Northwest College Universal Syllabus Information

Fall 2020
(Last Updated 8/15/20)

I. General COVID Information
Information regarding COVID-19, including the current status of the College, archives of communications sent to employees and students regarding COVID-19, and other relevant documentation can be found easily by visiting the College’s Emergency Preparedness website at https://nwc.edu/covid-19/.

II. Institutional Health and Safety Guidelines
As part of NWC’s comprehensive operations plan to deliver academic and social programming during the fall 2020 semester, science-based, proven, effective mitigation strategies have been installed for everyone’s safety. Those strategies include daily health screening, use of personal protective equipment, and observation of social distancing. A copy of these guidelines has been included as an appendix at the end of this document.

III. Daily Student Health Screening
Students are required to complete the COVID-19 Prevention Acknowledgement and Student Health Screening Tool prior to their physical presence or participation in any activity on any of the NWC facilities. A copy of the Student Health Screening Tool has been included as an appendix at the end of this document.

IV. Personal Protective and Social Distancing Requirements
Employees, students, and visitors to Northwest College are expected to wear personal protective equipment and maintain social distance of six feet in accordance with the College’s Institutional Health & Safety – Behaviors, Expectations, & Requirements. Students who do not comply with the Institutional Health and Safety Requirements are subject to student disciplinary procedures.

V. Adjustments to Academic Delivery for Fall 2020
To ensure learning is as disruptive-proof as possible, Northwest College has structured our academic delivery for Fall 2020 for maximum stability. Details including adjustments to course delivery, offices hours, advising, and support for academic delivery can be found in the Colleges protocol for Academic Delivery – Modifications for Fall 2020. A copy of these guidelines has been included as an appendix at the end of this document.
VI. Glossary of Terms
Some of the terms referenced in the Institutional Health and Safety Guidelines, Daily Health Screening Tool, and Academic Delivery – Modifications for Fall 2020 may be unfamiliar. In order to help clarify their meaning, a Glossary of Terms has been included as an appendix at the end of this document.

VII. Northwest College ADA Statement
Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADAAA and Section 504 of the Rehabilitation Act. It is the student’s responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related, or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the Orendorff Building (Rm. 101).

VIII. Northwest College Title IX Policies
Title IX (Title IX of the Education Amendments of 1972) is a federal law that prohibits discrimination on the basis of sex or gender identity in any federally funded education program or activity. The law states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance” (The United states Department of Justice). Many people think of Title IX in terms of sports equality, but Title IX expands beyond sports. The Know Your IX site explains that Title IX "addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence" (Know Your IX). You can read more about NWC’s Title IX policies at: https://www.nwc.edu/title9/understanding-title-ix/title-ix

IX. Northwest College Nondiscrimination Notice
Northwest College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1898; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 303.844.3417; OCR_Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orendorff Building, W 6th ST BLDG 1, Powell, WY 82435-1898; 307.754.6100; Title9@nwc.edu.
X. Northwest College Respect for Diversity Statement

The Northwest College community includes a rich mix of individuals who, through their distinctive viewpoints, personalities, and life experiences, contribute to an intellectually stimulating and supportive culture. Northwest College’s commitment to diversity is central to understanding and learning through the promotion of free and open inquiry and discussion.

We recognize that our success as an institution depends on an environment where all individuals are included in Northwest College’s community regardless of, but not limited to race, age, gender identity, ethnicity, sexual orientation, gender, nationality, citizenship, religious affiliation, or disability.

XI. Northwest College Course Withdrawal Procedure and Schedule

If you find that you no longer wish to remain in this class, you should officially drop or withdraw from it. Only you, the student, can initiate this process, and you are strongly encouraged to consult first with your academic advisor regarding the effect on your program of study, financial aid status, etc. In order to drop or withdraw from class, you must meet certain deadlines and follow specific procedures:

To drop: you can do this by the deadline listed below and no record will appear on your transcript. You can drop a class by logging onto Student Planner through your student portal, or your academic advisor can do it for you as well. You can also go to the Admissions Office and complete the appropriate form.

To withdraw: after the “drop” deadline, your remaining option is to “withdraw” from this course. A mark of “W” will appear on your transcript, but it will not affect your GPA. Again, you can withdraw from a class by the deadline listed below by logging onto Student Planner through your student portal, or your academic advisor can do it for you as well. You can also go to the Registration and Records Office and complete the appropriate form.

If you merely stop logging onto this class, or cease submitting work even if you still logon, but do not officially remove yourself from class, then you will be subject to “Administrative Withdrawal” from the course, at the discretion of the instructor, up to the official “Withdrawal” deadline mentioned above. Otherwise you shall receive an “F.”

Drop/Add/Withdrawal deadlines are available on the Academic Calendar that can be found here:

https://nwc.edu/academic-calendar/#Fall-2020

XII. Northwest College Statement on Academic Dishonesty

This language is adapted from the NWC Student Handbook Academic Code of Conduct – please refer to that document for more information.

Northwest College is committed to creating and maintaining an environment of academic honesty. It is the faculty’s responsibility to affirm the importance of academic integrity and to try to educate students as to standards of academic behavior. Students, too, bear the responsibility for academic integrity. Northwest College expects each student to learn and comply with academic expectations, display appropriate conduct in classroom situations, accept Northwest College’s “Student Academic Rights” and “Student Academic Responsibilities,” and preserve academic integrity by upholding the spirit and letter of the Academic Code.
of Conduct. Violations of academic integrity include but are not limited to the following: plagiarism, cheating, trafficking, copyright infringement, and interfering with the learning of other students.

XIII. Northwest College Final Exam Schedule

The Final Exam Schedule for the current semester can be found here:

https://nwc.edu/academics/finals.html

XIV. Northwest College Synchronous Distance Delivery (ZOOM)

In response to the COVID-19 pandemic, Northwest College will be making use of synchronous online delivery via the ZOOM online platform. For technical support with ZOOM and/or MOODLE software, please contact Instructional Technology. For hardware or general NWC network/portal support, please contact Computing Services. Contact information for both offices can be found in “X. Northwest College Student Resources” later in this document.

XV. ZOOM Etiquette and Best Practices for Students

Students may be unfamiliar with synchronous online delivery via the ZOOM online platform. To help ensure a successful experience with courses delivered in this manner in the fall 2020 semester, here are several best practices and etiquette tips for ZOOM classrooms. Specifically, students in ZOOM classes should:

• Use a hard-wired ethernet connection versus a Wi-Fi connection when available.
• Dress appropriately (as they would in a face-to-face classroom setting).
• Mute their microphone when not speaking.
• Use the “raised hand” function in ZOOM to express their request to speak (unless otherwise indicated in your instructor’s instructions for class)
• Be mindful of their conversations chat in ZOOM as this is equivalent to “chatting” in a face-to-face classroom. (unless otherwise indicated in your instructor’s instructions for class)
• Be mindful of their screen if screensharing in ZOOM as this is equivalent to showing your desktop/screen to the entire class in a face-to-face classroom.
• Be on time to class; this is just like a face-to-face class. (NOTE: Zoom logs attendance and activity)
• Be mindful of what else is “in frame” when using their camera.

XVI. Northwest College Student Resources

Northwest College offers a multitude of resources to increase student success including:

Northwest College Student Success Program

Contact Person – Ty Barrus (Ty.Barrus@nwc.edu)
Location – Orendorff 101
Phone – (307) 754-6135
Website - http://nwc.edu/services/success.html
**Northwest College Tutoring Center**

Contact Person – Jen Schneider ([jen.schneider@nwc.edu](mailto:jen.schneider@nwc.edu))  
Location – 2nd Floor of Hinkley Library  
Phone – (307) 754-6137  
Website - [https://nwc.edu/tutoring/](https://nwc.edu/tutoring/)  
Net Tutor Online Tutoring (free to students): [http://nwc.edu/tutoring/online.html](http://nwc.edu/tutoring/online.html)

**Northwest College Children’s Learning and Care Center**

Contact Person – Autourina Mains ([autourina.mains@nwc.edu](mailto:autourina.mains@nwc.edu))  
Location – Children’s Learning and Care Center (beside the Fagerberg Building)  
Phone – (307) 754-6188  
Website - [https://nwc.edu/services/childcare/](https://nwc.edu/services/childcare/)

**Hinckley Library**

Contact Person – Nancy Miller ([nancy.miller@nwc.edu](mailto:nancy.miller@nwc.edu))  
Location – Hinkley Library  
Phone – (307) 754-6207  
Website - [http://nwc.edu/library/](http://nwc.edu/library/)

**TRIO Student Support Services for College Success**

Contact Person – Terri Meyer ([terri.meyer@nwc.edu](mailto:terri.meyer@nwc.edu))  
Location – Frisby Building 101  
Phone – (307) 754-6224  
Website - [https://nwc.edu/trio/](https://nwc.edu/trio/)

**Instructional Technology**

Contact Person – Dustin Dicks ([dustin.dicks@nwc.edu](mailto:dustin.dicks@nwc.edu))  
Location – Moyer Building 110  
Phone – (307) 754-6090  
Website - [https://nwc.edu/academics/online/lms/](https://nwc.edu/academics/online/lms/)
Computing Services

Contact Person – it@nwc.edu
Location – Moyer Building 101
Phone – 307-754-6080
Website - https://nwc.edu/it/
APPENDICES
In the context of a global society, the mission of Northwest College is to be Student-centered and forward-thinking and to prepare students for transfer, career, and life by retaining and graduating students, while cultivating community. This mission brings people from all over the world to collaborate, grow, and learn. We take great pride in our students and their success.

With the spread of the novel Coronavirus (COVID-19), this presents serious health & safety risks globally and in higher education, of which, Northwest College is no exception. The College’s semester-length, proximity to others, and shared educational resources could increase the risk of COVID-19 transmission during the fall 2020 semester.

As part of NWC’s comprehensive operations plan to deliver academic & social programming during the fall 2020 semester, science-based, effective mitigation strategies shall be in place for your safety. ALL students, employees, and visitors to NWC are required to comply with the operations plan and all associated protocols and requirements.

Campus operations have been reviewed and protocols and requirements have been developed in multiple areas. These include, but not limited to:

- Academic Delivery
- Activities & Clubs
- Athletics & Other Competitive Teams
- Campus Spaces & Custodial Operations
- COVID Reporting for Students & Employees
- Department Staffing
- Library Services
- Meeting & Events
- Residence Life, Dining, and Mail Services
- Travel

Adherence to these protocols and requirement directives is vital to the health & safety of the College, and as such, non-compliance will result in disciplinary action. Protocols are subject to change, at any time, at the discretion of the College President or Incident Commander.

Thank you in advance for your cooperation. Have a safe & productive semester!

Svetlana Hirono, PhD
President
Northwest College
UNIVERSAL MITIGATION REQUIREMENTS*

Adhere to Signage – You will encounter a variety of signs as you navigate the College. These signs communicate important information, expectations, or requirements for that area.

Complete a Daily Health Assessment – The College requires all students & employees to conduct a daily assessment of their health by completing the appropriate College assessment form.

Stay Home if you are sick – Whether you’re a student or employee, the College requests that you stay home and not come to campus if you’re feeling under the weather.

Quarantine/Isolate when Appropriate – If you’re feeling sick, have experienced the new onset of symptoms, or have come into contact with someone who has tested positive, you should complete the daily health assessment and work with the hospital or public health regarding quarantine or isolation.

Minimize Contact with Others – Avoid unnecessary face-to-face interaction whenever possible. Replace with alternative methods of interaction (virtual meeting, email, phone).

Maintain Social Distancing – Keep at least 6’ of distance between you and others, where possible.

Wear Personal Protective Equipment (PPE) – The use of face coverings that cover the nose & mouth completely, provide effective personal protection for you and others when worn correctly. Face coverings are far and away our most effective mitigation strategy (when laundered regularly) and therefore are mandatory for all NWC students, employees, & visitors.

Wash Hands Frequently – Soap & water is a highly effective method to kill the Coronavirus (COVID-19), so frequent handwashing is an easy way to prevent its spread. Thoroughly washing your hands before you enter a room will help keep all occupants safe. Hand sanitizing is available at the entrance to every building as well as other key areas, as a supplemental disinfectant method.

Disinfect Spaces & Items Regularly – Frequent disinfection of spaces, electronic devices, equipment, etc., along with regular laundering of clothes & face coverings, helps prevent the spread of the Coronavirus (COVID-19).

Do Not Share Personal Items – Control the spread of the Coronavirus by limiting the number of people who touch, borrow, share, or otherwise come into contact with your personal belongings.

Quarantine Materials as Necessary – The Coronavirus may live on surfaces for a sustained period of time. As such, if you’re unable to disinfect a collected material (a paper form submitted, cash received, an item returned to the Co-Op or Library, horse tack returned, etc.), quarantine the item by setting it aside before rehandling.

Address Non-Compliant Behaviors (employees only) – The College’s collective health is based on adherence to the universal mitigation requirements outlined in this document. Therefore, it is the responsibility of all College employees to ensure compliance. Refer to the College’s Personal Protective Equipment (PPE) Protocols – Expectations & Requirements for methods to address non-compliance.

*IMPORTANT – While these are health & safety requirements at NWC during the fall 2020 semester, these are recommended practices to help keep you and NWC safe when you return to the campus.

v3 / Revised: 8.13.20
Northwest College
COVID-19 Prevention Acknowledgement & Student Health Screening
Effective: August 19, 2020

As part of NWC’s comprehensive operations plan to deliver academic & social programming during the fall 2020 semester, science-based, effective mitigation strategies shall be in place for your safety. As part of the mitigation strategies, students will be required to complete a Daily health assessment.

Each day before physically participating in activities/events or attending classes onsite, students are asked to agree to the COVID-19 Prevention Acknowledgement and to review and complete the Student Health Screening.

COVID-19 PREVENTION ACKNOWLEDGMENT –

In the interest of public safety, it is the responsibility for each student to follow the CDC prevention protocols for prevention of the spread of COVID-19. Students should routinely practice good hand hygiene, maintain a distance of 6 feet from other people, cover mouth and nose with a cloth face covering/face mask, cover coughs and sneezes, and clean and disinfect surfaces and learning spaces appropriately.

I acknowledge that I understand and will follow these protocols and the directives provided.

STUDENT HEALTH SCREENING –

1. Are you planning to physically interact or participate in any activities or instruction on any of the NWC campuses today? Yes_______ No_______

2. Do you currently have any of the following symptoms (particularly a fever):
   (Fever (100.4F or higher), chills, cough, shortness of breath or difficulty breathing, or new onset of muscle or body aches, fatigue, or loss of taste or smell, headache, sore throat, congestion/runny nose, nausea or vomiting, diarrhea),
   Yes_______ No_______

   If yes: Call Powell Valley Hospital COVID-19 hotline (307.754.1242) and follow “Next Steps” listed below. If no: Continue to Question #3.

3. Have you been unprotected without a face covering/mask AND had close contact* with anyone who has tested positive to COVID-19 within the last 14 calendar days? Answer a, b, or c:

   *The CDC states that close contact is “anyone who was within 6 feet of an infected person for 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.”

   a) I did not have a face-covering/mask on, and I was in close contact with someone who has tested positive to COVID-19: Call Powell Valley Hospital COVID-19 hotline (307.754.1242) and follow “Next Steps” below.
b) I did have a face-covering/mask on, and I was in close contact with someone who has tested positive to COVID-19: Continue plans to learn remotely or physically interact on campus.

c) I did not have a face-covering/mask on, but I was not in close contact with someone who has tested positive to COVID-19: Continue plans to learn remotely or physically interact on campus

NEXT STEPS – (For Students that were directed to “Next Steps” above)

1. If learning remotely, remain in your place of residence. If living on campus, planning to come physically to campus, stay in your place of residence.

2. Call Powell Valley Hospital COVID-19 hotline at 307.754.1242 to discuss your answers on this form and their recommendations for your next steps.
   - If you have been told that you do not need to quarantine or isolate, then you may continue with plans to physically interact or participate in activities on any of the NWC properties as normal.
   - If you have been told you need to quarantine or isolate, then remain in your place of residence and complete the NWC COVID Connection form located on the NWC COVID Connect portal on the NWC website. This will initiate a series of connections with individuals across our campus to support your health, safety, and successful learning this semester.

PLEASE NOTE – Students are expected to follow the Powell Valley Hospital COVID-19 Hotline personnel, Park County Public Health Department, or other public health authorities that may include self-quarantine for exposed individuals or isolation for COVID positive individuals. Students are on the honor system to follow the guidelines for isolation or quarantine established by the CDC and implemented throughout NWC COVID response plans. If you are unable to get a test or you choose not to follow the recommendation to be COVID tested, you will be considered positive and will need to follow the “Return to Physical Interaction or Participation in Activities on any NWC Property” requirements in #4 below.

Return to Physical Interaction or Participation in Activities on any NWC Property:

1. If you tested positive for COVID-19, you may return to physical interaction on campus when the following condition is met:
   - You have provided the NWC COVID-19 hotline staff with your letter from the Wyoming Department of Health, releasing you to return to physically interact with others.

2. If you have symptoms and/or tested negative for COVID-19 and have been directed to stay in your place of residence, you may return to physical interaction or participating in activities on any of the NWC properties when ALL of the following conditions are met:
   - You are able to sustain a body temperature below 100.3 without using fever-reducing medications (such as Tylenol or Advil) for at least 72 hours.
   - Your symptoms have markedly improved, and you have discussed your current symptoms and improvement with Powell Valley Hospital COVID-19 hotline personnel.
   - You have received validation from the Powell Valley Hospital COVID-19 hotline personnel that it is appropriate to return to physical interaction or participation in activities on any NWC property.

3. If you have had unprotected close contact with an individual with COVID-19 and been directed to quarantine, you may return to physical interaction or participating in activities on any of the NWC properties when ALL of the...
following conditions are met:

- Your answers on the Student Health Screening form indicate that you can return to physical interaction on campus.

- You have provided NWC COVID Connect staff with your letter placing you in quarantine from the Wyoming Department of Health, AND the order has expired.

4. If you were unable to get a test or refused to be tested and have self-quarantined for 14 days from the date of your last close contact, you may return to physical interaction or participating in activities on any of the NWC properties when ALL of the following conditions are met:

- Your answers on the Student Health Screening form indicate that you can return to physical interaction or participation in activities on any of the NWC properties.

- You have signed and submitted the certification below to the NWC Student Success Center Director or Designee:

  "I certify that I have followed the self-quarantine directives from the CDC and supported by NWC for 14 days. I understand that I have the responsibility to immediately follow the Student Health Screening Tool next steps should my answers change."

  Date: ___________________________  Signature: ___________________________

CONTACT INFORMATION:
COVID-19 Hotline, Powell Valley Healthcare: 307.754.1242
Park County Public Health Department: 307.754.8870 or 307.524.8570
NWC COVID Connect via NWC portal

ADDITIONAL INFORMATION:

- NWC’s COVID-19 webpage:

- Center for Disease Control (CDC) information:
  CDC’s COVID-19 Symptoms
  CDC’s If you are sick with COVID-19 or think you might have COVID-19 CDC’s contact tracing model
L5/C2B – ACADEMIC DELIVERY
Modifications for Fall 2020

PURPOSE

In accordance with Institutional Health & Safety Requirements, Northwest College (NWC) has installed academic delivery protocols to provide guidance and direction for faculty and students during the fall 2020 semester.

Protocols are subject to change, at any time, at the discretion of the College President or Incident Commander.

COURSE DELIVERY

In order to allow for the College to comply with Institutional Health & Safety Requirements, courses at NWC will be offered through a combination of the following delivery methods during the fall 2020 semester.

Face-to-Face – Courses that require face to face interaction such as science labs, music and technical courses are delivered synchronously and are attended by the both instructor(s) and student(s) at the same time and in the same location. Face-to-Face courses are generally thought of as “traditional” courses. All courses that begin the semester Face-to-Face will transition to either Synchronous Distance or Online delivery beginning after the conclusion of the Thanksgiving Break and continuing through the remainder of the semester.

Synchronous Distance – Courses are delivered synchronously and are attended by the both instructor(s) and student(s) at the same time but in different locations through the use of video conferencing technology. These classes are marked “Zoom” on the fall course schedule.

Online – Courses are delivered asynchronously and are attended by the instructor(s) and student(s) online through the College’s learning management system, Moodle. Participation in these courses is flexible in nature and may take place at different times that reflect student needs.

Hybrid Delivery – Courses are delivered through a combination of one or more of the above delivery formats (Face-to-Face, Synchronous Distances, Online).

OTHER ACADEMIC DELIVERY

In addition to adaptations regarding course delivery, modifications have also been made to the following fundamental academic services:

Office Hours – Faculty will continue to maintain and publish a set schedule of office hours to allow for students to have access to instructors. However, during the fall 2020 semester, faculty have the option to conduct office hours either in person (in compliance with PPE and distancing requirements) or virtually through distance methods.

Advising – Faculty and/or the Office of Academic and Career Advising will continue to make academic advising available to students. However, during the fall 2020 semester, faculty and advisors will have the option to conduct advising either in person (in compliance with PPE and distancing requirements) or virtually through distance methods.

v4 / Revised: 8.14.20
SUPPLEMENTAL INFORMATION

Specific protocols have been established for the fall 2020 semester for the following areas related to academic delivery:

**Classroom/Academic Spaces** – Changes to the operating status of these spaces, including availability, hours of operation, and conditions for usage, are detailed in the College’s *Campus Spaces – Utilization and Occupancy Guidelines*. In accordance with these protocols, limited variances have been permitted for the following specified *Instructor Managed* spaces:

- **Equine Center** (& grounds) – Individuals may remove their mandatory face covering when:
  - mounted on a horse
  - while alone in an individual stall
- **Oliver Building** – individuals may remove their mandatory face covering when using a welding helmet.
- **Athletic Facilities** – individual may remove their mandatory face covering when participating in courses tied to conducting an athletic practice. See Athletics (fall semester) – Health & Safety Mitigations.

**Custodial Support for Classroom Spaces** – Changes to procedures and practices relating to custodial support for academic areas of campus are detailed in the College’s *Custodial Operations – Cleaning and Disinfecting Protocols*.

**Academic Meetings, Clubs, & Activities** – Changes to the health and safety expectations and related requirements for these areas are detailed in the College’s *Student Club & Activity – Meeting Permissions & Requirements* and *Meeting & Events - Employee & Community Expectations & Requirements* documents.

**Academic Travel** – Changes to the protocols for travel by students and employees are detailed in the College’s *Travel Protocols – For Students & Employees*.

**Academic Teams** – Changes to the health and safety requirements for competitive academic teams are detailed in the College’s *Competitive Teams (Fall Semester) – Health & Safety Mitigations*.

SUPPORT FOR ACADEMIC DELIVERY

The following modifications have been made to the operations of areas which support academic:

**Computer Labs** – An additional computer lab dedicated to providing a space for students to participate in synchronous distances courses via ZOOM has been created in the Yellowstone Conference Center.

**Tutoring** – In order to allow for maximum access to NWC’s Peer Tutoring Services, tutoring will be conducted via synchronous distance delivery through the use of video conferencing technology.

**Hinckley Library** – The library has made several adjustments to its operating hours and protocols. Those changes are detailed in the College’s *Library Operations Protocols – Mitigations & Processes*.

**Instructional Technology** – Instructional Technology staff will continue to provide technological support for academic delivery including maintenance for the College’s Learning Management System (Moodle) and Synchronous Distance Delivery systems (ZOOM). However, during the fall 2020 semester, staff will provide this support for students and faculty both in person (in compliance with PPE and distancing requirements) or virtually through distance methods.

**Computer Services** – Computer Services staff will continue to provide general technological support for academic delivery including hardware and computer labs. However, during the fall 2020 semester, staff will provide this support for students and faculty both in person (in compliance with PPE and distancing requirements) or virtually through distance methods.

v4 / Revised: 8.14.20
Universal Syllabus Information – The Universal Syllabus Information (USI) is a collection of resources and information provided to NWC students as a part of all syllabi produced by the College’s faculty. The USI has been adapted for the fall 2020 semester to include the information provided in these Academic Delivery Modifications for fall 2020 as well as other information relevant to students that has been sourced from the College Catalog, NWC Student Handbook, and other COVID-19 protocol documents.
**Activity** – A College-sanctioned event often connected to a student club or organization.

**Admissions Managed + Specified Number** – This non-academic space is open for the Admission’s Office administrative use (testing & family visitation). This space shall be cleaned and disinfected by Custodial Services.

**Advisor** – A Northwest College employee who provides administrative supervision for a club or activity.

**Attendance Log** – A documented record of all attendees of a meeting or event.

**Bite App** – Sodexo’s (NWC food vendor) meal ordering app.

**Check-Out Period** – A finite period of time for which a college material may be loaned.

**Cleaning** – The removal of all trash and dirt, reorganizing or straightening of a defined space in preparation for the next user.

**Close Contact** – The CDC states that a close contact is “anyone who was within 6 feet of an infected person for 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.”

**Club** – College-sanctioned student group

**Contact** – Physical presence within 6 feet of an individual who has tested positive while not wearing a face covering for more than 15 minutes or more.

**Contact Tracing** – Park County Public Health and associated contact tracers use the CDC guidance for determining “close contact” as being “within 6 feet of a known exposure for at least 15 minutes.” However, it is important to know that there are many other factors that are assessed when determining this designation such as type of interaction (i.e. kissing, talking, yelling, etc.) For example, if a known positive case was within 2 feet of another person for only 1 minute but sneezed on said person, that additional information may still constitute a “close contact” designation even though they were not “within 6 feet for at least 15 minutes.” Contact tracers will ask questions until they can determine whether an interaction constitutes as a “close contact” or not.

**COVID-19 Prevention Acknowledgement and Student Health Screening Tool** – All students engaged in any face-to-face credit or non-credit class or participation in any on-site activities on any of the NWC instructional learning locations will complete the online digital Student Health Screening Tool form located on the portal prior to physical presence on any of the NWC properties each day. Students are prompted to acknowledge COVID-19 related questions, and receive guidance on next steps if concerns are indicated.

**COVID-19 Symptoms** – Fever (100.4 F or higher), chills, cough, shortness of breath or difficulty breathing, or new onset of muscle or body aches, fatigue, or loss of taste or smell, headache, sore throat, congestion/runny nose, nausea or vomiting, & diarrhea.

**Daily Health Assessment** – The process by which a student or employee evaluates their current health status using either the College’s COVID-19 Prevention Acknowledgement & Employee Health Screening or the COVID-19 Prevention Acknowledgement and Student Health Screening Tool questionnaires.

**Disinfecting** – Actions designed to reduce the number of microorganisms to a safe level. Performed after cleaning. Disinfecting destroys or inactivates both bacteria and viruses on hard non-porous surfaces.

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v3 / Revised: 8.14.20
Event Liaison – A College employee who coordinates an event with a community member.

Face Coverings – Generally refers to a piece of material/cloth used to cover the nose & mouth completely. Face coverings form a barrier to virus-filled droplets that are coughed, sneezed, breathed out, or otherwise expelled.

Floor Clings – Temporary vinyl signage affixed to the floor to indicate traffic flow direction.

Food Service – The preparation, service, and sale of food, beverages, goods, merchandise, and other related items at the College. Food Service includes Resident Dining, Retail Program, and Catering.

Foyer Area – The entrance space in the building when you enter through the doors.

Front Mail Area – The area between the hallway and the front Mail Counter where the mailboxes are located.

HUB – the campus space that formerly housed Einstein’s Bagels.

Indicator Card – Identification method used by Sodexo to indicate a seating space has been cleaned and ready for next use.

Isolation – Isolation is for those who are lab-confirmed positive test results or for known close contacts (quarantined) who become ill or symptomatic. Think “I” for isolation and “I” for ill. Isolated individuals need to separate themselves from others and remain in their place of residence.

Leaves the Area – The noncompliant individual exits the building in which the noncompliant behavior occurs. The noncompliant individual is not required to leave the campus in its entirety, but cannot re-enter in the specific building until compliance is achieved.

Meeting – A meeting is defined as the scheduled act or process of two or more people coming together for a purpose.

Meeting & Event Request Form – The College document by which a person requests authorization to hold a scheduled in-person meeting or event.

Motor Pool Vehicles – College owned vehicles that require a reservation process through the physical plant.

Non-Compliant Behavior – Actions which violate the Institutional Health & Safety Requirements.

Noncompliant Individual – Any student, employee, or visitor to the College who fails to adhere to Institutional Health & Safety Requirements.

Non-motor Pool Vehicles – College owned vehicles that are permanently assigned to an individual or a department.

Northwest College Property – Northwest College Property is defined as any space owned, leased, or reserved for Northwest College or the Northwest College Foundation.

Onsite – Performing job duties while working on campus to meet the staffing needs and operations of the department.

Organizer – The individual or designee responsible for planning, coordinating, or hosting a meeting or an event.

Personal Spaces – Generally, the area confined to employee’s office or equivalent.

Pickup Orders – Sodexo-prepared carryout meals not consumed in the College Dining Hall.

Positive Test Result – Lab results which state that the individual is positive for SARS-CoV-2, based on viral tests taken from samples from the respiratory system (such as a swab from the inside of your nose).

PPE – Personal Protective Equipment, including face coverings, gloves, etc.
**Quarantine** – Describes efforts to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Remote Work/Telework** – Performing job duties via electronic methods while not physically on campus (primarily represented by remote access to Virtual Machine desktop and use of other College network resources) as campus needs and operations of the department allow.

**Repeated Pattern** – Three (3) or more occurrences of noncompliance.

**Rotational Staffing** – Staggered office/department work schedules to minimize the time co-workers are physically in the same location.

**Social Distancing** – The act of maintaining a minimum of 6 feet of distance, indoors and outdoors, from other people.

**Telework/Remote Work** – Performing job duties via electronic methods while not physically on campus (primarily represented by remote access to Virtual Machine desktop and use of other College network resources) as campus needs and operations of the department allow.

**Travel** – Travel is defined as an employee, student or representative of Northwest College attending a meeting, activity, instruction, event, or competition outside of a community in which Northwest College has a designated location (physical address, reserved education site (AE), Gear Up Site, clinical site, etc.) and is receiving is expected to use college resources or receive financial support from the college.

**Travel Request Form** – The College form used to solicit authorization to undertake College-related travel.