

NWIC College COVID Response Plan

Purpose:	To provide high level guidance			
Value:	Leng-e-sot: We take care of ourselves, watch out for others, love and take care of one another			
	Phase 1 – Working Remotely from Home	Phase 2 – Telework; select departments	Phase 3 – Limited Operations	Phase 4 – Fully Operational
Hours Open to Public	None	Schedule Varies	Schedules Varies	M-F, 8a-5p, including lunch hour
Operations/ Facilities	No in-person service. All campus related buildings are closed to the public. ie: Sites	No in-person service. All campus buildings closed to the public. ie: Sites SSRC - Pilot Reopening plan with PPE, Social Distancing, and sanitation protocols	Campus buildings open to public with limited hours. Face coverings will be worn by employees and visitors to campus buildings in communal spaces. Cleaning will be increased pertaining to the high traffic areas following CDC guidelines. Extended Site operations determined on a case by case basis.	Re-open NWIC campus. Facilities open during regular working hours. Maintain increased cleaning procedures following CDC guidelines. Social distancing, PPE, sanitization protocols

Staffing	Essential employees monitoring and responding to e-mails, priority projects/reports. All employees available by phone and email, including calls forwarded. Checking regularly. Payroll continued, M&O checking on facilities.	Group 1 (Institutional Services) has been approved to be on campus at 25% capacity of all NWIC Employees. All employees available by phone and email, checking regularly, including calls forwarded. Employees are informed by supervisors about responsibilities while working from home. Employees who need to be on physical campus are required to notify supervisor and security office. Group 2 has been approved to be on campus at 25%-50%.	Group 3 approved to be on campus at 75%. Institutional Services staff will be working on a hybrid schedule.	All staff return to campus at 100% capacity. Staff return to regular schedules. Will monitor local, regional, statewide mandates regarding social distancing.
Student Services	Virtual Support services. Classes online. Internships online. Student support is increased and encouraged.	Group 1 (Institutional Services) has been approved to be on campus at 25% capacity of all NWIC Employees. Virtual and institutional employee support services. In-person student support is available by appointment if needed while practicing appropriate social distancing. Classes online. Virtual Internships online. *See Fall 2020 Academic Plan for Academic Support Services.	Virtual Student support is increased. Student resources and support provided through Student Services will continue through a virtual platform. In-person student support is available by appointment if needed while practicing appropriate social distancing. Internships online. *See Fall 2020 Academic Plan for Academic Support Services.	Student support programming is in person and offered online Internships as regularly scheduled.

Faculty	All faculty are available by phone and email. Checking regularly. Employees are informed by supervisors about responsibilities while working from home. Courses are taught through a distance modality (OL, VCH or VC)	All faculty are available by phone and email. Checking regularly. Employees are informed by supervisors about responsibilities while working from home. Courses are taught through a distance modality (OL, VCH or VC).	All faculty are available by phone and email. Checking regularly. Employees are informed by supervisors about responsibilities while working from home. Courses are taught through a distance modality (OL, VCH or VC).	Some faculty are teaching courses face-to-face based on availability of classrooms and capacity shared from the "Classroom Assessment", based on social distancing guidelines. All faculty are available by phone and email. Checking regularly. In person student appointments are still limited. Most courses are done through a distance modality (OL, VCH or VC) Those that are offering face-to-face courses need to follow guidelines in the institutional reopening plan and the Academics Reopening Plan. Office hours conducted VC only.
Classes	Completed through distance modalities Phases 1-3 students will receive all instruction online. Faculty have undergone training in teaching through distance modalities	Completed through distance modality. Phases 1-3 students will receive all instruction online. Faculty have undergone training in teaching through distance modalities	Completed through distance modality Phases 1-3 students will receive all instruction online. Faculty have undergone training in teaching through distance modalities	Primary distance modality with limited face-to-face courses. Soft-reopening: selected courses will be offered face-to-face. Following Lummi Nation and Whatcom County Phases.
Residence Life Center (RLC)	RLC is deep cleaned. Students can decide if they remain on campus, or return home. Moved to single or double occupancy. Kwina Village apartments open.	RLC vacated and will remain closed. Kwina Village Apartments remain open.	RLC closed. Kwina Village Apartments remain open.	Rooms with double-occupancy will become single-occupancy. Rooms with triple occupancy will become double-occupancy to maintain social distancing and following CDC guidelines for quarantine. Kwina Village Apartments remain open.

Athletics	Season postponed to at least January 30th, 2021.	Season postponed to at least January 30th, 2021	Re-Entry Plan: Students will quarantine for 14 days prior to start of practices/games. Limited and modified group practices according to NWAC standards.	Full Team Practices and Games according to NWAC standards.
Cafeteria	Closed	Closed	Will re-open congruent with RLC timeline	Fully operational. Follows any CDC guidelines.
Conferences, Events and Gatherings	All conferences, events and gatherings postponed or held virtually	Virtual programming is preferred. Conferences, events and gatherings would require PPE, social distancing, and follow LIBC guidelines.	Virtual programming is preferred. Conferences, events, and gatherings would require PPE, social distancing, and follow LIBC guidelines.	In-person conferences, events and gatherings permitted. Will monitor local, regional, statewide mandates regarding social distancing.

Meetings (Internal Staff)	Virtual meetings only	Virtual meetings preferred. In-person meetings would require PPE and social distancing and would follow LIBC guidelines. No more than 5 people. Any meeting with more than 5 with approval of VP Campus Dev./Admin.	Virtual meetings preferred. In-person meetings would require PPE and social distancing and would follow LIBC guidelines. No more than 10 people. Any meeting with more than 10 with approval of VP Campus Dev./Admin.	Reinstate in-person meetings. In-person meeting would require PPE and social distancing and would follow LIBC guidelines.
Children in the Workplace	Not allowed.	Not allowed.	Not allowed.	Return to normal operation as per NWIC's College's Employee Handbook.
Cash Handling	Credit card payments acceted via phone or email	Credit card payments acceted via phone or email	Credit card payments acceted via phone or email	All methods of payment reinstated.
Travel/Vehicle Use	No NWIC sponsored travel approved.	Limited NWIC sponsored travel with approval. Employee transports self only. Vehicle must be sanitized by user before and after use.	Limited NWIC sponsored travel with approval. Employee transports self only. Vehicle must be sanitized by user before and after use.	NWIC College travel limitations lifted.
Personal Travel	Employees who travel for personal reasons will be required to follow state and local mandates. No exceptions.	To align with Lummi Nation Directives. Employees who travel for personal reasons will be required to follow state and local mandates. No exceptions.	To align with Lummi Nation Directives Employees who travel for personal reasons will be required to follow state and local mandates.	To align with Lummi Nation Directives Employees who travel for personal reasons will be required to follow state and local mandates.