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TASKFORCE MEMBERS

Dr. Dana Young, President

Co-Chairs
Eddie Alves, Vice President of Academic Affairs
Anne-Marie Kelso, Esq., Director of Legal and Human Resources

Members
Shirley Haidle, Vice President of Administrative Services,
Brad Hammond, Vice President of Student Services
Abby Lee, Associate Vice President of Marketing
David Koehler, Dean of Career and Technical Education
Scott Carpenter, Director of Information Technology
Arwyn Larson, Faculty Member (Science)
Sandy Porter, Faculty Member (Agriculture)
Amber Smith, Faculty Member (Nursing)
Travis McFetridge, Director of Admissions and Student Success, Title IX & Clery Coordinator
Carol Buttice, Director of Advising Services
Kristine Needs, Director of Residence Life & Student Conduct
Lori Delehant, Custodial Coordinator
Hannah Berger, ASG President

COVID OFFICER

Anne-Marie Kelso, Director of Legal and Human Resources, shall be the College COVID Officer. Her office is located in the Performing Arts Center in Room 105 and she can be reached at (541) 881-5838 or akelso@tvcc.cc.

Any person who has a complaint regarding compliance with this plan shall follow the complaint process set forth in TVCC Policy GBM, Appendix 1. Other processes relating to students and faculty are set forth in the Failure to Comply section.

GOALS AND CONSIDERATIONS

The goal of the Resumption Plan is to carefully and safely restore all TVCC services to a level equal to or better than the pre COVID-19 pandemic, which stopped all face-to-face instruction and services.
This Resumption Plan shall be the operational plan that addresses how the institution is meeting the requirements of the rules and regulations of the State of Oregon and the Higher Education Coordinating Commission guidance. The Resumption plan is written with the following goals and considerations in mind:

- TVCC will work toward offering all or most classes as “live” classes for the 2020-21 year with strict social distancing as required by the Center for Disease Control and Oregon Health Authority.
- TVCC understands that if the spread of disease becomes more widespread, the College may need to return to offering all classes virtually with little advance notice. ALL STAFF, INSTRUCTORS, AND STUDENTS NEED TO BE PREPARED.
- The College will determine how to offer the maximum number of courses while still observing the social distancing guidelines of the Center for Disease Control (CDC) and Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC).
- The College may add a “Zoom” or “Virtual” designation for courses. Virtual classes will be scheduled for a certain day and time but will be delivered via Zoom or other electronic means.
- The College may offer an option where classes are opened up for more students to join virtually, subject to instructor approval and available technology.
- The College will offer live labs while observing social distancing and other means to prevent the spread of communicable disease.
- The College will continue to follow the current policy for student withdrawal from classes.
- The College must be flexible in responding to new information, and staff must be willing to refine approaches when specific policies or practices are not working.
- It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the College and throughout the community and done with close communication with state and/or local public health authorities and recognizing the differences between Colleges and service districts, including urban, suburban, and rural districts.
- The residence hall recirculates outside air every 24 hours, and each suite has its own system and is isolated from the other suite systems and the building system. An ionization purification system will be installed, which will cover all of the building common areas, including the conference room and laundry room. A similar system will be installed in the dining hall.
- The Science Center is installed with fresh air intake. All other buildings will continue to be subject to regular maintenance and frequent filter changes. In older buildings, such as Barber Hall, windows can be opened to allow outdoor air.
COLLEGE FACTS

Treasure Valley Community College is a comprehensive community college dedicated to promoting student success. The College was founded in 1962 and sits on approximately 90 acres. Buildings and outdoor sites on the TVCC campus are:

1. Student Services Center  
2. Performing Arts Center  
3. Weese Building  
4. Barber Hall  
5. Laura Moore Cunningham Science Center  
6. Vo-Tech Building  
7. Tech Lab  
8. Oregon Trail Building  
9. Workforce Training Center  
10. Art Building  
11. Albertson Building & SBDC  
12. Physical Plant & Print Shop  
13. Residence Hall  
14. John J. Easly Memorial Gymnasium  
15. Tennis Courts  
16. Elks Memorial Baseball Field  
17. Ore-Ida Regional Activities Center  
18. Oregon Readiness Center  
19. Sonny Hansen Livestock Center  
20. Automated & Control System

The College has satellite centers in Caldwell and Burns and provides correctional education at the Snake River Correctional Institute and Warner Creek Correctional Facility. In addition, the College leases the welding lab from Ontario High School. The rules, requirements and protocols contained in this document shall apply to all TVCC properties, both owned and leased.

TVCC had 1745 credit students enrolled during the Spring term 19-20 and has, as of August 10, 2020, 869 students enrolled for the Fall 20-21 term, totaling 15,584 and 9669 (to date) credits, respectively. Treasure Valley Community College employs approximately 170 full time employees and up to 200 additional part time employees at any given time.

DEFINITIONS

Face covering shall include any face shields. A face covering may be made of reusable cloth or disposable material.
Minimum PPE shall mean a face covering.

Staff shall refer to all employees of the college. Faculty or instructor refers to full time and adjunct faculty personnel.

OHA: Oregon Health Authority

MCHD: Malheur County Health Department

HECC: Higher Education Coordinating Commission

CDC: Center for Disease Control

Quarantine Period: The quarantine period for people who have been exposed to COVID-19 is fourteen (14) days from the last contact with the COVID positive person. The fourteen (14) days is required even if the exposed person obtains a negative COVID-19 test.

Isolation Period: The isolation period for people who have tested positive for COVID-19 is ten (10) days from the start of symptoms or, for people who are asymptomatic, ten (10) days from the test date.
REQUIREMENTS APPLICABLE TO ALL STAFF, STUDENTS AND GUESTS

1. **All staff who are on campus will be required to wear face coverings when not in an office.** An office is defined as a single-person room with a closable door. Staff shall wear a face covering whenever they are visible to the public. If a person’s work area is always visible to the public, the person shall wear a face covering during the entirety of their day even if a physical barrier separates an employee from others.

2. **Guests and students will be required to wear face coverings anytime they are on campus.** Free disposable face coverings will be available the first week of each term during the 2020-2021 year. This will be extended if necessary. Individual faculty members may require additional measures in their classes with the approval of the Vice President of Academic Affairs.

3. Face coverings shall be worn outdoors while on campus when physical distancing is not possible.

4. Six-foot distancing shall be maintained at all times to the extent possible.

5. All non-faculty staff will return to campus by September 15, 2020 unless ordered otherwise by the State of Oregon or unless the College determines a later return date is appropriate. Faculty shall return when classes begin.

6. TVCC staff, students and guests will, at all times, follow CDC and/or OHA and/or HECC guidelines and recommendations for wearing of face coverings if modified from the above standards.

7. TVCC staff, students and guests will, at all times, follow CDC and/or OHA and/or HECC guidelines and recommendations for social distancing.

8. Students entering the Student Services Center may be accompanied by no more than one other person.

9. A student needing face-to-face assistance from IT may enter the IT building with a face covering but may not bring any guests.

10. Signs in English and Spanish regarding social distancing, face coverings and the maximum allowed number of people in Student Services and IT are posted and will remain posted and placed on sandwich boards by the parking lots. The signage shall be updated any time the CDC and/or OHA changes already posted recommendations.

11. All campus buildings will remain unlocked during regular business hours. However, signs shall be posted that the buildings are not open to the public.

12. Security Staff shall be advised NOT to let anyone into locked buildings. Only staff who are scheduled to work in a building may be allowed entrance.

13. Campus tours shall be limited to ten (10) people. Everyone participating shall wear a face covering.

14. No employee shall, absent the express written permission of the supervising Vice President or President, travel for College Business.
15. TVCC-related events are permitted only with the approval of the supervising Vice President, after consultation with the COVID officer. Approval or denial will be based upon current conditions in Malheur County and the State, the current regulations, laws, and guidance, the number of the people in attendance, whether the event is indoors or outdoors, and the room to be used. Other factors may be considered as necessary.

16. TVCC staff, students and guests shall
   a. Self-monitor for the following symptoms or combination of symptoms:
      i. Cough
      ii. Shortness of breath or difficulty breathing
         Or at least two of these symptoms:
      iii. Fever (100.4°F or higher)
      iv. Chills
      v. Repeated shaking with chills
      vi. Muscle pain
      vii. Headache
      viii. Sore throat
      ix. New loss of taste or smell
   b. Individuals with symptoms identified in (a) above shall begin isolation and follow CDC, OHA or MCHD guidelines or direction of their doctor before returning to campus.

17. Any staff or student who tests positive for COVID-19 shall immediately alert TVCC and the Malheur County Health Department or Southwest District Health. A person with a positive COVID-19 test shall self-isolate and shall, under no circumstances, return to campus until it is medically advisable to do so.

TVCC has commissioned the installation of several acrylic glass barriers. The student services center, library, dining hall, switchboard, Academic Affairs Department assistants, Bookstore and IT will have the barriers. More will be added as necessary.

**Exception to Face Covering Requirement**

Students who cannot wear face coverings due to a medical issue should be referred to Disability Services to request an accommodation. Staff or guests should be referred to the Legal and Human Resources Department. Accommodation requests shall be decided pursuant to law. Exceptions will comply with OHA Higher Education Guidelines.
FAILRE TO COMPLY

If a person fails to comply with the face covering or social distancing requirements and refuses to leave campus after failing to comply, staff should attempt to offer a reasonable alternative to the person. However, if the person continues to refuse to comply, security should be called to assist. Security shall notify the person that they must leave campus if they refuse to comply with the face covering and/or social distancing requirement. If security is unable to reason with the person, the security officer shall call the police and request the person be trespassed.

If an employee or student fails or refuses to comply with the face covering and/or social distancing requirement, absent a reasonable medical excuse, the following shall occur:

a. An employee may be disciplined or dismissed from employment for intentionally or willfully refusing to wear a face covering as outlined herein. An employee may request an alternative to wearing a cloth face covering pursuant to the Americans with Disabilities Act. Faculty discipline and dismissal shall be handled in accordance with the Collective Bargaining Agreement.

b. A student or guest without a face covering will be notified of the requirement. A student or guest may request an alternative to wearing a cloth face covering pursuant to the Americans with Disabilities Act as set forth herein. A person who continues to refuse shall be referred to security personnel and shall be asked to leave campus. Security may call law enforcement to assist in trespassing a person from campus, if necessary.

c. If a student refuses to comply and does not present an Accommodation Letter from Disability Services, instructors or staff shall follow the regular student discipline policy. For immediate assistance, security should be called. No student should be permitted to remain in class in violation of the face covering without approved accommodations and/or in violation of social distancing rules.
CLEANING PROTOCOLS AND CLEANLINESS GUIDELINES

The College will be engaging in enhanced cleaning protocols.

1. Hand sanitizer shall be available in every classroom. The College installed touchless hand sanitizers throughout campus in the spring of 2020 and they shall remain stocked at all times.

2. All staff is expected to clean their personal areas when they arrive at work and prior to leaving work.

3. The custodial staff shall document their daily cleaning. In addition, clipboards will be placed in the classrooms and faculty will note by initialing after each class whether the room was cleaned by the students and instructor as set forth in “Academic Affairs, General Classroom” below. Clipboards will be placed in other rooms and buildings as necessary for custodians and other staff to initial.

4. The physical plant shall ensure toilet seat covers, soap, hand sanitizer, disinfecting wipes and/or cleaning spray is available for use by employees, students and guests.

5. The water fountains shall be blocked from usage. The water bottle fillers shall remain open. Clear signage and/or barriers will be placed on the water fountains.

6. The vending machines may be used. Hand sanitizer shall be placed nearby along with signage that states use before and after is required.

7. All furniture in the study areas at the Science Center and PAC will be removed to one area where it cannot be used. Barber Hall study areas will remain open.

8. Students will be required to clean their own desks, chairs and areas after classes. This will negate the need for the instructor or a custodian to have to do it after each class. Faculty need to allow 1-2 minutes at the end of class and need to inform students of this requirement on the first day of class. Computer labs and study areas will also need to be cleaned by the person(s) using it. Students should designate one person to spray and one person to wipe the tables and chairs within a certain area. Clipboards will be placed in the classrooms, and instructors will initial when the room has been sanitized. Clean cloths and receptacles for used cloths, along with spray bottles, will be placed in each classroom.

9. Faculty shall clean their area after each class, including the table/podium, keyboard, white board markers, and any other item touched. Signage and other communications shall be posted to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.
UPDATES AND AUTHORITIES

This plan is subject to change as guidelines and recommendations are updated. In the event of a change, the College will update the plan and make it available on the TVCC website. In addition, notifications of any change will be sent via email to the campus and community partners. The College is currently subject to several executive orders and must follow the recommendations of the Higher Education Coordinating Commission (HECC). HECC guidelines can be found here: https://www.oregon.gov/highered/about/Pages/COVID19.aspx

The College recognizes that State and/Local restrictions may change with little prior notice. If state or local regulation requires more than what this resumption plan requires, the College shall notify campus of the requirement and amend the plan to be consistent therewith. If this plan has contradictory rules or guidelines, the stricter rule shall be followed until the plan is amended.

The College will also work closely with the Malheur County Health Department (MCHD) and will refer to guidance from the Oregon Health Authority (OHA) and the Center for Disease Control (CDC). In addition, OSHA guidelines shall be adhered to at all times. OSHA is expected to release emergency guidelines on October 21, 2020. The OSHA rules can be found here: https://osha.oregon.gov/covid19/Pages/default.aspx

This plan may be modified without Board approval to ensure compliance with OHA, MCHD and HECC.
COMMUNICABLE DISEASE MANAGEMENT PLAN: COVID-19 ON CAMPUS

As testing increases and the number of positive cases in Malheur County and the State increases, it is anticipated that faculty, staff and/or students may be amongst those who test positive. In order to prepare for that eventuality, the following protocol is established:

I. COVID-19 Positive Student

If a student tests positive for the COVID-19 virus, the Student shall notify her/his instructor immediately and shall not attend any live class and shall not be present on campus. Once the isolation period has expired, as defined above, the student may return to live classes and campus.

Faculty are encouraged to make every reasonable effort to assist the affected student so he/she may complete the course. However, it shall be the decision of each faculty member if an adjustment shall be made and what the adjustment shall be, subject to the OSHA and/or HECC requirements. Faculty may consider recording lectures and posting the lecture on Canvas or allowing the student to attend virtually (subject to available technology).

Faculty shall immediately notify the Legal and Human Resources Department. Legal and HR will contact the student to determine if all protocols have been followed and identify who may have been exposed. The Public Information Officer (PIO) shall, to the extent possible, notify those who were potentially exposed and shall notify campus but shall not identify the student. Residence Hall students must abide by the residence hall policies set forth in this document.

II. COVID-19 Positive Faculty Member

If a faculty member tests positive for the COVID-19 virus, the faculty member shall notify the Legal and Human Resources Department immediately and shall not attend any live class and shall not be present on campus. Once the faculty member has completed the isolation period, as defined above, the faculty member may return to live classes and campus. Legal and HR will speak to the faculty member to determine if all protocols have been followed and identify who may have been exposed. The Public Information Officer (PIO) shall notify campus but shall not identify the faculty member.

If the faculty member is able to teach the class virtually while in the quarantine period, she/he may do so. If the faculty member is unable to teach the class virtually, the faculty member shall take sick leave or leave under the Families First Coronavirus Response Act and the Vice President of Academic Affairs shall attempt to arrange a substitute for the class.
III. **COVID-19 Positive Staff Member**

If a staff member tests positive for the COVID-19 virus, the staff member shall notify the Legal and Human Resources Department immediately and shall not be present on campus. Once the staff member completes the isolation period, as defined above, the staff member may return to campus. Legal and HR will contact the staff member to determine if all protocols have been followed and who may have been exposed. The Public Information Officer (PIO) shall notify campus but shall not identify the staff member.

If the staff member is able to work remotely during the quarantine/isolation period, she/he may do so. If the staff member is unable to work remotely, the staff member shall take sick leave or leave under the Families First Coronavirus Response Act or other leave as may be available.

IV. **Regular or Prolonged exposure to COVID-19 Positive Person**

If any person has been subject to regular or prolonged exposure to another person who tests positive, the exposed person shall notify the Legal and Human Resources Department immediately and shall not enter campus. Once the exposed person has completed the quarantine, as defined above, the person member may return to campus if they are not experiencing symptoms or have not tested positive for the virus. The 14-day isolation period shall begin on the date of the last exposure to the COVID-19 positive person.

The Malheur County Health Department defines prolonged exposure or close contact as “spending at least 15 minutes or more at during the course of a day within 6 feet of someone (family, friend, co-worker, acquaintance or someone you don’t know) with or without a face covering.”

Regular or prolonged exposure can also be defined as having routine contact with an COVID-19 positive person. These persons may include spouses, domestic partners and roommates.

Exposure consistent with this section may also be referred to as primary exposure.

V. **Other**

TVCC has an Emergency Plan that also addresses communicable diseases. The College, through the Director of Legal and Human Resources and/or the Public Information Officer, shall report a confirmed COVID-19 case to, and consult with, the Malheur County Health Department. The College shall obtain a recommendation on any cleaning and/or possible classroom or campus closure.
ACADEMIC AFFAIRS

I. Thanksgiving Break

To mitigate the infection rate, most classes will be virtual after the Thanksgiving break. Classes will continue as determined by the instructor, with approval of the VPAA. Instructors shall ensure the College is able to collect all FTE per the calculations and shall ensure an eleven (11) week term per the accreditation report.

II. Class Caps

The maximum people allowed in each classroom has been modified to ensure social distancing can be done. The new class caps are as follows:

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<tbody>
<tr>
<td><strong>Science Center</strong></td>
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<td><strong>Barber Hall:</strong></td>
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<td><strong>Oregon Trail</strong></td>
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<td><strong>Tech Lab</strong></td>
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<td><strong>Workforce Training</strong></td>
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<td>110</td>
<td>12</td>
<td>Aerobics</td>
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<tr>
<td>Green Room</td>
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<td>Weight Room <em>not open to the public</em></td>
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Registration for classes that will be held live will be limited to the above numbers unless the class is designated as a hybrid class as defined in this plan. If the class is a class with alternating attendance between virtual and live, registration will be permitted for double the above listed caps. If the College has the technology to allow additional students to attend virtually, registration will re-open for the classes with a virtual designation.

Due to the new class caps, the College will implement a waiting list for classes.

III. General Classroom

Students will be required to clean their own desks, chairs and areas after classes. This will negate the need for the instructor or a custodian to have to do it after each class. Faculty need to allow 1-2 minutes at the end of class and need to inform students of this requirement on the first day of class. Computer labs and study areas will also need to be cleaned by the person using it. Clipboards will be placed, and instructors will initial when the room has been sanitized. Cloths and receptacles will be placed in each classroom. Faculty shall ensure rosters are taken in each class. The rosters shall indicate the name of the students physically present in class.

Faculty shall clean their area, including the table/podium, keyboard, white board markers, and any other item touched.

Per request of the Malheur County Health Department and to aid in contact tracing, a list of persons who were in the room during class must be completed for each class.

Faculty members may hold virtual office hours.

IV. Science Labs

Students and lab instructors shall not attend a lab if they have:
   a. Underlying health conditions.
b. Been feeling unwell; or  
c. Been exposed to any communicable disease in the last fourteen (14) days.

Lecture: Students will be asked to sit in designated seats, in order to ensure the six (6) foot distancing requirements.

For the Lab:

a. Staff and students will wear face coverings and barrier gloves. Gloves will be discarded after each lab and fresh gloves used in subsequent labs. Face coverings should be either discarded or washed in hot water and appropriate cleansing solution (e.g., bleach, vinegar, detergent, etc.) after each usage.

b. If PPE interferes with the safe operation of the lab exercise, the instructor or student will make necessary corrections to ensure the safe outcome of the lab without jeopardizing the student or others.

Lab Responsibilities:

1. TVCC Faculty /Staff:
   a. Provide barrier gloves.
   b. Provide hand sanitizer inside lab spaces/classrooms.
   c. Maintain social distance recommendations.
   d. Use PPE during any activity within the lab.

2. Instructor / Lab Aids:
   a. Will ensure proper cleaning procedures and ensure PPE is used throughout the lab.

3. Lab Assistant:
   a. Clean facilities/equipment prior to operations daily (see opening/closing checklist).
   b. Sanitize interior and exterior lab doorknobs and sink handles.
   c. Use PPE during any activity within the lab.
   d. Maintain social distance recommendations.

4. Students
   a. Use PPE during any activity within the lab.
   b. Prior to conducting lab, clean area and equipment

Disinfecting sprays will **not** be used on lab equipment, such as microscopes, without instructor/lab assistant approval.
V. **Music**

Band and choir will be cancelled and/or postponed until Winter or Spring quarter or done virtually. One-on-one instruction is permitted in-person as long as all social distancing and face covering protocols are followed.

VI. **Aviation**

Students and flight instructors shall cancel (and/or NOT schedule) dual flight trainings and/or face-to-face ground trainings if they have:

a. Underlying health conditions.
b. Been feeling unwell; or
c. Been exposed to illness recently.

Prior to any TVCC dual flight training, flight instructors and students must Self-monitor for the following symptoms or combination of symptoms:

a. Cough
b. Shortness of breath or difficulty breathing
c. Fever (100.4°F or higher)
d. Chills
e. Repeated shaking with chills
f. Muscle pain
g. Headache
h. Sore throat
i. New loss of taste or smell

Individuals with symptoms identified in (a) above shall begin isolation and follow CDC guidelines or direction of their doctor about returning to training.

All staff and students must wear face coverings. Gloves are recommended, however, if they cause a safety issue or concern, they may not be worn. Gloves will be discarded after each flight and fresh gloves used on subsequent flights. Face coverings should be either discarded or washed in hot water and appropriate cleansing solution (e.g., bleach, vinegar, detergent, etc.) after each usage. Students and flight instructors will provide their own face coverings.

Each person must use their own headset. Headsets will no longer be available for sharing.

If PPE interferes with the safe operation of an aircraft, the certified flight instructor or solo student will make necessary corrections to ensure the safe outcome of the flight consistent with federal laws and regulations.

Flight instructors or students who test positive for COVID-19 will immediately alert TVCC
and Southwest District Health and/or Malheur County Health Department and shall not return to campus or flight labs until released by a doctor or upon expiration of the quarantine period.

Facilities

KEUL (Caldwell Airport) Flight Instructors and students will follow guidance from Silverhawk Aviation.

KONO (Ontario Airport) Students will use cleaning checklists available at the Modular Training Facility, aircraft hangar, and after-hours rest room.

Responsibilities

TVCC Staff (KONO (Ontario Airport)):
   a. Provide barrier gloves as needed.
   b. Provide hand sanitizer inside modular building and aircraft hangar.
   c. Maintain social distance recommendations.

Flight Instructors (KONO):
   a. Clean facilities/equipment prior to operations daily (see opening/closing checklist)
   b. Sanitize afterhours bathroom interior and exterior doorknobs, toilet and sink handles.
   c. Use PPE during flight and ground and pre/post discussion.
   d. Maintain social distance recommendations.

Flight Students
   a. Use PPE during flight and ground and pre/post discussion.
   b. Prior to flight, clean aircraft interior and exterior prior to use as outlined in the (KONO).

Equipment

KEUL. Students and instructors using Silverhawk Aviation equipment will follow Silverhawk guidance.

KONO. Fixed Wing students at KONO will use cleaning checklists available at the aircraft hangar.

Fueling. Prior to use, students may use gloves and wipe down the Fuel Truck/Fuel Stand (as appropriate), including:
   a. Exterior and Interior door handles
   b. Shift knob and steering wheel
   c. Ground clamp
   d. Fuel truck/fuel stand pump switch

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e. Fuel nozzle handle  
f. Fuel stand keypad and controls

Aircraft Cleaning:
a. Use wipes. Disinfecting sprays will not be used on aircraft instrument panels or interiors.  
b. KEUL. Students will follow guidance from Silverhawk Aviation.  
c. KONO. Students will use cleaning checklists available in the Aircraft.  

Dual Flight Instruction:
a. Certified flight instructors will ensure face coverings and/or gloves do not interfere with audio/comms or aircraft controls.  
b. Certified flight instructors will ensure proper cleaning procedures and PPE are used throughout flight.  

Solo Flight:
a. Face coverings are not required during solo flights.  
b. Student will ensure face coverings (if used) and gloves do not interfere with audio/comms or aircraft controls.  
c. Prior to solo, Certified flight instructors will ensure proper cleaning procedures and PPE is used.  

VII. CTE Labs

Lecture

Lecture shall be conducted as set forth above.  

Labs

All CTE Labs conducted indoors will follow the protocols and responsibilities listed for Science Labs set forth above. Any CTE Labs that involve bodily fluids will require the use of barrier gloves.

CTE Outdoor Field Work, Field Trips, or other activities conducted outdoors

The same protocols and responsibilities apply, with the following additions:
a. Instructors must ensure that all participants understand the safety protocols to limit the risk of transmission.  
b. Instructors must ensure that social distancing rules (36 square feet) are followed, and that any public spaces used are sanitized appropriately prior to their use.  

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c. Venues must be selected so that the outdoor space can accommodate the size of the participant group and the recommended 36 square feet per person guidelines, to decrease the risk of transmission.
d. Student group sizes must adhere to all applicable orders limiting gatherings.
e. Face coverings are required whenever social distancing cannot be followed outdoors.
f. Face coverings must be worn in compliance with state and local orders.
g. Students must sign a waiver form prior to attending off campus activities.
h. Any travel shall adhere to the following:
   i. All passengers and drivers must wear face coverings during the trip.
   ii. Seating must comply with social distancing.
   iii. Instructors must bring hand sanitizer, to be used by all participants prior to boarding any TVCC vehicles, including any additional stops (e.g., gas stations, restrooms, etc.).
   iv. Vehicles used for travel to venues must be sanitized at each destination.
   v. Instructors will attempt to identify venues that are closer to campus, to limit the amount of time spent within vehicles.
   vi. Students may opt to provide their own travel arrangements.
   vii. Students who are uncomfortable attending outdoor activities should contact their instructor to discuss alternatives.

VIII. TVCC Center for Business, Workforce & Community Learning

Students and CBWCL instructors shall not attend if they have:
   a. Underlying health conditions.
   b. Been feeling unwell; or
   c. Been exposed to any communicable disease in the last fourteen (14) days.

Responsibilities

1. TVCC CBWCL Staff:
   a. Provide barrier gloves.
   b. Provide hand sanitizer inside classroom and lab settings.
   c. Maintain social distance recommendations.

2. CBWCL Instructors:
   a. Clean facilities/equipment prior to operations daily (see opening/closing checklist).
   b. Sanitize afterhours bathroom interior and exterior doorknobs, toilet and sink handles.
   c. Use PPE during classroom sessions.
   d. Maintain social distance recommendations.
3. CBWCL Students
   a. Use PPE while in classroom and follow TVCC guidance on cleaning and PPE use.

   **Facilities**

   1. Instructor will use provided disinfecting products to clean desktops used during classroom session.
   2. Students will use provided cleaning products to disinfect doorknobs, toilet and sink handles after use.

IX. **Library**

Students and Staff should remain isolated, and shall not come to the library or campus if they have:
   a. Underlying health conditions.
   b. Been feeling unwell; or
   c. Been exposed to illness recently.

   **Check Out**

   Public patrons and Students can check out books two ways:

   a. If they have access to a computer from outside the Library, they can put the books on hold, and then come to pick them up at the Library. Library staff will place them in reserve for them.
   b. If the patron does not have computer access, they can call into the library and let us know what books they need. Library staff will place them in reserve for them and again, the patron can pick them up at the Library.

   Once the books have been requested, the Library staff will gather the books, place them on the reserve cart. When the patron or student arrives, the Library staff will check them out.

   **Pick-up**

   Public patrons and Students can check out books two ways:

   a. If they have access to a computer from outside the Library, they can put the books on hold, and then come to pick them up at the Library. Library staff will place them in reserve for them.
b. If the patron does not have computer access, they can call into the library and let us know what books they need. Library staff will place them in reserve for them and again, the patron can pick them up at the Library.

Once the books have been requested, the Library staff will gather the books, place them on the reserve cart. When the patron or student arrives, the Library staff will check them out.

**Drop Off**

All books are returned in the drop box in the parking lot. A library staff member, wearing PPE will retrieve and clean the materials, prior to returning them to their location in the library.

**Equipment**

Computer use is for students only. Once a student uses the equipment, a library staff member, wearing appropriate PPE, uses wipes to clean the computers, Disinfecting sprays will not be used on equipment, without IT approval.

X. **Rodeo**

The Head Coach will monitor and assist in applying these guidelines. All Student Athletes will receive updated safety and health education/reminders via text, signage, and public announcements.

Individuals shall not congregate in large groups. Family pods must be at least six feet from another family.

New student check-in shall be done in the Rodeo Coach’s office to provide at least six-foot distancing. One student shall be allowed in at a time. Rodeo Coach and students shall wear a covering over the nose and mouth while meeting with all incoming students in any office setting.

The Rodeo Coach will provide sanitizing cleaning products and/or sanitize entry and exit points of rodeo coach’s office regularly, and before and after each student visit.

Should a rodeo team member or other rodeo participant test positive for COVID-19, the team, coach, and other participants shall quarantine for 14 days before resumption of rodeo activities.

Hand sanitizing stations will be present at rough stock and timed event chutes, and stalls.
Practice and Meeting Rules
a. No public will be allowed during scheduled practices. Admission to grounds will be limited to coaches, student athletes, and approved TVCC personnel only. No exceptions.
b. No extra socialization activities will be allowed before or after rodeo activities by the team.
c. No additional side competitions will be allowed before or after scheduled practice.
d. All rodeo practices and meetings will be held outdoors so we can maintain social distancing.

Rough Stock Practice
a. Six feet of social distancing for rough stock contestants and stock contractors is required for practice. In situations where the six feet of distancing cannot be met, individuals must wear a face covering.
b. The back of the bucking chutes is limited to essential personnel only.
c. Non-essential practice personnel are not permitted in and around the chutes.
d. Essential personnel include, but are not be limited to, Coach, contestant, helper, flank man, gate men, and neck rope man.
e. All chute personnel must wear a face covering; the rider may remove their face covering before they call for the animal.
f. Each Student athlete shall be allowed one helper who is responsible for safety and rope or equipment pulling.
g. As soon as a contestant’s animal is loaded into the bucking chute, he/she and his helper should be on the chute.
h. Pick-up men and bullfighters shall have ready access to disinfectant spray and/or wipes during riding events to wipe themselves and anything touched as necessary.
i. At the end of practice rough stock contestants will all exit from behind the chutes and wash and sanitize hands.

Timed Events Practice
a. Student athletes in the arena must maintain six (6) feet of distance at all time while hazing cattle.
b. Contestants shall not congregate in groups larger than 10 people and must follow social distancing guidelines.
c. All Student athletes must practice safe distancing and line up accordingly.
d. Students shall not have their horses side-by-side unless a safe distance can be maintained.
e. Student athletes are allowed in the timed-event boxes along with Coach, and hazer. Any students (not mounted) must maintain social distancing.
f. Goat tiers will untie their own string.
g. Calves will be untied by rodeo Students and coaches who will practice hand hygiene by wearing gloves and using disinfectant cleaning products.
Travel

a. Students must sign a waiver form prior to attending activities off-campus.
b. Students may opt to provide their own travel arrangements. If multiple students ride together, all passengers and drivers must wear face coverings, following prior guidance listed within this document.
c. Instructors must bring hand sanitizer, to be used by all participants prior to boarding any TVCC vehicles, to and from destinations, and including any additional stops (e.g., gas stations, restrooms, etc.).
d. Vehicles used for travel to venues must be sanitized at each destination.
e. Students who are uncomfortable attending outdoor activities should contact their Coach to discuss alternatives.
STUDENT SERVICES

Students and Staff shall not come to the Student Services Center if they have:
   a. Underlying health conditions
   b. Been feeling unwell; or
   c. Been exposed to illness recently

I. Student Service Center

   In general, with Social Distancing, TVCC’s Student Services Center can only accommodate 9-10 people. If all staff, student and guests wear a face covering, 15-20 people may be allowed in the center. All individuals in the center’s lobby will be required to wear a face covering.

   Frontline Staff (Enrollment Specialists)

   Enrollment Specialists (or others assigned to the frontline) will wear face coverings at all times. A sneeze guard will be installed on or before September 1, 2020. The front counter and lobby chairs will be sanitized throughout the day each working day by an Enrollment Specialist or other staff member.

   Forms and Documents

   Registration forms and documents will be filled out using a clipboard which will be sanitized by a staff member after each use. Hand sanitizer will be available at the front counter for Enrollment Specialists, staff, and students to use during/after each visit.

   Student Service Center Doors

   SSC inside lobby doors and the two main doors leading to SSC offices will be unlocked and physically open during hours of operation. Self-dispensing hand sanitizer stations have been installed on the foyer walls for easy access.

   Student Service Center Kiosks

   Once a student uses the kiosk, a staff member, with appropriate PPE, will use wipes to sanitize the computers/mouse. Disinfecting sprays will not be used on IT equipment, without IT approval.
In-Person Advising Appointments

In-person advising appointments held in SSC advising offices will be limited to one student and a guest. All parties will be required to wear a face covering during the appointment. Students will be asked to use a clipboard and paper registration forms to register for classes. Clipboards and chair armrests will be sanitized by the advisor after each use. Hand sanitizer will be available at each advisor’s desk for students, guests, and advisors to use during/after each appointment.

SSC Individual Offices and Cubicles

Staff members engaging with students, instructors, staff, and the public shall wear a face covering.

II. Residence Halls and Dining

Residence Halls

Resident density will be reduced by up to 20% with half of all double bedrooms being designated as single bedrooms and with the reserved isolation suites.

Residence Life will ensure all students abide by physical distancing requirements. Occupancy Limits are posted in all common areas of the residence hall and the furniture is reconfigured to ensure social distancing requirements are met.

Move-In days and times will be scheduled with specific times for arrival to eliminate crowding. Residents will be asked to limit the number of family members coming with them for move in day.

After move-in day, residents will not be permitted to have any guests in the residence halls.

Residence Life Orientation will be changed to fall within group guidelines. Multiple orientations will be scheduled to ensure social distancing is observed and residents remain with their room cohort.

The following will be adhered to in the residence halls:

a. All suites will be given a starter cleaning kit
b. The College will provide enhanced cleaning and post cleaning guidelines which include having hand sanitizer available for residents in all common area spaces and by entrances and exits.
c. Resident density will be reduced and reserve isolation suites for those sick or potentially infected will be maintained.
d. No more than two students shall share a room and there shall be at least sixty-four (64) square feet of room per resident.
e. Face coverings will be required in common areas.
f. All residents will abide by the Isolation Containment Plan, which is available in the residence life office.

Events will be only be held when it is considered safe and will keep within the current social distancing guidelines and include additional cleaning measures.

Resident Aids shall ensure that:

a. Shared areas and commonly touched surfaces in common areas will be cleaned daily.
b. Cleaning recommendations will be posted in all suites along with a suggested cleaning chart.
c. Cleaning & Sanitization supplies will be available in the office for check-out by residents and that All items checked out of the office will be sanitized by staff prior to check out and upon return.
d. Cleaner will be provided in the laundry room for residents to disinfect between uses.

**Thanksgiving Break**

A large portion of TVCC residents leave during the Thanksgiving break. The residence hall will remain open for Thanksgiving break and all of fall term. If a student leaves for Thanksgiving Break, they will not be permitted to return until the start of the winter term. However, if a student must return due to extenuating circumstances and the return is approved by the Housing Department, they will be required to quarantine in their room for 14 days.

**Dining Hall**

The dining hall will be open to residents, students, staff, and faculty only. All sit-down dining will be reserved for residents with the exception of one table which shall be reserved for non-resident use. TO-GO meals will always be offered and encouraged. The dining hall shall be arranged so students are consistently and constantly socially distanced from one another. Excess chairs and tables will be removed from Rooms 109 and 110 to ensure students remain socially distanced.
Weese 110 will be reserved for the dining hall to ensure additional space is available for social distancing. Seating will be limited to three people per table with a minimum of six feet apart. There will be no self-serve items. All items will be served by Sodexo Staff with the addition of a new station where previously self-serve items will be offered by staff (i.e., salad bar, soup, dessert, beverages, brunch bar items).

Social Distancing markers will be on the floor for waiting in line and to direct traffic. TVCC dining staff will ensure cleaning guidelines and protocols have been posted. Increased staffing and regular sanitizing of dining tables and surfaces during and after service hours will be provided. Sanitizing stations will be inside and outside the dining hall.

III. Testing Center and Disability Services

The TVCC Testing Center can accommodate 10 testing stations at one time with social distancing. Additionally, the Disability Services Resource Room, can accommodate up to three computer stations with a maximum of five individuals at one given time.

Test Requests

Test Sessions will need to be pre-scheduled with Testing Center Staff via phone or email. If a student walks in, general college guidance will be acknowledged with PPE and Social Distancing and a session will be scheduled for a future time and/or date, unless space is available per guidelines.

Check-In

Students with a scheduled testing session shall enter the TVCC Success Center and proceed to the Testing Center Office for check in with the following measures in place.

a. The lockers have been reduced to usage of every other locker.
b. Distancing floor squares have been placed for spacing if students need to wait for assistance.
c. Individual Check-In clipboards will be provided for intake and cleaned after usage.
d. Students will be required to wear face coverings while taking tests.

Testing

With Social Distancing, the TVCC Testing Center can accommodate 10 Testing Sessions at one particular time.
Students will be checked into their exam by Testing Center staff with appropriate PPE and the test will be administered. Upon completion of the session, staff will clean and wipe down each workstation after usage and will clean the storage locker handles and locks after each use.

**Disability Services/Accommodation Plans**

No walk-in appointments will be available. Students must request a meeting via phone or email with the Disability Services Coordinator.

PPE will be utilized by the staff member and the attendee, unless the student’s disability prevents them from doing so. *If the student’s disability prevents them from wearing PPE (with supporting medical documentation), alternative options will be discussed with the Disability Services Coordinator.*

**Disability Services Tutoring and Testing**

No walk-in appointments will be available. Students must request a meeting time or study session time via phone or email with Disability Services Tutors/Test Proctors.

PPE will be utilized by staff and students during these study session times.

Whenever possible tutoring will be done via Zoom.

**Equipment**

Once a student uses the equipment and workstations in the Success Center, a staff member, with appropriate PPE, uses wipes to clean the computers. Disinfecting sprays will not be used on IT equipment, without IT approval.

**IV. Athletics**

In a combined effort with student athletes and athletic department personnel, TVCC will implement a “return to competition” protocol that will consist of CDC, Malheur County Health Department, and Northwest Athletic Conference (NWAC) guidance. There will be limitations and/or restrictions to locker rooms, team rooms, the training room, weight and cardio rooms, batting cages, gym and other common areas where social distancing is more difficult.
1. All student athletes and athletic department personnel must complete a COVID-19 course designed to educate on practices that reduce the spread of the virus.

2. TVCC Athletics will follow the recommended color-phased approach for return to competition outlined by the NWAC (see NWAC 2020-2021 COVID-19 Guidelines for Return to Play, Appendix 2).

NWAC Requirements

- Provide a list of our TVCC COVID-19 TEAM.
- Name a COVID-19 Liaison to work between NWAC and TVCC Administration.
- Authority from local health authority- following state and local guidelines
- Plan for sanitization, acquiring PPE’s, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student athletes, staff, and coaches.
- Game management plan.

Facility Usage

- Regularly scheduled cleaning/sanitization.
- Must be scheduled to limit numbers and meet social distancing guidelines.

Coaches

- Complete Covid-19 Education Course
- Complete a symptoms checklist prior to arriving on campus
- Temperature check (self)
- Verify each student athlete has completed a symptoms checklist prior to any individual workout, practice, or in-person meeting.
- Temperature check each student athlete prior to any individual workout, practice, or in-person meeting.
- Wash/sanitize hands before and after each class/practice session
- Sanitize all equipment (bats, balls, benches, weights, etc.) before and after each class/practice session
- Wear face coverings during practice and enforce face covering wearing by athletes when they are not involved in a practice/class activity or drill (i.e. out of a drill/on the sideline).
- Virtual meetings instead of in-person whenever possible.
- Strictly adhere to NWAC colored-phase approach to practicing and competition
- Immediately notify supervisor if tested positive for COVID-19

Athletic Trainers
a. Complete Covid-19 Education Course
b. Complete a symptoms checklist prior to arriving on campus
c. Temperature check (self)
d. Assist coaching staff with symptom/temperature check.
e. Develop a regular sanitization schedule of all training room equipment
f. Require anyone entering training room to wash/sanitize hands and wear a face covering.
g. Restrict training room occupancy to only 3 people at one time.
h. Immediately notify supervisor if tested positive for COVID-19

**Athletic Department Personnel - AD/Secretary**

a. Complete Covid-19 Education Course
b. Complete a daily symptoms checklist prior to arriving on campus
c. Temperature check (self)
d. Verify all athletic department personnel have completed a daily symptoms/temperature check
e. Provide PPE for all coaches to distribute to athletes and staff.
f. Conduct virtual vs In-person Meetings to the extent possible
g. Ensure coaches are emphasizing the proper use of PPE and social distance (6 ft apart)
h. Immediately notify supervisor if tested positive for COVID-19

**Game Management/Work Grant/Work Study Personnel**

a. Complete Covid-19 Education Course
b. Complete a symptoms checklist prior to any individual workout, practice, or in-person meeting.
c. Temperature check (self)
d. Wash/Sanitize hands before and after each work session.
e. Wear face coverings where required.
f. Practice social distancing (maintain 6 feet of distance from others)

**Student Athletes**

a. Complete Covid-19 Education Course
b. Complete a symptoms checklist prior to any individual workout, practice, or in-person meeting.
c. Temperature check
d. Wash/sanitize hands before and after each class/practice session
e. Prohibit sharing of personal items (towels, water bottles, etc) to reduce potential spread.
f. Wear face coverings as required by coaches/Athletic department personnel
g. Immediately notify coach if tested positive for COVID-19
Positive COVID-19 Test
a. Notification to TVCC Administration and NWAC
b. Require isolation of infected individual
c. Quarantine close contacts- team members, roommates, etc.
d. Assist with contact tracing to the extent possible

Travel
a. A waiver must be signed by all persons traveling to off campus team activities
b. Sanitizer will be provided during all off-campus team travel.
c. Student athletes who are uncomfortable traveling off-campus should contact their coach.
d. Off-campus travel will be limited based on the destination’s state/county health guidelines.
e. Limited overnight stays- must be approved by College Presidents of both institution and the NWAC Executive Board.
f. When traveling and especially when entering public places, team members will wear a face covering, practice social distance and utilize handwashing/sanitizing as recommended by the local health authority.

V. Associated Student Government (ASG)

The Associated Student Government and staff ensure:
a. All students will wear a face covering and/or practice social distancing recommendations when visiting office spaces. All individuals in the Student Government office, Student Activities office, or Clubs Center will be required to wear a face covering.
b. Conduct enhanced cleaning in all office spaces, including but not limited to the Student Government Office, Student Activities Office, and Clubs Center.
   1. Provide hand sanitizer at the entrance of each office at all times.
   2. Provide sanitizing cleaning products for desk and common areas as all times
   3. Post up to date COVID-19 recommendations.
   4. Require all office spaces and supplies to be properly sanitized after each use.
c. ASG officers will also have staggered office hours to minimize individuals in each office at the same time.
VI. Student Events and Activities

The Student Programs Department will conduct only virtual, small-scale, or grab-and-go events through November 20, 2020. On or after November 20, the College will reevaluate local, state, and CDC COVID-19 recommendations and requirements to plan for future events or activities. An Event Management Committee will also be established prior to conducting in-person events to ensure all protocols and recommendations will take place.

Pre-Event/Activity Protocols

ASG students and staff shall:

a. Identify appropriate rooms, buildings, or outdoor space for events or activities where local and state directives can be followed.
   i. No more than 10 individuals in an indoor space at one time (including ASG staff and students)
   ii. No more than 25 individuals in an outdoor space at one time (including ASG staff and students)

b. Ensure students wear face coverings while attending all indoor events. Students will be required to wear a face covering while attending outdoor events if social distancing measures cannot be followed. Events shall take place outdoors as long as weather permits. Select events will also be in at least two locations on campus to allow for more student participation while still following COVID-19 protocols. ASG students will staff each location accordingly.

c. Properly sanitize event locations prior to start time.

d. Display accurate and up to date COVID-19 signage.

e. Only conduct events during business hours (8:00am-5:00pm) through November 20, 2020 to ensure that all COVID-19 protocols are followed.

f. Require an RSVP from students in order to participate.

ASG staff shall:

a. Inform all attendees via email about the following prior to the event
   i. Check in procedures
   ii. PPE requirements
   iii. Social distancing protocols
   iv. Food distribution procedures (if appropriate)
**During Event/Activity Protocols**

Event locations:

a. All events will take place away from building entrances and exits to minimize congestion
b. One-way aisles or hallways will be created when indoor events are conducted
c. All indoor event locations will be properly sanitized prior to event date. This includes but is not limited to tables, chairs, computers, supplies, etc.

Check in:

a. Social distancing squares will be displayed at all small-scale or grab and go events. Selects events will have two lines for check in, including two sets of social distancing squares.
b. Accurate and up to date COVID-19 signage will be displayed at each check in station. Required PPE and expected behavior will also be displayed.
c. Hand sanitizer will always be provided at each check in station.
d. Student Programs will provide a face covering to students who do not have one.
e. Students will check in at each event using a sanitized clipboard and pen. Clipboards and pens will be sanitized between each use.
f. All ASG students and staff will be required to wear appropriate PPE when staffing the check in tables.

Handouts, Brochures, and Grab and Go Items:

a. Select events will require students to utilize handouts or brochures.
   i. ASG staff will email all handouts or brochures prior to the event date.
   ii. Extra handouts or brochures will be available at events for individuals that attend without them.
   iii. ASG students or staff will distribute handouts or brochures while wearing face coverings and gloves.
b. All Grab and Go events will include pre-packaged and secured items
   i. Items will be properly sanitized by ASG students prior to event date
   ii. ASG students or staff will distribute grab and go items while wearing face coverings and gloves.

Food and Drink (if appropriate):

a. Food and/or drinks will be available at events only if it is safe to do so.
b. Food and/or drinks will be pre-packed items only.
c. Items will be distributed by ASG students or staff while wearing face coverings and gloves
d. Students may be asked to pick up their own food and/or drink if appropriate

Other Considerations:
a. The Student Programs department is implementing Social Distancing Ambassadors for all events for the 2020-2021 school year
   i. Students will ensure that all event attendees are following social distancing recommendations, local and state directives, and TVCC COVID-19 protocols at all times
   ii. TVCC Security will be asked to attend each Student Program sponsored event to assist with crowd management and social distancing measures
b. Seating Arrangements
   iii. Seating at events will only be offered if it is applicable, and if social distancing and other COVID-19 recommendations can be followed
       - Reduced table capacities will be applied in this situation
c. Supplies and Technology
   iv. All supplies and technology used for events will be properly sanitized before, during, and after events
d. Speakers and Performers
   v. Speakers or performers will only be allowed on campus if the performance can follow COVID-19 protocols and TVCC directives
      - Speakers or performers will be required to wear a face covering and other PPE when performing
      - Speakers or performers will be required to supply their own transportation to and from campus

**After Event/Activity Protocols**

ASG students and staff shall:
a. Properly clean and sanitize each room, common area, or outdoor space where events take place. This includes all components of the room or space (tables, chairs, equipment, etc.)
b. Properly dispose of any one-time use equipment such as tablecloths, placemats, utensils, etc.
c. Ensure all Student Program owned equipment is properly sanitized and stored appropriately.
I. Business Office

The Business Office consists of the Vice President of Administrative Services, Comptroller, Assistant Comptroller and Accounts Receivable Business Manager. The employees generally work from their desks. Interaction between employees and guests will be as set forth in the general guidelines.

II. Bookstore

The Bookstore is located in Barber Hall and is approximately 1050 square feet. There are two (2) full time staff employed at the Bookstore and, from time-to-time, one part-time work study student.

Public patrons and students can obtain their textbooks and supplies in the store or via phone or online.

Store Visit

a. All customers and guests will be required to wear face coverings when inside the store. Staff shall wear a face covering when assisting customers.
b. The bookstore will have a maximum occupancy rate of ten (10) to ensure proper social distancing at all times.
c. The store will have marks on the floor telling customers where to wait in line.
d. The set-up in the store will be changed to allow for one-way traffic in the store (enter on the right and exit to the left) and arrows will be taped on the floor.
e. The check-out counter will have acrylic glass between the cashier and the customer.
f. Customers will be encouraged to use credit/debit cards when not using financial aid to pay for merchandise; however, cash/checks will be accepted to ensure our diverse clientele is able to purchase necessary books and supplies.
g. Credit card pin pads will be wiped after each use and the counter and anything else that may be touched by individuals will be wiped down after each use with disinfectant.
h. Hand sanitizers will be available for customers before and after they enter the store.
**Online/Phone Orders**

a. Orders may be placed online, phoned in, or e-mailed to the store.

b. These orders will be shipped to the students or be prepared for in-store pick-up.

c. In-store pick up will be placed in plastic bags and handed to the customer by staff.

d. Curb side pick-up will be available upon request.

**Returns**

Any returns will be placed in separate boxes and quarantined for three (3) days and will be thoroughly wiped down before being placed back on the shelf.

**III. Human Resources and Payroll**

Human Resources staff are separated by more than six feet. The director has a separate office. The floor in the payroll/human resources shared area will be marked for social distancing and barriers placed (if necessary) in order to ensure social distancing. No more than two additional people shall be permitted into the main office or the director’s office at one time.

Review of applicants will be done in shall be held in a room that accommodate social distancing. The HR staff will set up the room for social distancing before entry and will clean the room after each review. Interviews for employment will be scheduled via Zoom when possible. If in-person interviews are required, they will be held in a room that permits each person to remain six feet apart. HR staff will meet the applicant outside and provide a face covering to be worn. HR will provide a disposable bag to the interview chair and the interviewers’ notes will be placed in the bag for disposal. Interviewers will be required to provide their own pens and shall remove the pens when leaving the interview. HR staff will clean the interview room upon completion.

Payroll stubs must be provided to employees and TVCC does not utilize electronic stubs. Therefore, payroll will deliver the stubs to each department’s mail in Barber Hall for distribution or will mail the paystub. Supervisors should hand out the paystubs using a face covering and by placing the stub on the employee’s desk to avoid hand-to-hand contact.

If a document needs to be delivered, staff shall wear face coverings when handing out the document and shall place the document on the desk of the employee to ensure no hand-to-hand contact.

New employee orientation, if held live, shall be held in a room that accommodate social distancing. A clipboard will be used to hand papers back and forth and the clipboard will be sanitized after each use. A new pen shall be used, and the new employee shall keep or dispose of the pen. HR staff shall clean the room after use.
CALDWELL CENTER

General Guidance

1. TVCC Staff, Instructors, Tutors, Student Employees, and Students will follow CDC, Malheur County Health District and/or Southwest District Health recommendations for maintaining sanitary environments and adhering to social distancing standards, to the greatest extent possible. If Oregon has stricter requirements, then the Caldwell Center shall follow the Oregon rules, recommendations and/or laws.

2. TVCC Staff, Instructors, Tutors, Student Employees, and Students should remain isolated, and shall not come to the Caldwell Center if they have:
   a. Underlying health conditions.
   b. Been feeling unwell; or
   c. Been exposed to illness recently (within a two-week period).

3. Prior to entering the TVCC Caldwell Center, TVCC Staff, Instructors, Tutors, Student Employees, and Students must:
   a. Self-monitor for the following symptoms or combination of symptoms:
      i. Cough
      ii. Shortness of breath or difficulty breathing
      Or at least two of these symptoms:
      iii. Fever (100.4°F or higher)
      iv. Chills
      v. Repeated shaking with chills
      vi. Muscle pain
      vii. Headache
      viii. Sore throat
      ix. New loss of taste or smell
   b. Individuals with symptoms identified in 3(a) above should begin isolation and follow CDC, MCHD, and/or SWDH guidelines or direction of their doctor before returning to the TVCC Caldwell Center.

4. In order to enter and occupy the Caldwell Center Writing Lab, Math Lab, Testing Center, Computer Labs or other designated spaces at the TVCC Caldwell Center:
a. Students will be asked to sit in designated seats, in order to ensure 6-foot distancing requirements. Students will be required to wear face coverings at all times. TVCC Staff, Instructors, Tutors, Student Employees, and Students will provide their own face covering, except as may be set forth in the document.

b. If gloves are needed for any activity or campus operation, they will be discarded after use and fresh gloves will be used for any subsequent operations. Face coverings should be either discarded or washed in hot water and appropriate cleansing solution (e.g., bleach, vinegar, detergent, etc.) after each usage.

5. Any TVCC Staff, Instructors, Tutors, Student Employees, and Students who test positive for COVID-19 will immediately alert TVCC and Southwest District Health, and prepare for isolation, monitoring and contact tracing.

**Responsibilities**

1. TVCC Faculty/Staff, Tutors, and Student Employees:
   a. Provide hand sanitizer inside rooms used by TVCC Staff, Instructors, Tutors, Student Employees, and Students.
   b. Maintain social distance recommendations.

2. TVCC Staff, Instructors, Tutors, and Student Employees:
   a. Clean facilities/equipment prior to operations daily (see opening/closing checklist).
   b. Sanitize interior and exterior doorknobs and any surfaces used by TVCC Staff, Instructors, Tutors, Student Employees, and Students.
   c. Maintain social distance recommendations.

**Computer Equipment**

1. Use wipes. Disinfecting sprays will not be used on any equipment at the TVCC Caldwell Center, without TVCC Caldwell Center Staff approval.
GOVERNANCE COUNCILS AND COMMITTEE MEETINGS

Treasure Valley Community College has multiple Councils and Committees. Governance Councils are as follows:

**Academic Council** - (20 members)

**Executive Council** - (14 members)

**Administrative Services Council** - (13 members)

**Student Services Council** - (13 members)

Standing committees include Curriculum Committee, Diversity Committee, Planning and Budget Committee, Safety Committee, Student Success Committee, CARE team, Academic Leadership, Cultural Literacy Committee, Facilities Master Plan, Grants Committee, Housing Executive Committee, Institutional Effectiveness Committee, In-Service Committee, President’s Round Table, and Technology Committee. There are other committees that are formed when needed.

All meetings should be held via Zoom if practicable. However, all meetings where more than ten (10) people are invited shall be held via Zoom. If a meeting with less than ten (10) participants cannot reasonably be conducted via Zoom, the meeting shall be held in a room large enough to accommodate social distancing. The Committee chair shall arrange the room to ensure proper social distancing prior to the meeting. Arranging the room includes moving chairs and tables to make certain all members are no closer than six (6) feet. All people shall wear a face covering during any in-person meeting.
THIRD PARTY MEETINGS ON CAMPUS

During this time, use of campus facilities that are accessed by members of the community and are not affiliated or sanctioned by TVCC are closed. Facilities include use of any room or building or any athletic complex or field, including the gymnasium.
BOARD MEETINGS

Under Oregon law, all meetings of a governing board, subcommittees of a board and advisory committees of a board are subject to provisions of the Public Meetings Law, ORS 192.610 thru 192.710. This includes any state or local government board, commission, council, advisory group, committee or official subcommittee consisting of two or more members. This definition includes community college board of education meetings.

On April 15, 2020, Governor Kate Brown issued Executive Order 20-16 which stated in pertinent part:

“The governing body of a public body (as defined by ORS 192.610(3) and (4)) shall hold public meetings and hearings by telephone, video, or through some other electronic or virtual means, whenever possible. For all public meetings and hearings held by telephone, video, or through other electronic or virtual means, the public body shall make available a method by which the public can listen to or virtually attend the public meeting or hearing at the time it occurs, and the public body does not have to provide a physical space for the public to attend the meeting or hearing. This paragraph does not apply to executive sessions, as defined by ORS 192.610(2).” (emphasis added)

On September 1, 2020, Governor Brown rescinded the order and defaulted to HB 4212, passed in 2020. HB 4212 permits governing boards to meet virtually at their discretion and sets forth rules for said meeting.

TVCC elects to do a hybrid, which would permit in person or virtual attendance by board members. Any governing board member who prefers to attend in-person may do so. A Zoom link will be created for each meeting and board members may choose to attend virtually. The meeting shall be held in the Hanigan Boardroom and there shall be no more than fourteen (14) people in the boardroom at one time. Board Members, necessary staff, the President and members of the press may attend in person. If the number of in-person attendees exceeds fourteen (14), any Board Member, the President and the Recorder shall be permitted to attend in-person and the President shall decide who else may be physically present. All persons in attendance shall wear a face covering at all times. All other persons, including the public, shall attend virtually. Speakers may attend in-person, with prior approval, but shall count toward the fourteen (14) total allowance.
TVCC employees who are not members of any collective bargaining unit with an established grievance procedure should have an opportunity to present their work-related complaints and to appeal management decision through a dispute resolution or grievance procedure. TVCC will attempt to resolve promptly all complaints.

A "complaint" is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy or procedure by management, supervisors, or other employees; or a belief that TVCC policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee.

Complaints of Hazing, Harassment, Intimidation, or sex-based discrimination will follow Policy JFCF/GBNA AR.

Employees must notify TVCC, in a timely fashion, of any complaint considered appropriate for handling. The complaint procedure is the exclusive remedy for employees with complaints. As used in this regulation, the terms "timely fashion," "reasonable time" and "promptly" will mean 10 work days.

Employees are not to be penalized for proper use of the complaint procedure. However, it is not considered proper if the employee abuses the procedure by raising complaints in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising complaints that a reasonable person would judge to have no merit. The employee shall discuss the complaint informally with his/her supervisor promptly from the occurrence of the complaint. Informal discussion of the alleged complaint under this provision shall be a condition precedent to the filing of a written complaint under Step One herein. The employee may be accompanied by a neutral third party during this informal discussion and at any other step during the complaint process. For clarification, a neutral third party shall mean an "impartial person:"

1. Not working within the same department/division as the employee;
2. Having no vested interest in the outcome of the complaint; and
3. Mutually agreed to by the employee and supervisor.

Implementation of the complaint procedure by an employee does not limit the right of TVCC to proceed with any disciplinary action which is not in retaliation for the use of the complaint procedure.

The complaint procedure has a maximum of three steps, but complaints may be resolved at any step in the process. Complaints are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
Employees who feel they have a complaint should proceed as follows:

**Step One** - Promptly bring the complaint to the attention of the immediate supervisor in writing. The supervisor is to investigate the complaint, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the complaint and proposed resolution for file purposes. If the complaint involves the supervisor, then it is permissible to proceed directly to Step Two;

**Step Two** - Appeal the decision, in writing, to the appropriate administrator as defined by the College's current organizational chart, if dissatisfied with the supervisor's decision. The supervisor's version of the complaint and decision will then be submitted. The administrator will, in a timely fashion, confer with the appropriate parties, investigate the issues, and communicate a decision in writing to all the parties involved. If the complaint involves the supervising administrator, it is permissible to proceed directly to Step Three;

**Step Three** - Appeal an unsatisfactory administrative decision to the President. The timeliness requirement and procedures to be followed are the same as those in Step Two. The President will take the necessary steps to review and investigate the complaint and will then issue a written, final, and binding decision.

Final decisions on complaints will not be precedent-setting or binding on future complaints unless they are officially stated as TVCC policy. When appropriate, the decisions will be retroactive to the date of the employee's original complaint.

Information concerning an employee complaint is to be held in strict confidence. Supervisors, administrators, and other members of management who investigate a complaint are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

END OF POLICY

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**Legal Reference(s):**

ORS 341.290(2)
ORS 659A.199 to -659A.224

**OAR 589-008-0100(1)(i)**

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

**Cross Reference(s):**

GBMA - Whistleblower *
NWAC 2020-2021 COVID-19 Guidelines for Return to Play
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INTRODUCTION

When the COVID-19 epidemic first hit in March 2020, and NWAC was right in the eye of the storm hosting our basketball tournament in Everett, WA. Seemingly we went from an athletic conference to a de-facto triage unit. We have been discussing and determining our future by identifying concerns, priorities, and trying to sort out what we do know from what we do not know.

From day one of probably the biggest challenge in NWAC history, member colleges, executive board members, NWAC athletic trainers, and office staff, has worked to do our part to slow the spread of COVID-19, address eligibility issues, and among other things, worked on a return to play plan.

To address the wide variety of issues known and trying to anticipate unknown issues, NWAC reviewed a vast amount of literature, solicited input and engaged in multiple discussions with sports chairs and their committee members, commissioners, our peer conferences (California Community College Athletic Association, National Junior College Athletic Association), four-year conferences (Great Northwest Athletic Conference, Pacific Northwest Conference, Cascade Collegiate Conference), and consulted with our NCAA two-year liaison, Academic Affairs and Membership Associate Director, Greg Dana.

From the outset it was clear that we would have to think differently about how the NWAC was to accomplish our mission while trying to prepare for a multitude of situations. The ultimate goal is to provide a restart surrounded in as much normalcy as possible while continuing to protect the safety of our student-athletes, staff, and slow the spread of COVID-19. We have been transparent providing weekly updates which included among other things, our timeline and thoughts about returning to competition.

We also know with 36 member colleges in three states and British Columbia, 36 community college presidents, 72 commissioners, and 36 vice presidents of student services, hundreds of coaches, and a few thousand student-athletes and parents, decisions made to please everyone was not possible. What we could do and what we chose from the outset was to be thoughtful in our decision making and Respond to the situation at hand and not React.

Our fall 2020 return to play guidelines integrates the work of a lot of people within the NWAC. This plan is also the first step to the overall return to play plan for the entire year and for all NWAC sports. It is important to note that as part of this plan the sports committees and sports regions will work alongside the NWAC office to develop the details.

We have said from the beginning that flexibility, creativity, adaptability, and patience are essential to the success of our return to play. NWAC will continue to follow the guidance and direction of the Center for Disease Control, local and state health agencies, and member college presidents. Should conditions dictate a change from these guidelines, we have contingencies (two scenarios) that will help us address NWAC sports. Be advised that as additional information becomes available we will look to update our plans and strategies.

As like never before, our belief in the principles of Character, Competition, and Community is and will be tested. It is the hope that the fruits of those characteristics will be evident and strong as we work through this together. It is imperative that as athletic administrators/leaders that you do not allow these difficult times to ruin the experience for the student-athlete. This is a year when the focus of what we do most likely changes and remember, NWAC is much more than just games.
GUIDING PRINCIPLES

In working to provide options for NWAC sports, the Executive Board kept at its foundation the following core principles:

1. **Health and Safety:**
   The health and safety of NWAC student-athletes, athletic administrators, support staff members, coaches and fans is paramount. **It is important that we follow health mandates as established by local and state health authorities.** State and local health authorities, and individual colleges dictate NWAC return to play. Consistent communication and safety protocols need to be in place at our member institutions so they can adequately address the situation. Each member college will provide safety protocols to the NWAC office a month before the start of school.

2. **Fiscal Responsibility:**
   It is quite apparent that our member colleges are facing less than ideal futures in regards to school and athletic budgets. **Our conference is not immune from these financial difficulties as well, especially when we do not know how the pandemic will affect our championship events, fundraising, merchandise, etc.** In fact there may be even more budget difficulties after our state governments release their financial forecasts.

3. **Value and Integrity of League and Championship Play:**
   The Executive Board believes the importance of league and championship play be the priority when member colleges return to play. **Though travel, formats, and venues may differ from their original intent, what does not differ is the priority and significance of region play and championship events.**

4. **What We Have Today May Look Different Tomorrow:**
   Member colleges will need to be flexible, cooperative, and accommodating as schedules, travel, and championships will be affected. **It is the type of cooperation that focuses on selflessness and what is in the best interest of the majority. Caution needs to be taken that a real possibility exists that not all member colleges will be delivering academic programs, athletic events, and allowing fans on campus in the same manner and at the same time.** Realize NWAC may look quite different when competition comes back.

5. **Opportunities:**
   The guidelines provides opportunities for NWAC student-athletes to get back to competition in a safe manner. The scenarios also provide opportunities that if our counties and states are recovering at a high rate and normalcy is coming back sooner or later, **the Executive Board will look to make adjustments to the scenarios.**

6. **Decisions:**
   We will respond and not react. Throughout this whole process NWAC has received input from NWAC commissioners, regions, sports committees, coaches, Washington and Oregon presidents, and vice presidents of student-services, as well as input from those outside of the NWAC. Our decisions have been and will continue to thoughtful.
NWAC RETURN TO PLAY GUIDELINES FALL SPORTS 2020 (STEP 1 COLOR PHASE APPROACH)

Summary: In conjunction with the NWAC Sports Medicine Committee, Dr. De Gooyer, and review of literature from state, national health agencies, NCAA, and other medical agencies, NWAC has created a color phase approach to for our Return to Play Guidelines. As prescribed by the NWAC Sports Medicine Committee, NWAC student-athletes/teams will follow the “color phase” protocol when returning to play (see information above). Before entering the “color phase protocol,” each NWAC member college will provide the NWAC with their respective return to campus protocol. Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and are following state and local health authority guidelines; Plan for sanitization, acquiring PPE’s, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.

GREY PHASE: Re-entry plan (2 weeks)

- Gray Phase: Student Athletes will quarantine in the residence they will be living while participating in athletics for 14 days beginning August 1, 2020.
- NWAC student-athletes/teams will follow the “color phase” protocol when returning to play (see information below on dates and phases. Before entering the “color phase protocol,” each NWAC member college will provide the NWAC with their respective return to campus protocol.
- Information to include: Identification of Covid-19 team and the Covid-19 liaison; Authority from local health authority and are following state and local health authority guidelines;
- Plan for sanitization, acquiring PPE’s, handling a positive/symptomatic individual, monitoring symptoms, contact tracing, and education plan for student-athletes, staff, and coaches, and game management.

RED PHASE: Limited Group Practice (ATC’s recommend 14 days, which means we may move the championship dates back)

- Student Athletes and athletics staff have completed the COVID19 Addendum and the recommended quarantine.
- Vulnerable individuals shelter in place and continue individual workouts with precaution.
- Small group training should occur based on local health authority restrictions.
- Gatherings of no more than 10 are allowed.
- Virtual meetings when at all possible.
- Gyms and common areas where student-athletes and staff are likely to congregate and interact, should remain closed unless strict distancing and sanitation protocols can be implemented.
- Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.
YELLOW PHASE: Modified Team Practices

- Vulnerable individuals should continue to shelter in place and continue individual workouts with precaution. Vulnerable individuals may perform workouts with coaches on an individual basis, with social distancing measures.
- Gatherings of more than 50 people should be avoided unless precautionary measures of physical distancing and sanitization are in place.
- Full team practices (excluding vulnerable individuals) can take place with social distancing measures in place.
- Nonessential travel should be minimized, and Centers for Disease Control and Prevention guidelines regarding isolation after travel should be implemented.

GREEN PHASE: Full Team Practices & Games

- Vulnerable individuals can resume in-person interactions, but should practice physical distancing, minimizing exposure to settings where such distancing is not practical.
- Gyms and common areas where student-athletes and staff are likely to congregate and interact can reopen if appropriate sanitation protocols are implemented, but even low-risk populations should consider minimizing time spent in crowded environments.
- Unrestricted staffing (video, table, game management, etc.) may resume with sanitation protocols in place.
- Consideration of spectator modifications (i.e. no spectators, physical distancing, etc.) to ensure safety of student-athletes, support staff and spectators

BLUE PHASE: All clear and is dependent on the successful development of widely available treatment including prophylactic immunotherapy, coupled with widespread, effective vaccination.

- Reduction of spectator modifications (i.e. no spectators, physical distancing, etc.).
- Return to normal practice.

NWAC schools have been sent the following medical information:

* Educational programs on COVID-19 for student-athletes.
* Educational programs on COVID-19 for athletic administrators and coaches
* COVID-19 Addendum
* COVID-19 Assumption of Risk
* Return to Play Protocol
*It is imperative that member colleges are maintaining and practicing current medical protocol related to COVID-19. NWAC continues to work with our athletic trainers to provide current medical information. The above color phase is a major part of the protocol, but there are still issues to be determined. More medical information is forthcoming.

**NWAC 2020-2021 SPORTS CALENDAR**

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**Key issues:**

*Due to rescheduling of cross country more information is forthcoming.*

*All sports are taking a 20% reduction in contests.*

*Entry into Soccer, Volleyball, Basketball, and Baseball championships are the top two finishers from each region. Softball with three regions will send the top four finishers from each region to their championship tournament.*

*In season modifications: No overnight stays though exemptions are available as approved by member college presidents and the NWAC executive board. Maximum of two activities/scrimmages are allowed. Sports as deemed necessary may alter any rules and/or protocols to adhere to social distancing and other safety precautions. The color phase principles must be adhered to during in season.*

*Out of season modifications: No overnight stays and two maximum activities/scrimmages are allowed. **Out of season begins the first day of school and/or when your institution in accordance with the local health district allows students on campus.** The color phase approach principles and standards must be adhered to during Out of Season.*

*Non-traditional sports seasons (e.g. fall baseball, etc.) and showcases will not be conducted in 2020-2021.*
Key principles:

Health and Safety: The different phases addresses safety protocols. A reduction in contests hopefully reduces contact with a variety of member colleges and other institutions and can eliminate overnight travel. Helps ATC’s and AD’s in administering and managing safety protocols.

Fiscal Responsibility: A 20% reduction in contests at a minimum saves member colleges on travel, meals, lodging, and officials. Reducing the size of championships saves Member College’s travel, meals, lodging costs, and conference expenses. Soccer, softball, and volleyball championships may be moved to member college facilities.

Value of League and Championship Play: By focusing on league and championship play it shows the importance and value of each as Member College’s look to manage issues.

Today May Not Look Like Tomorrow: This scenario provides some flexibility and allows regions to work on schedules and provides consistency within regions for fans, student-athletes and others when it comes to safety, health, and maintains the importance of league rivals. Depending on the growth or decline of the pandemic, the NWAC will be constantly reviewing the above dates and guidelines and make any adjustments deemed necessary.

*Please remember these our guidelines as we attempt to get back to some sense of normalcy. Conferences around the country are making plans for fall sports that are quite similar. We all need to realize that NWAC does not have the final say on whether return to play as outlined here can happen. The final decision rests with the administration of our member colleges.

*Regarding winter and spring sports, the NWAC office will work with the individual sports committees on start dates, league schedules, modify in-season and out season protocol to include fall quarter, modify championships, and other items as deemed necessary.

The decision on return to play by the Executive Board has been based on input from constituents, administrators from our member colleges, and people outside of the NWAC. The EB has been quite thorough in its review and decisions and realize that there is no answer that will meet the needs of all involved. Decisions have been based on thoughtful deliberation, robust discussion, and listening to membership thoughts and concerns. NWAC will continue to monitor the situation and depending on the decline or the spread of the pandemic, will make adjustments as deemed necessary as long as they do not conflict with our principles for return to play. We also know that at any time we could be forced into cancelation of a season as well.

We also recognize that this situation is ever changing on what seems to be a daily basis. These continual changes are more times than not out of our control, may necessitate additional contingency plans, and should local, state, or federal guidance change, or if public health officials or your institutions deem it in the best interest of the health of our student-athletes, staff, and supporters.

CONCLUSION

The above is a representation of a lot of work developed in good faith and based on what we know at this time. Over the past 4 plus months, the Executive Board has worked on developing a return to play plan. Trying to come up with a plan is like building an airplane while flying it. As we try to create a strong foundation, we are fully aware that the vastness of the unknown is outside of our control and can change in an instant. We are prepared to respond to the direction this may go. Additionally, it is imperative that we all keep in mind the greater good of all our member colleges as we continue this journey. Trust me we have heard and listened to the variety of views from the people we serve and took those into consideration.

We need to be comfortable living in the gray. In athletics the majority of us want to live in a black and white world and want answers immediately. The reality is that this pandemic has forced us to learn to be comfortable living in the gray. Every day we have to adjust. A quote from John Maxwell I came across
seems to sum up our battle: “The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails.” Bottom line the health and safety of our student-athlete remains paramount so we must be prepared to sacrifice and adjust.