignments as soon as you are assigned to a room.
  - The Orientation will cover safety protocol, information to be successful in college, as well as, the [Hocking College Pledge](#), [Residence Hall Contract](#), and [Residence Hall Contract Addendum](#). Please review these documents before your online orientation.
6. Not sure what to pack? Download a copy of our [What to Bring Checklist here](#).

### Day of Move-in Process

On your move in date/time, you and one (1) support person will **report to the first floor of John Light Hall** in the main concourse (follow the signs).

You and your support person will also be asked the following COVID-19 Screening Questions when you arrive on campus. Your temperature will also be taken.

**If you answer “yes” to any of the questions (or your temperature is greater than 100), you cannot move in.** You must leave campus and we will follow up with you regarding next steps including a new date for your move-in. If your support person answers “yes” to any of the questions (or their temperature is greater than 100) they will not be allowed on campus.

1. Are you under any existing Doctor, employer, Health Department, or other Orders that require you to be in Quarantine?
2. Are **YOU**, or someone **YOU LIVE WITH**, experiencing COVID-19 symptoms that are not routine health issues\*?  
**A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you MUST stay home/ in your dorm room, self-quarantine, and notify COVID.**
3. Have **YOU, personally**, been in contact with someone that has tested positive for COVID-19 in the last 10 days?
4. Have you tested positive for COVID-19 in the last 10 days?
5. Have you visited an Ohio level 4/purple County in the last 10 days? See [Ohio Public Health Advisory System](#) for a current list.

**\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. This does NOT include a cold and or the flu.**

### **Safety Protocol**

As we mentioned above, it is critical that we have you and your support person’s cooperation during your move-in to make this day safe for everyone. While here, you and your support person agree to abide by the following safety protocol at all times while on campus:

- You will NOT arrive before your allotted time.
- You are only permitted to go to your residence hall and dorm room.
- You will have only one (1) support person with you.
- You and your support person will wear a mask or face cover at all times while on campus.
- Stay at least six (6) feet away from other people.
- Only two (2) people are allowed in an elevator at a time.
- Do not gather in groups in any building or parking lots.

If you have any additional questions, please reply to this email or contact the Housing office at 740-753-7043.

We look forward to seeing you on campus on your move-in day!

Thank you,  
Hocking College Housing Office



# Appendix K

COVID-19 SYMPTOMS,  
EXPOSURE, DIAGNOSIS  
PROCEDURE



## Procedures Manual

### Coronavirus (COVID-19) Symptoms/Exposure/Diagnosis Procedure

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**Number:**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Vice President, Student Affairs & Campus/Community Relations**

**Effective Date: June 2020**

**Purpose:**

Hocking College is committed to the safety of students, faculty, staff, and the community. This procedure sets forth protocol related to COVID-19 symptoms, exposure, and/or diagnosis for students, faculty, and staff. The goal is to maintain the safety of the campus community by minimizing the spread of COVID-19 and number of people on any Hocking College Campus who are at high risk of being COVID-19 positive.

This procedure may be modified to reflect current research, as well as, orders, best practices, and guidelines from [Gov. Mike DeWine](#), the [Ohio Association for Community Colleges](#) (OACC), the [Centers for Disease Control and Prevention](#) (CDC), the [World Health Organization](#), and the [Ohio Department of Health](#).

**Definitions:**

**Symptoms** – symptoms are defined as some/all of the following that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc.

- Fever (>100 degrees) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list will be updated in accordance with CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**Close Contact** – Close contact includes but, is not limited to, the following all of which include someone that has been diagnosed with COVID-19:

- within six feet of someone who has COVID-19 for at least 15 minutes;
- being in a vehicle with someone who has COVID-19;
- provided care at home to someone who is sick with COVID-19;
- had direct physical contact with the person (touched, hugged, or kissed them);
- shared eating or drinking utensils; and/or
- sneezed, coughed, or somehow got respiratory droplets from that person on you.

**COVID-19 Quarantine Assessment** – an assessment conducted by a Hocking College employee with specialized training to determine if a person is required to self-quarantine and for how long.

**COVID-19 Contact Person** – a person that agrees to provide transportation and accommodations for a residence hall student who is required to be in quarantine until they are authorized to return to campus.

**COVID-19 Return to Campus Health Assessment** – an assessment conducted by a Hocking College employee with specialized training to determine if a person’s quarantine period is extended or if they are approved to return to campus.

**Hocking College Campus** – means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

**Hot Spot Travel** – Hot spot travel includes travel to Ohio counties that are level 4/purple on the [Ohio Public Health Advisory System](#).

**Sanitize** – refers to the removal of dirt and impurities, including germs, from surfaces. Sanitizing alone does not kill germs. But by removing the germs, it decreases their number and therefore reduces any risk of spreading infection.

## Procedure

### Step One: Mandatory Requirements Before Coming to Campus – Travel Notification and Health Assessment

#### Travel Notification

All students/employees are required to report Hot Spot Travel **immediately upon return from a hot spot\*** and report the following information to COVID@hocking.edu:

1. First and Last Name
2. Student ID, if applicable
3. Phone number
4. Date(s) of Visit
5. Location(s) of Visit (City, State)
6. Nature of visit – Public or Private Home
7. Mode of Transportation – Car, Plane, Other

\*Call (740) 753-6506 for hotspot information.

Students/employees who travel to Ohio hot spot counties that are level 4/purple on the [Ohio Public Health Advisory System](#), in the last 10 days must **STAY HOME and self-quarantine**. A college representative will contact them regarding next steps.

## **Health Assessment**

Before coming to campus or leaving a dorm room all students/employees must conduct a health assessment. If 1) they, or someone you live with, has any COVID-19 symptoms that are **NOT routine health issues** that occur on a regular basis triggered by such things as allergies, weather, etc., and/or 2) they are in close contact with someone who tests positive for COVID-19 in the last 10 days, and/or 3) they test positive for COVID-19, they must **STAY HOME**, (remain in their dorm room, if applicable), **self-quarantine, and immediately notify** Hocking College by sending an email to COVID@hocking.edu or call 740-753-6506 and provide all of the following:

- First and Last Name
- Student ID, if applicable
- Phone number
- Details regarding their situation, including specific dates, times, and location

If an employee/student comes to campus and reports any of the above, they are immediately sent home (or back to their dorm room) and are reported for disciplinary action due to safety risk caused to the campus community.

## **Mandatory Reporting Requirement**

Anyone with knowledge of an employee/student that has traveled to a hot spot or has symptoms, exposure, or tests positive for COVID-19 must immediately report it to COVID by submitting an incident report [HERE](#).

## **Failure to Report**

If an employee/student fails to report that: 1) they, or someone they live with, is experiencing symptoms, and/or 2) has had close contact with someone that has tested positive for COVID-19, and/or 3) tests positive for COVID-19 they will be reported for disciplinary action due to safety risk caused to the campus community.

If an employee/student fails to report that they have knowledge of someone that: 1) has, or lives with someone that is experiencing symptoms, 2) has had close contact with someone that has tested positive for COVID-19, and/or 3) tested positive for COVID-19 they will be reported for disciplinary action due to safety risk caused to the campus community.

## **Step Two: College COVID-19 Quarantine Assessment and Notification**

A Hocking College representative assigned to manage the case reported in Step One will contact the employee/student and conduct a COVID-19 Quarantine Assessment within 24 hours of notification.

If the employee/student is required to self-quarantine they will receive a quarantine notice from COVID@hocking.edu that includes the quarantine timeline along with Monitoring and Prevention Protocol Instructions (see Appendix D and Hocking College Notifications to Employees/Students in Appendix A).

Employees – copy to the supervisor, cabinet member, and Human Resources including instructions regarding remote work and/or appropriate use of leave time.

Students – copy to the Dean, Advisor, and faculty for their current classes so they can create an academic plan to keep the student on track.

A follow-up appointment for the Return to Campus Health Assessment will be added to the COVID calendar.

Note: Travel to Ohio hot spot states counties listed as level 4/purple in the [Ohio Public Health Advisory System](#) will be required are to self-quarantine for 10 days.

### **Step Three: Quarantine**

- Employees and students that live off campus will self-quarantine in a private home or hotel.
- Students who live on campus will follow the Residence Hall Quarantine Procedure (see Appendix B).
- **Requirements for Self-Quarantine**
  - Take your temperature with a thermometer two times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
    - If fever and/or symptoms develop, call your medical provider and send an email to COVID@hocking.edu.
    - Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places.
    - If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six feet away from others.
    - Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
    - In the event of a medical emergency, call 9-1-1. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
    - Do not have visitors in your home.
    - Do not use public transportation, taxis, or ride-shares.

### **Step Four: COVID-19 Testing Protocol\***

#### **Who**

- Employees/students will be selected at random for surveillance testing.
- Collection: The Hocking College Hawk's Center for Well-Being On-Site Medical Manager
- Testing: Medical Laboratory Technician
- Oversight of the Hocking College Hawk's Center for Well-Being Lab: Laboratory Director, Medical Technologist (ASCP)
- Dorm student identified through wastewater testing:
  - Auto samplers will be installed to obtain composite samples of wastewater effluent from each Hocking College dorm.
  - Sampling will be set to 15 minute intervals.
  - Composite samples will be processed for analysis on Monday and Thursday mornings of each week following protocols recommended by the Ohio Department of Health, Ohio Water Recourse Center, and Source Molecular Labs.

- Samples will be analyzed by Source Molecular Labs.
- Samples containing a total of 500 gene copies per liter of the SARS-CoV-2 virus will indicate an active case.
- After two consecutive samples containing 500 gc/L or more, individual testing of students in the identified dorm will be initiated and all group activities will be suspended.
- If COVID-19 positive students are identified, quarantine and contact tracing procedures outlined by the Hocking College COVID team will be implemented.

### **Where**

- Collection: The Hocking College Hawk's Center for Well-Being Lab will provide testing

### **How**

- The On-Site Medical Manager will collect the specimen.
- The specimen will be labeled and sent to the Hocking College Hawk's Center for Well-Being Lab.
- The Medical Laboratory Technician will perform the test according to procedure. The instrument used for testing is the Abbott ID Now. Testing will occur under a BSL2 Hood. Personnel involved with collection and testing are required to wear PPE at all times during collection and testing. Biohazardous waste will be discarded in red biohazardous waste containers. The biohazardous waste will be disposed of through Stericycle.

### **Results**

- Results will be reported by the Medical Laboratory Technician to the On-Site Medical Manager and documented in the laboratory management system.
- The On-Site Medical Manager will report positive results to the Ohio Department of Health and Hocking College by sending an email to: COVID@hocking.edu.

### **Contact Tracing for Positive Test Results\*\***

- The On-Site Medical Manager will initiate the next steps of contact tracing that will be conducted by a Hocking College representative that has been assigned to manage the case per Hocking College protocol.
- For students living in Residence Halls, HCPD will be contacted to ensure the student is immediately isolated in a designated quarantine room until their COVID Contact Person can pick them up. Students who do not have a COVID Contact Person will remain in the assigned quarantine room until they are released from quarantine.
- All other students/employees who have been determined to be in close contact with the student/employee who tested positive to COVID-19 will be sent a notification placing them in quarantine (see Hocking College Notifications to Employees/Students in Appendix A).
- All affected areas will be sanitized pursuant to CDC Guidelines.

\*Until testing becomes available, individuals experiencing symptoms that are not routine health issues that occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. are required to self-quarantine pursuant to CDC guidelines.

\*\*Contact tracing is conducted for individuals that report a positive COVID-19 test result. Hocking College students and/or staff that have been in close contact with individuals that tested positive for COVID-19 are required to self-quarantine pursuant to CDC Guidelines.

### **Step Five: COVID-19 Return to Campus Health Assessment**

A Hocking College representative will conduct a COVID-19 Return to Campus Health Assessment on the last day of quarantine for the employee/student pursuant to the COVID-19 Return to Campus Health Assessment.

### **Step Six: Documentation**

The College will maintain a confidential COVID-19 spreadsheet including incidents of symptoms, exposure and diagnosis as well as notices, return to campus, and other relevant details.

### **Step Seven: Continuous Quality Improvement**

The Vice President of Student Affairs & Campus/Community Relations, Vice President of Academic Affairs & Workforce Development, and the Chief of Police regularly review feedback received from students, challenges, barriers, strategies that are working to keep students on track, process review, etc. The Vice President of Student Affairs & Campus/Community Relations will report recommended changes to Cabinet and make modifications as needed.

# Appendix A

## Hocking College Notifications to Employees/Students

### SCRIPT #1

#### EMPLOYEE Quarantine Notice

Employee - copy supervisor, Cabinet member, and [humanresources@hocking.edu](mailto:humanresources@hocking.edu)

Subject line: Quarantine Notice / {Insert Employee Name}

Email Message:

As a result of the COVID-19 Quarantine Assessment, effective immediately, you are required to self-quarantine until further notice.

**INSERT ONE OF THE FOLLOWING:**

**(APPROVED TO WORK REMOTELY)** - You are approved to work remotely to complete essential work that must be done while you are in quarantine. Once the work that has been identified by your supervisor is complete, please submit appropriate leave time until you are approved to return to campus.

**(NOT APPROVED TO WORK REMOTELY)** - You are not approved to work remotely, please submit appropriate leave time until you are approved to return to campus.

You will be contacted on {insert date of Return to Campus Health Assessment} for a **COVID-19 Return to Campus Health Assessment** to determine whether you are approved to return to campus. You, your supervisor, Cabinet member, and Human Resources and will receive an official notification that includes the date you approved to return.

**You may not return to campus until you have received an email with an “Approved to Return to Campus Notice” from [COVID@HOCKING.EDU](mailto:COVID@HOCKING.EDU) which will provide you with the date you are approved to return to campus.**

#### **What to Do During Self-Quarantine**

- Take your temperature with a thermometer two times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
  - If fever and/or symptoms develop, call your medical provider and send an email to: [COVID@hocking.edu](mailto:COVID@hocking.edu)
- Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places. If this is not possible, practice COVID-19 safety protocol.
- If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six feet away from others.
- Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
- In the event of a medical emergency, call 9-1-1. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
- Do not have visitors in your home.
- Do not use public transportation, taxis, or ride-shares.

**Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.**

Please continue to follow the ***Monitoring and Prevention Protocol Instructions*** (attached).

Please reply to this email with questions.

**SCRIPT #2**  
**STUDENT Quarantine Notice**  
**Student - copy Dean, Advisor, Faculty, and housing@hocking.edu, if applicable**

Subject line: Quarantine Notice / {student name} / Student ID

Email Message:

As a result of the COVID-19 Quarantine Assessment, effective immediately, you are required to continue to self-quarantine until further notice. Your Advisor will work with you to create an academic plan to keep you on track.

We have copied your advisor, faculty, and dean. If applicable, you are responsible to contact your supervisor (student employment), coach (athletics), and/or Judicial Office (community service) and keep them informed as to your status.

You will be contacted on **December 3, 2020** for a COVID-19 **Return to Campus Health Assessment** to determine whether you are approved to return to campus.

**You may not return to campus until you have received an email with an “Approved to Return to Campus Notice” from [COVID@HOCKING.EDU](mailto:COVID@HOCKING.EDU) which will provide you with the date you are approved to return to campus.**

**What to Do During Self-Quarantine**

- Take your temperature with a thermometer two times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
  - If fever and/or symptoms develop, call your medical provider and send an email to: [COVID@hocking.edu](mailto:COVID@hocking.edu).
  - Remain at home and avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places. If this is not possible, practice COVID-19 safety protocol.
  - If you live in a home with other people who did not travel with you, stay in a separate room. If this is not possible, wear a face mask when you are in the same room and stay at least six feet away from others.
  - Do not leave home except to seek medical care. If you need to see a provider for reasons other than a medical emergency, please call in advance and discuss the care you need.
  - In the event of a medical emergency, call 9-1-1. Indicate that you are in home quarantine for novel coronavirus exposure. Keep a face mask on until you are asked by a health care provider to remove it.
  - Do not have visitors in your home.
  - Do not use public transportation, taxis, or ride-shares.

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Please also continue to follow the ***Monitoring and Prevention Protocol Instructions*** (attached).

Please reply to this email with questions.

**SCRIPT #3**  
**NO NEED TO QUARANTINE**

Subject Line: Quarantine Assessment - Results

Email Message:

Based on the information you have provided; we have determined you do **not** need to self-quarantine. Effective immediately, you are approved to be on campus.

Please continue to follow the ***Monitoring and Prevention Protocol Instructions*** (attached).

Let us know if you have any questions.

**SCRIPT #4**  
**COVID INSTRUCTIONS / MANDATORY REPORTING REQUIREMENT**

Subject Line: COVID INSTRUCTIONS

Email Message:

We have received information that you are not feeling well. If you answer “No” to ALL of the questions listed below you do not need to do anything.

**If you answer YES, or are unsure on how to answer, any of the COVID-19 Assessment Questions listed below, you must stay home, self-quarantine, and notify us immediately at [COVID@hocking.edu](mailto:COVID@hocking.edu) with all of the following:**

- a. First and Last Name
- b. Student ID, if applicable
- c. Phone number
- d. Details regarding their situation, including specific dates, times, etc.

You will be contacted by a member of the COVID team to discuss next steps.

**COVID-19 Screening Assessment Questions**

1. Are YOU, or someone YOU LIVE WITH, experiencing COVID-19 symptoms that are not routine health issues\*?

**i. A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you **MUST** stay home/in your dorm room, self-quarantine, and notify COVID.**

2. Have YOU, personally, been in contact with someone that has tested positive for COVID-19 in the last 10 days?

3. Have you tested positive for COVID-19 in the last 10 days?

4. Have you visited an Ohio level 4/purple county on the last 10 days? See [Ohio Public Health Advisory System](#) for a current list.

**COVID-19 Symptoms**

1. Fever (>100 degrees) or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. Sore throat
8. New loss of taste or smell
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

**\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. This does NOT include a cold and**

**or the flu.**

Contact [COVID@hocking.edu](mailto:COVID@hocking.edu) if you have questions.  
Let us know if you have questions.

**SCRIPT #5**  
**Return to Campus Health Assessment**

Subject Line: Return to Campus Health Assessment / **Employee Name /or/ student name and ID**

Email Message:

In order for us to complete your **Return to Campus Health Assessment**, please provide us with answers to **ALL** of the questions listed below.

If you answer “yes,” please continue to stay home, self-quarantine and provide specific details including dates. We will follow up with you regarding next steps.

1. Are you under any existing Doctor, employer, Health Department, or other Orders that require you to continue to be in Quarantine?
2. Are **YOU**, or someone **YOU LIVE WITH**, experiencing COVID-19 symptoms that are not routine health issues **in the last 24 hours**?

**A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you **MUST** stay home/in your dorm room, self-quarantine, and notify COVID.**

3. Have YOU, personally, been in contact with someone that has tested positive for COVID-19 in the last 10 days?
  4. Have you tested positive for COVID-19 in the last 10 days?
  6. Have you visited an Ohio level 4/purple county in the last 10 days?
- See [Ohio Public Health Advisory System](#) for a current list.

**Reminder: You may not return to campus until you have received an email with an “Approved to Return to Campus Notice” from [COVID@HOCKING.EDU](mailto:COVID@HOCKING.EDU) which will provide you with the date you are approved to return to campus.**

**SCRIPT #6**  
**Approved to Return to Campus Notice**  
**Employee – copy supervisor, Cabinet member, and humanresources@hocking.edu**  
**Student – copy Dean, Advisor, Faculty, and housing@hocking.edu**

Subject Line: Return to Campus Health Assessment / **Employee Name /or/ student name and ID**

Email Message:

This email serves as your official notification that you are approved to return to campus starting **{insert date}**.

Please continue to follow the ***Monitoring and Prevention Protocol Instructions*** (attached).

Reply to this email with any questions.

**SCRIPT #7**  
**FLU SHOT**

Subject Line: Hocking College – Flu Shot

Email Message:

You are required to show proof of one of the following before returning to campus:

1. Flu shot  
OR
2. Documentation from a medical provider that states you are unable to receive the flu shot.

Please see the message below from our President, Dr. Betty Young regarding this issue.

Email Message:

Thank you for your email. The College has had to make many difficult decisions during the pandemic. Each of those decisions is accepted or opposed by people who are part of our Hocking community. We understand and respect the difference of opinions and have created a community of standards based on our direct work with the Athens County Health Department. As a result of those standards and the positive and active participation of our students and staff we have remained relatively safe and have been able to continue classes while others have had to close due to the community spread of the virus.

The Hocking community of standards includes daily check in and daily color coded wristbands, ID's visible for all students and workers to minimize outside visitors to campus, social distancing, masks, hand hygiene, curfew in our dorms, decrease the density of our dorms and separate refrigerators and microwaves for each dorm student, ionizer air filtration in all dorm rooms and all campus buildings, minimizing travel, modified food service, minimize access to common areas, tents on campus for outside gathering for field classes to avoid indoor time, cleaning regimens to meet the current COVID protocols, and much more.

We have established a COVID reporting structure for anyone to report possible contact, symptoms, positive or negative tests, and anything else COVID related. As a result, our COVID response team talks with each reporter about their specific case making decisions regarding the need to quarantine and release to return to campus decisions.

I provide all this background to you as a precursor to explain the decision to require a flu shot to return to campus. Because we do not know if the symptoms are COVID or regular flu we will require quarantine for the individual and for those with specified contact. This will create a much larger impact than one person who gets the flu. We realize we cannot stop all illnesses, we only hope to minimize the impact through the precautions we have implemented to date and the addition of the flu shot for those returning in January.

For many years I did not get a flu shot and felt about it the same way as you do. I was working in the Texas Medical Center the year of H1N1 and for the first time was required by my employer to have the flu shot to return to work. I recognized that decision to get the flu shot was not only about me it was about all those around me in that educational setting and I have continued to get the flu shot regularly since that time.

The County Health Department has told us that a combination of getting the flu and COVID could be devastating. In addition to that, we would not know and would need to quarantine symptomatic people and those in contact, based on our assessment, because the symptoms are similar for both the flu and virus. If the campus reaches a large enough percentage of possible cases, we would be required to close once again. I hope you will understand the decision-making process Hocking has been through and the difficulty of trying to keep people safe and moving forward toward graduation, understanding not everyone agrees with any one of these decisions. My hope is your loved one will continue their education and not be interrupted by the protocols or the virus. Thank you for your time in reading through these details.

I understand flu shots are available free of charge from the county health department and some drive-up sites are set up by the department. If you choose to receive the vaccine be sure to get the documentation to present at check-in on or before the first day of class. If a doctor determines that the patient has what I understand to be a fairly uncommon allergy to the flu vaccination it is likely known by their regular physician who can provide that documentation to the patient.

As the Holiday season is upon us I wish you and your family well.

Dr. Betty Young, Ph.D., J.D., LL.M.  
President  
Hocking College  
youngb@hocking.edu  
740-753-7004

## **Appendix B**

### **Residence Hall Quarantine Procedure**

#### **Purpose**

This procedure provides protocol when an employee/student living in a residence hall that: 1) is experiencing COVID-19 symptoms, and/or 2) has had close contact with someone that tested positive for COVID-19 in the last 10 days, and/or 3) tests positive for COVID-19. The goal is to maintain the safety of the campus community by minimizing the spread of COVID-19 and number of people on any Hocking College Campus who are at high risk of being COVID-19 positive.

#### **Procedure**

##### **Step One: COVID-19 Contact Person / Residence Hall Access**

A member of the COVID Team will call the COVID-19 Contact Person, if applicable, to make arrangements for them to return home until they are approved to return to campus. Access to the residence hall will be deactivated until they are approved to return to campus.

Students that do not have a COVID-19 Contact Person will be placed in a designated quarantine room until they are no longer required to self-quarantine.

##### **Step Two: Quarantine**

- **Duration:** Will be determined on a case-by-case basis with a COVID-19 Quarantine Assessment.
- **Location:** Designated quarantine room.
- **Daily Health Assessment:** Take your temperature with a thermometer two times a day and monitor for fever, as well as other symptoms including cough, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
  - If fever and/or symptoms develop, call your medical provider and send an email to COVID@hocking.edu
- **Daily Activity:** Students must remain in their dorm except for medical care, outdoor exercise, and/or care of animals. They must avoid all in-person activities. This includes work, grocery stores and pharmacies, public events, and public places.
- **Visitors:** Visitors, including other students living in the same dorm, are not permitted.
- **Facilities Maintenance:** Maintenance will only be performed for emergencies.
- **Laundry:** Student(s) will be provided with laundry detergent and drying racks so they can hand wash clothing within their room. Instructions for Linens, Clothing, and Other Items That Go in the Laundry:
  - Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
  - Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
  - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- **Food and Beverages:** Student(s) must consume all food and beverages in their rooms. See Step Four for details.
- **CDC Guidelines:** All relevant CDC Guidelines will be provided to student(s) including, but not limited to, How to Protect Yourself and Others found [here](#).

### **Step Three: Sanitization**

Students will be provided with supplies, disposable gloves, and instructions to sanitize their dorm room and bathroom. Students will **clean and disinfect frequently touched surfaces following [CDC guidance for cleaning and disinfection](#)**.

### **Step Four: Concierge Services - Food & Beverages/Other**

- Student(s) will be provided with food and beverage options via email.
- Student(s) shall notify [housing@hocking.edu](mailto:housing@hocking.edu) of their food requests.
- Food will be delivered multiple times a day based on the student's needs.
- Student(s) shall contact the housing office for all needs, assistance, and/or information.

### **Step Five: Monitor/Return to Campus**

- Student(s) will be monitored remotely until they are no longer required to self-quarantine.
- Student(s) will be provided with ongoing reminders and updates regarding health and safety.
- Emergency services will be contacted for severe health conditions.
- Student(s) will be contacted on **the last day of their quarantine period** for a COVID-19 Return to Campus Health Assessment to determine whether they are approved to return to campus. The student, their Dean, Advisor, and faculty for their current classes will receive an official notification that includes the date they are authorized to return.
  - **STUDENTS MAY NOT RETURN TO CAMPUS UNTIL THEY HAVE RECEIVED AN OFFICIAL NOTIFICATION FROM [COVID@HOCKING.EDU](mailto:COVID@HOCKING.EDU) WITH THE DATE THEY ARE APPROVED TO RETURN TO CAMPUS.**

## Appendix D Monitoring and Prevention Protocol INSTRUCTIONS

### Daily Health Assessment – REQUIRED

**BEFORE** you leave your home/dorm room answer the COVID-19 Screening Assessment Questions. **If you answer YES, or are unsure on how to answer, any of the COVID-19 Assessment Questions listed below, you must stay home, self-quarantine, and notify us immediately at [COVID@hocking.edu](mailto:COVID@hocking.edu) with all of the following:**

- a. First and Last Name
- b. Student ID, if applicable
- c. Phone number
- d. Details regarding their situation, including specific dates, times, etc.

You will be contacted by a member of the COVID team to discuss next steps.

### COVID-19 Screening Assessment Questions

1. Are **YOU**, or someone **YOU LIVE WITH**, experiencing COVID-19 symptoms that are not routine health issues\*?

**A cold/flu is NOT a routine health issue. If you feel you have a cold and/or the flu you **MUST** stay home/in your dorm room, self-quarantine, and notify COVID.**

2. Have **YOU, personally**, been in contact with someone that has tested positive for COVID-19 in the last 10 days?
3. Have you tested positive for COVID-19 in the last 10 days?
4. Have you visited an Ohio level 4/purple county in the last 10 days? See [Ohio Public Health Advisory System](#) for a current list.

### COVID-19 Symptoms

1. Fever (>100 degrees) or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. Sore throat
8. New loss of taste or smell
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

**\*Routine health issues occur on a regular basis triggered by such things as allergies, weather, ongoing health issues, common side effects from medication, etc. This does NOT include a cold and or the flu.**

Contact [COVID@hocking.edu](mailto:COVID@hocking.edu) or call the COVID Hotline at (740) 753-6506 if you have questions.

## Prevention Protocol

### Clean Your Hands Often

- **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, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid Close Contact – Social/Physical Distancing

- **Inside your home:** Avoid close contact with people who are sick. If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
- Remember that some people without symptoms may be able to spread virus.
- **Stay at least 6 feet (about 2 arms' length) from other people.**
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### Cover your Mouth, Nose, and Chin with a Mask/Cloth Face Cover

- You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected. **You may NOT use your shirt as a mask/face cover.**
- Everyone should wear a mask/**cloth face cover** in public settings and when around people who don't live in your household, especially when other **social distancing** measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover Coughs and Sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **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 a hand sanitizer that contains at least 60% alcohol.

### Clean and Disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectant will work.

### Know How It Spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- **The virus is thought to spread mainly from person-to-person.**
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#).
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

## Additional Resources:

For CDC Prevention Guidelines go to: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

For CDC Guidance if you get sick go to: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Ohio Department of Health: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals>

**Mental Health:** Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Hocking College remains committed to the safety of the community and appreciates your cooperation in this unprecedented effort.

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**Appendix L**  
HOW TO CLEAN  
& DISINFECT

# HOW TO CLEAN & DISINFECT

## SURFACES

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.

Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

### Prepare a bleach solution by mixing:

- Five tablespoons (1/3 cup) bleach per gallon of water
- OR four teaspoons bleach per quart of water
- Products with EPA-approved emerging viral pathogens claims external icon are expected to be effective against COVID-19 based on data for harder to kill viruses.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

### After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products with the EPA-

## USING BLEACH SAFELY

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

For more information, please visit [cdc.gov](https://www.cdc.gov).

approved emerging viral pathogens claims that are suitable for porous surfaces.

## LINENS, CLOTHING, AND OTHER ITEMS THAT GO IN THE LAUNDRY

Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.

Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.



## **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HAND HYGIENE**

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Cleaning staff and others should clean hands

often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds.

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Additional key times to clean hands include:

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child).



# Appendix M

TIPS FOR MENTAL

HEALTH & WELL-BEING



## Tips for Mental Health and Well-Being

In addition to your safety, we care about your health and well-being. This is a stressful time for many. With the government and media sharing updates throughout the day and the fear of the unknown, it is understandable to feel overwhelmed, stressed and anxious.

- ✓ You are not alone
- ✓ It's OK *not* to be OK
- ✓ Adding small changes to your routine can make a big difference to your overall mood and well-being.

It is important for your health and well-being to reduce feelings of depression and anxiety, or prevent anxiety before it even starts. The following tips to take care of yourself and your loved ones do not require you to spend a lot of money or go outside.

1. **Eat healthfully**

Healthy food keeps your body in top working order.

2. **Exercise**

Exercise reduces symptoms of depression and anxiety, whether we're working out at home or taking a solo jog around the neighborhood.

3. **Practice relaxation therapy**

Focusing on tensing and relaxing muscle groups can help you relax voluntarily when feeling overwhelmed, stressed or anxious.

4. **Let light in**

For some people, increased exposure to light can improve symptoms of depression. If you can, open the shades and let more sunlight in.

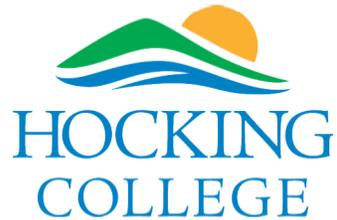
5. **Be kind to yourself!**

Treat yourself with the same compassion you would a friend.

6. **Stay connected**

Even if you can't get together face-to-face, you can stay connected to friends, family and neighbors with phone calls, text messages, video chats and social media. If you're feeling lonely, sad or anxious, reach out to your social support networks. Share what you are feeling and offer to listen to friends or family members about their feelings. We are all experiencing this scary and uncertain time together.

7. **Monitor media consumption**



While you might want to stay up-to the minute with COVID-19 news, too much exposure can be overwhelming. Balance media consumption with other activities you enjoy, such as reading, cooking or listening to music.

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

If someone is in serious need, contact HCPD at (740) 753-6598.

For more information go to: <https://www.mentalhealthfirstaid.org/2020/03/how-to-care-for-yourself-while-practicing-physical-distancing/>



# Appendix N

## COVID-19 SCREENING TESTING PROGRAM

## COVID-19 Screening Testing Program

Hocking College is committed to the safety of students, faculty, staff, and the community. The goal is to maintain the safety of the campus community by minimizing the spread of COVID-19 and number of people on any Hocking College Campus who are at high risk of being COVID-19 positive.

This COVID-19 Screening Testing Program (Program) sets forth protocol for campus housing to detect COVID-19 on campus. This Program may be modified to reflect current research, as well as, orders, best practices, and guidelines from [Gov. Mike DeWine](#), the [Ohio Association for Community Colleges](#) (OACC), the [Centers for Disease Control and Prevention](#) (CDC), the [World Health Organization](#), and the [Ohio Department of Health](#).

In an effort to help mitigate the spread of COVID-19, a network across Ohio is studying wastewater samples to look for the presence of gene copies/fragments of the virus that causes the disease. Hocking College has been designated by the state to participate in this effort in partnership with the Ohio Water Resources Center of The Ohio State University and the Ohio Department of Health. Results will be shared on the Ohio Department of Health's COVID-19 [dashboard](#). Water/Wastewater Management Program Manager Kelly Barron-Holcomb is spearheading this project on our campus.

Wastewater testing has been implemented to provide advance warning of infected students living in the Hocking College dorms as an indicator for individualized testing. Infected individuals have been found to shed virus particles through their digestive tracts well before becoming symptomatic. Testing wastewater provides a warning that the virus is present in some of the tested population. Baseline samples will begin prior to student arrival to campus in January, and sampling will continue through the Spring semester until May 8, 2020. Data analysis will be conducted, and should wastewater sampling indicate one of the following conditions, individual testing will occur:

1. A sudden, significant rise in virus particle concentration coincident with or shortly after initial repopulation of the dorm, indicating that students have brought the virus with them; or
2. A sudden rise in virus particle concentration during the semester, indicating that the virus has been introduced to the dorm and may be spreading.

### COVID-19 Screening Testing Program Procedure

1. Auto samplers will be installed to obtain composite samples of wastewater effluent from each Hocking College dorm.
2. Sampling will be set to 15 minute intervals.
3. Composite samples will be processed for analysis on Monday and Thursday mornings of each week following protocols recommended by the Ohio Department of Health, Ohio Water Recourse Center, and Source Molecular Labs.
4. Samples will be analyzed by Source Molecular Labs.
5. Samples containing a total of 500 gene copies per liter of the COVID-19 (SARS-CoV-2) virus will indicate an active case.
6. After two consecutive samples containing 500 gc/L or more, individual testing of students in the identified dorm will be initiated and all group activities will be suspended.
7. If COVID-19 positive students are identified, quarantine and contact tracing procedures outlined by the Hocking College COVID team will be implemented (See Appendix K, Coronavirus (COVID-19) Symptoms, Exposure, and/or Diagnosis Procedure).

## FAQs

### **Why test wastewater for COVID-19?**

- Testing wastewater can indicate the presence of an infected person before the onset of symptoms, as well as asymptomatic individuals.

### **Who is represented in the sample?**

- Samples are being isolated to each dorm.
- Samples represent all individuals whose waste leaves each dorm.

### **Can the wastewater test show how many individuals are infected?**

- No
- Virus counts only indicate the overall change in the amount of virus shed and cannot distinguish between people.
- A rise in virus counts may indicate a rise in infections.

### **Will infected people get sick?**

- Most people infected with COVID-19 (SARS-CoV-2) virus experience no symptoms, or mild symptoms.
- People without symptoms may spread the virus to others who get can very sick.

### **Is the wastewater COVID-19 (SARS-CoV-2) virus a danger to the community?**

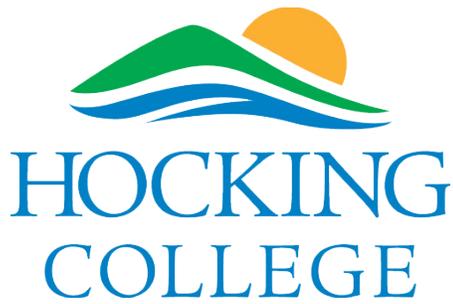
- No
- The COVID-19 (SARS-CoV-2) virus in wastewater is dead. Only RNA pieces of the dead virus are present and detected.
- All wastewater is handled with by a qualified technician with personal protective equipment and shipped under regulated conditions.

*NOTE: Adapted from Kenyon College's Gambier Wastewater SARS-CoV-2 Virus Report and Kenyon College Pandemic Operations Plan – Revision 2.*



# Appendix O

## CHANGE LOG



# REOPENING PLAN CHANGE LOG

Wednesday, August 12, 2020

**Page 4**

Updated link to Ohio Department of Health Travel Advisory List.

**Page 11**

Updated statement on non-traditional classroom spaces for additional clarification.

**Page 24**

Updated designated check-in locations under Associate of Science to include program codes for pre-dental, pre-nursing, pre-PTA and pre-MLT for clarification purposes.

**Page 25**

Updated designated check-in locations for the following programs:

- Construction Management: Electricity
- Construction Management: Carpentry
- Construction Management: HVAC
- Heavy Equipment Operator
- Heavy Equipment Management
- Laboratory Sciences: Medical Cannabis
- Fish Management & Aquaculture Sciences

**Page 30**

Updated FAQs regarding the Student Center for additional clarification.

**Page 46**

Updated Appendix B questions.

**Pages 100-101**

Added Change Log to Reopening Plan.

Wednesday, December 18, 2020

**Page 4**

Updated Coronavirus Screening questions.

**Page 7**

Updated self-quarantine and contact time to 10 days.

**Page 8**

Added flu shot requirement information.

**Page 9**

Updated email quarantine notice list for students to include advisors and remove program managers.  
Updated contact self-quarantine and contact period to 10 days.

**Page 10**

Updated contact self-quarantine and contact period to 10 days.

**Page 14**

Updated employee check-in information. Added Travel section.

**Pages 15-16**

Updated timeline to include 2021 events.

**Page 17**

Updated contact self-quarantine and contact period to 10 days.

**Page 19**

Updated academic calendar to newest version.

**Page 22**

Added influenza vaccination/flu shot requirement for students. Updated self-quarantine and contact period to 10 days.

**Page 23**

Updated contact self-quarantine and contact period to 10 days.

**Pages 24 and 25**

Updated check-in times and locations for Wednesdays and weekends. Updated daily check-in times for Public Safety Services building.

**Page 27**

Added Spring 2021 details.

**Pages 29-31**

Updated FAQs to answer questions about spring 2021 semester start times, residence hall move in, flu vaccine, student employment, Spring Break, spring commencement, campus visits and tours, and QuickStarts.

**Page 34**

Broadened language to apply to autumn 2020 spring 2021 and semesters. Added information about flu vaccine requirements.

**Page 36**

Added influenza vaccination/flu shot requirement for employees. Updated contact self-quarantine and contact period to 10 days.

**Page 37**

Updated contact self-quarantine and contact period to 10 days.

**Page 43**

Added being in a vehicle with someone who has COVID-19 to “close contact” definition.

**Page 44**

Updated contact period question to 10 days.

**Page 45**

Removed case count and old Hot Spot List from Hot Spot Travel definition.

**Pages 47**

Updated to newest version of COVID-19 On-Campus Screening Assessment.

**Page 49, 51**

Updated contact period question and self-quarantine period to 10 days.

**Page 52-54**

Updated to newest version of Monitoring & Prevention Protocol Instructions.

**Pages 58-60**

Updated to Spring 2021 Courses that Cannot Social Distance Letter and course list.

**Pages 66-70**

Updated to Spring 2021 Residence Hall Contract Addendum.

**Pages 72-73**

Updated to spring 2021 semester residence hall move-in email.

**Pages 75-95**

Updated to newest COVID-19 Symptoms, Exposure, Diagnosis Procedure

**Pages 104-105**

Added COVID-19 Screening Testing Program information.

**Wednesday, March 24, 2021****Page 4**

Update hot spot travel to reflect only Ohio counties.

**Page 5**

Update list reflect changes to team

**Page 10**

Update guidelines for campus visitors to reflect hot spot travel for only Ohio counties.

**Page 17**

Update hot spot travel to reflect only Ohio counties.

**Page 28**

Update dine-in options at Hawks Nest Dining, and add hyperlinks to Hawks Nest Dining and Academic Success Center websites.

**Page 29**

Add informatin on virtual counseling oppourtunities.

**Page 30**

Update Bring Your Own Device Information to include contacting the Hocking College Foundation for assitance.

**Page 30**

Update Student Center status with new times and registration links.

**Page 31**

Update QuickStart information to include resumption of in-person events and link to sign up.

**Page 32**

Update Residence Hall lounge information as only open for Student Life events.

**Page 47**

Update hot spot travel to reflect only Ohio counties.

**Page 49**

Update hot spot travel to reflect only Ohio counties.

**Page 73**

Update hot spot travel to reflect only Ohio counties.

**Page 76**

Update hot spot travel to reflect only level 4 Ohio counties.

**Page 78**

Update hot spot travel to reflect only Ohio counties.

**Page 93**

Update hot spot travel to reflect only Ohio counties.

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# HOCKING COLLEGE

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