

# COVID-19: LOOKING AHEAD

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CONTINUING THE JOURNEY: FALL 2021



**Delgado**  
COMMUNITY COLLEGE

AUGUST 2021

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## MESSAGE FROM THE CHANCELLOR

Dear Delgado Family,

The COVID-19 Pandemic continues to be an ever-changing challenge through 2021 that has required Planning, Preparing, Training, Implementation, and Monitoring. The Delgado Community College faculty, staff, and administration have spent numerous hours maintaining the integrity of all educational programs. As we continued this journey, we followed the recommendations of the Center for Disease Control and Prevention (CDC), Louisiana Department of Health (LDH), and the City of New Orleans/NOLA Ready Guidelines.

This document continues to be updated to provide you with the information you will need to navigate the current considerations we have and continue to implement to ensure operational continuity. Delgado's administrative team, in conjunction with the Louisiana Community and Technical College System (LCTCS), is committed to providing and protecting the health, safety, and wellbeing of Delgado's students, faculty, staff, families, and communities.

Delgado Community College remains ready to serve the academic needs of our students. We are flexible, ready, and willing to adjust our plan to maintain a healthy and safe teaching and learning environment.

Sincerely,

Dr. Larissa Littleton-Steib  
*Chancellor, Delgado Community College*





## GUIDING PRINCIPLES

The protocols for Fall 2021 are driven by ensuring the safety of our faculty, staff, students and visitors. Safety will continue to be our guidepost as we move through this ever-changing pandemic. The College will continuously monitor federal and state guidelines making changes to our plan as needed. Our intention for Fall 2021 is to offer a variety of class options, including face-to-face, virtual live, online and hybrid. For all classes offered in a face-to-face modality, social distancing and the wearing of face coverings will be required. Maintaining physical distancing and enhanced cleaning procedures, and capacity restrictions on classrooms and common spaces, are among the precautions we will take to ensure safety.

Please know that we are proceeding according to federal and state guidelines and we are adhering to recommendations from the Louisiana Department of Health (LDH) as well as the Centers for Disease Control and Prevention (CDC). Please note that as guidance is received, this document and contents therein are subject to change.

*We are operating under the following tenets: **Plan, Prepare, Train, Implement, and Monitor:***

**PLAN** - We are constantly staying informed of the ever-changing dynamics related to COVID-19 as well as federal and state guidelines. We are also staying abreast of K-12 plans as well as best practices that are emerging across the country. We have developed instructional plans that allow flexibility and the ability to pivot.

**PREPARE** - We have stocked equipment and cleaning supplies, and those supplies are continuously replenished. We have developed scenarios with action steps related to our response to COVID-19.

**TRAIN** - We have trained cleaning staff on the proper techniques of cleaning, and they have been trained on proper usage and discarding of PPE. Last summer we provided training to instructors on instructional modalities. We have sought guidance from The Health Director of the City of New Orleans and Environmental Council. We are constantly reviewing CDC guidelines and those of state and local healthcare officials to ensure we are aware of the latest information and adhering to guidelines. The executive team has participated in numerous training and professional development seminars related to the safe reopening of the College.

**IMPLEMENT** - We developed and initiated the plan in Summer 2020 and fully implemented the plan during Fall 2020. We made revisions based on the then current guidelines for Spring 2021. Now for Fall 2021, we continue to make revisions in accordance with the latest guidelines. We will continue to refine and update the plan as necessary.

**MONITOR** - We will monitor every aspect of our plan, and we will make immediate adjustments as needed.





# COVID-19 TIMELINE: JOURNEYING INTO FALL 2021

## WINTER BREAK 2020

- Continuation of incorporation of safety guidelines. Over the winter break during the holiday season, Delgado Facilities Planning staff provided intensive cleaning at the College in preparation for the return of students, faculty, and staff for Spring 2021.

## SPRING 2021

- At the start of Spring 2021, contact tracing continued to require all students, faculty, and staff to complete the pre-screening process to secure clearance prior to entering Delgado campuses and sites.
- Delayed re-entry order issued by the Chancellor where all classes were moved to virtual for the first two weeks of the Spring 2021 Semester through February 1, due to a concerning spike in the prevalence of COVID-19 in New Orleans. Allied Health and Nursing clinical students were the exception to this rule.
- In collaboration with CVS, the flu vaccine was offered at the City Park and West Bank Campuses.
- Delgado urged all faculty, staff, and students to get a COVID-19 test prior to returning to campus for Spring 2021. Through the partnership with the City of New Orleans and LCMC, Delgado hosted COVID-19 testing on the City Park Campus for 3 days.
- In partnership with New Orleans East Hospital, Ochsner Medical System, and Tulane University, eligible Delgado faculty, staff, and students began receiving their first COVID-19 vaccinations. Vaccination events continued to be offered throughout the semester at Delgado's locations.

## SUMMER 2021 AND PRIOR TO FALL 2021

- Due to positive variables such as drastically lower city and state infection numbers, businesses being almost fully open with minimal restrictions, and the ability to have a monitored return during the summer when there were fewer individuals on our campuses and sites, a decision was made on May 28, 2021, to return to in-person work assignments starting June 21, 2021. All existing COVID-19 safety protocols were maintained throughout Summer 2021.
- However, just prior to the start of Fall 2021, on August 3, 2021, Governor John Bel Edwards reinstated Louisiana's statewide mask mandate due to rising infection rates across the state and the city. However, Delgado has never lifted its mask requirement for all employees, students, and visitors, as well as all the other safety protocols in place that include social distancing, continuous cleaning and disinfecting, the daily pre-screening app and reporting process, and ongoing workplace safety modifications in an effort to keep protecting our College community.
- For the start of Fall 2021, mask stations will be available at the entrance of every building at every campus/site. Additionally, KN95/N95 masks are available to our faculty and staff as needed.
- Ongoing expansion of safety efforts continues, including equipping HVAC and Ventilation systems with an Ultraviolet Germicidal Irradiation (UVGI) system and using strategically placed portable HEPA air purifiers. Also, plexiglass shields are being installed in classrooms per guidance of deans. Vaccination events will also continue for Fall 2021. The College continues to adapt as needed to safeguard the health of our students, faculty, and staff, while simultaneously ensuring operational continuity for our programs and services.



# PUBLIC HEALTH RECOMMENDATIONS

At this time, all persons (vaccinated or unvaccinated) should continue to follow current guidance to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following CDC travel guidance, and following any applicable workplace or school guidance, including guidance related to personal protective equipment use or SARS-CoV-2 testing.

Based on current advisement from Governor John Bel Edwards, as per Louisiana Department of Health (LDH) guidance, "all persons vaccinated or unvaccinated should take a COVID-19 test immediately after a known or suspected exposure to COVID-19."

- If you are exposed to COVID-19 and are fully vaccinated, as advised by the Governor per current Center for Disease Control (CDC) and LDH guidelines, you are not required to quarantine; however, in an abundance of caution, the College will require you to quarantine while waiting on your test results. If you are not fully vaccinated, you are required to quarantine immediately following exposure.
- Regardless of vaccination status, you will be advised to take a COVID-19 test immediately and monitor your symptoms, and get retested within 5-7 days following exposure.
- If you have had no symptoms and have received negative test results from a test taken 5-7 days following exposure, notify the Human Resources at [nwedle@dcc.edu](mailto:nwedle@dcc.edu) (for employees) or the Health Services office at [healthservices@dcc.edu](mailto:healthservices@dcc.edu) (for students) for a clearance to return to work or school.
- If you exhibit symptoms and/or have received positive test results, please isolate\* immediately and contact Human Resources at [nwedle@dcc.edu](mailto:nwedle@dcc.edu) or the Health Services office at [healthservices@dcc.edu](mailto:healthservices@dcc.edu) to discuss the requirements for your clearance to return to work or school.

*\*Note: Isolation for those who test positive for COVID-19 typically consists of:*

- If symptomatic, at least 10 days since symptoms first appeared, symptoms are improving, and at least 24 hours with no fever without fever-reducing medication.
- If asymptomatic but with a positive test, 10 days from the time the test sample was collected.

For updated CDC guidance see <https://www.cdc.gov/coronavirus/2019-ncov>.



# QUICK INSTRUCTIONS FOR REPORTING COVID-19

To facilitate and maintain a safe and healthy College Environment, Delgado has developed the following instructions to ensure effective reporting of COVID-19 healthcare issues for employees and students.

## Quick Instructions for Student Reporting COVID-19 Exposure

1. Complete the Delgado Health Pass. (If admission to the campus is denied, complete the electronic [self reporting form](#).)
2. You will be contacted by the Delgado Health Services Coordinator.
3. Be prepared to answer questions from the Health Services Coordinator.
4. Follow the instructions provided by the Health Services Coordinator.

## Quick Instructions for Employee Reporting COVID-19 Exposure

1. Complete the Delgado Health Pass. (If admission to the campus is denied, contact Natasha Wedley, [nwedle@dcc.edu](mailto:nwedle@dcc.edu).)
2. Be prepared to answer questions from Human Resources.
3. Follow the instructions provided by Human Resources.



**Delgado Health Pass**





## FACULTY AND STAFF COVID-19 PROTOCOLS

### Safety Guidelines

The health and welfare of our employees remain our highest priority. While returning employees to the workplace, specific safety measures, in compliance with recommendations from the CDC, must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19. **All faculty and staff must adhere to the safety guidelines listed below.**



- **Self-Assessment - Employees Should Stay at Home When Sick** – Prior to arriving on, or departing from campus, faculty and staff should self-assess for any signs or symptoms of illness. Primary symptoms, as described by the CDC, include fever, cough, or shortness of breath. Additional symptoms include chills, repeated shaking, muscle pain, headache, sore throat, loss of taste and smell. (See [CDC Symptoms of Coronavirus](#).) Employees will need to complete the Delgado Health Pass each day before arriving to campus. **Don't have the app?** Use the [Pre-Screening Code](#) or [Paper Pre-Screening Form](#).



- **Facial Coverings** – A mask, scarf, bandana, or other such facial covering must be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms, and restrooms. Employees are encouraged to wear their own, but supplies will be available for those unable to do so. Although preferable to wear a facial covering at all times, employees assigned to a private office or individual cubicle may remove the facial covering while working alone within their designated work space; however, if a co-worker enters that office, the mask must be worn. The facial covering should fully cover

the mouth/nose area and may not contain inappropriate images or text that may be offensive to others. Please note that the Employee Handbook has been updated to reflect the wearing of a face covering. Mask stations will be available at the entrance of every building at every campus/site. Additionally, KN95/N95 masks are available to our faculty and staff as needed.



- **Physical Distancing** – Employees are required to maintain social distancing at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency and duration. In such meetings, face coverings must be utilized and the meeting space must satisfy the social distancing rule. Preferably teleconferences and video conferencing should be used. *Additionally:*
  - All faculty and staff gathering spaces such as lunch rooms or break rooms **must** adhere to social distancing guidelines and must be monitored by supervisors or department heads.



- **Hand Washing/Hand Sanitizer** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used.



- **Coughing/Sneezing Etiquette** – Remember, if you have to cough or sneeze, do so into a tissue or the inside your elbow rather than your hands. This will help to minimize the spread of germs as you touch doorknobs and surfaces.



- **Cleaning** – We will continue to operate using the increased cleaning protocols recommended by the CDC to ensure that all campus buildings are cleaned and disinfected consistent with that guidance.
  - Restrooms will be cleaned and sanitized four times per day
  - Elevator buttons will be cleaned and sanitized four times per day
  - Stair railings will be cleaned twice per day
  - ATM machines will be cleaned four times per day
  - Computers and other work spaces used by students should be wiped down by the student before and after use
  - Hallways will be cleaned daily
  - Entrances will be cleaned daily
  - Classrooms will be cleaned throughout the day



- **Classrooms** – Faculty teaching class sections with 30 or more students may opt for a hybrid format where 50% of the students are in the classroom each day during peak infection periods. However, when infection rates decline significantly classes can resume to full occupancy. KN95/N95 masks are available in division offices and plexiglass shields are being installed in classrooms per guidance of deans.



- **HVAC and Ventilation** – Our HVAC and Ventilation systems have been equipped with an Ultraviolet Germicidal Irradiation System (UVGI). UVGI lights are engineered to target and eradicate very specific types of airborne contaminants, specifically bacteria, viruses (COVID), and airborne microbes. Also, portable HEPA air purifiers will be strategically placed throughout all campuses and sites.

# COVID-19 Scenario Protocols

During the following scenarios, unless otherwise unable due to COVID-19 symptoms, faculty and staff are expected to address their workload requirements with their supervisor in coordination with the Office of Human Resources (504-762-3003). Additionally, all faculty and staff are to monitor their Delgado email account and the Delgado website for ongoing updates. Any questions regarding the following scenarios and processes relative to COVID-19 are to contact the Office of Human Resources via email at [nwedle@dcc.edu](mailto:nwedle@dcc.edu) or by phone at 504-762-3003.

## SCENARIO 1 - Confirmed Case of COVID-19

If employees have received positive COVID-19 test results and have become mildly or moderately ill due to the virus but did not require hospitalization the following will occur:

- Employees should contact Human Resources and their supervisor.
- Human Resources and supervisor will begin as much contact tracing as possible.
- Human Resources and supervisor will contact Facilities.
- Cleaning protocol will be decided and administered. Please see Delgado's Cleaning Protocol.
- Employee is encouraged to contact healthcare provider.

Employees can return to campus after meeting all the following conditions:

- At least 10 days have passed since symptoms first appeared.
- No fever (temperature less than 100.4) for a minimum of 24 hours without the use of any fever-reducing medicines like aspirin, acetaminophen or ibuprofen.
- Their respiratory symptoms have improved.
- They exhibit no other symptoms of COVID-19.
- They must wear a mask or other covering of their nose and mouth to limit exposure.
- Faculty and staff must contact Human Resources to address the requirements to return to campus by emailing [nwedle@dcc.edu](mailto:nwedle@dcc.edu).
- Employees should contact their supervisor.
- Human Resources will also notify supervisor.

## SCENARIO 2 - Employees Experiencing Symptoms or in *Close Contact* with Someone Infected with COVID-19

If employees have reported having been in **close contact** with someone infected with COVID-19 **as defined by the CDC** [*a) being within approximately six feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case OR b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)*] the following will occur:

- Employees should contact Human Resources and their supervisor.
- Human Resources and supervisor will begin as much as possible contact tracing as possible
- Human Resources and supervisor will contact Facilities.
- Cleaning protocol will be decided and administered. Please see Delgado's Cleaning Protocol.
- Employees are encouraged to contact healthcare provider.

Employees can return to campus after meeting all the following conditions:

- All persons vaccinated or unvaccinated should take a COVID-19 test immediately after a known or suspected exposure to COVID-19.
- If you are fully vaccinated, as advised by the Governor per current Center for Disease Control (CDC) and LDH guidelines, you are not required to quarantine; however, in an abundance of caution, the College requires you to quarantine while waiting for your test results. If you are not fully vaccinated, you are required to quarantine immediately following exposure.
- Regardless of vaccination status, you are expected to take a COVID-19 test immediately and monitor your symptoms, and get retested within 5-7 days following exposure.
- If you have had no symptoms and receive negative test results from a test taken 5-7 days following



exposure, please notify Natasha Wedley of Human Resources at [nwedle@dcc.edu](mailto:nwedle@dcc.edu) for your clearance to return to work.

- If you are exhibiting symptoms and/or have received positive test results, please isolate\* immediately and contact Natasha Wedley of Human Resources at [nwedle@dcc.edu](mailto:nwedle@dcc.edu) to discuss the requirements for your clearance to return to work.

*\*Note: Isolation for those who test positive for COVID-19 typically consists of:*

- If symptomatic, at least 10 days since symptoms first appeared, symptoms are improving, and at least 24 hours with no fever without fever-reducing medication.
- If asymptomatic but with a positive test, 10 days from the time the test sample was collected.

## **Delgado's Protocols for Cleaning and Disinfecting Surfaces and Items Suspected of Contamination:**

1. A coordinated effort between Human Resources, Student Affairs, and Building Services will determine all areas suspected of contamination for cleaning and disinfection.
2. Additionally, the Executive Director of Housekeeping and the Safety and Risk Management Manager will jointly assess the scope, size, and nature of the facilities impacted.
3. The cleaning and disinfection of the contaminated facilities will be conducted within 24 hours.
4. All areas and items such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) suspected of contamination by the confirmed case focusing especially on frequently touched surfaces must be cleaned and disinfected.

## **COVID-19 Tips for Employees**

- **Stay at home if you are sick!** Per the guidance from CDC, employees should stay home if they are sick.
- **Keep in contact with your supervisor!** When things happen that are likely to impact your work schedule, you should communicate directly with your supervisor to manage these situations.
- **Communicate!** If you have questions or concerns, please contact your supervisor or Human Resources.
- **Seek Support!** Use published tools and resources to help you cope during the anxiety and stress brought on by the pandemic:
  - [The Coronavirus Crisis: Tools for Tough Times](#)
  - <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
  - <https://www.dol.gov/agencies/whd/fmla/pandemic>
  - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

## **Leave Policies**

Delgado Community College leave policies have been updated recently and are broader than prior to the pandemic. If you have been exposed to COVID-19 and are subject to quarantine or isolation order, are experiencing symptoms of COVID-19, have been diagnosed with COVID-19, are caring for an immediate family member as a result of COVID-19, are caring for a child as a result of loss of care due to COVID-19 and are unable to report to the physical premises for work, are receiving vaccination, or are experiencing symptoms following the receipt of a vaccination, you may use your accrued sick, annual, and/or compensatory time accordingly for full pay. You may also be eligible for Emergency Paid Sick Leave (EPSL) under the American Rescue Plan Act (ARPA) of 2021 for up to 80 consecutive hours if you meet any of the

above [ARPA of 2021 criteria](#), contact [nwedle@dcc.edu](mailto:nwedle@dcc.edu).

*The College will amend, suspend, or modify these guidelines as needed based on continued guidance issued by the Centers for Disease Control and the Louisiana Department of Health.*

## Guidelines for Supervisors & Managers Regarding COVID-19

These frequently asked questions are being provided in an effort to guide you on navigating the return of your employees to the workplace. Supervisors and managers should remain flexible as we transition employees back to work.

Keep in mind the information below:

- Managers and supervisors must encourage employees to remain home when they are sick.
- Take steps to provide scheduling options to assist employees at this time. For example, allow employees to work remotely, if possible, adjust start and end work times, and approve leave when needed to assist employees that are transitioning back to the workplace.
- Ensure each of your workstations are visibly labeled for social distancing according to CDC guidelines.
- The established leave process will be used for any leave request not COVID-19 related.
- Communicate with Human Resources if you have questions regarding COVID-19.
- Be alert to employee communications and absences due to COVID-19. Refer any potential situation to Human Resources immediately.
- Consider holding meetings virtually using Microsoft Teams and/or Zoom.
- Maintain confidentiality, if an employee is exhibiting symptoms of COVID-19 or have been confirmed to have COVID-19.
- Ensure employees are wearing a face mask or face covering at all times while on campus. Employees who have a private office may remove their face mask while in the office alone. Upon the entrance of another employee, ALL employees should wear face masks or coverings.



## COVID-19 Frequently Asked Questions (Subject to Change)

### LEAVE

Q: May employees use annual leave, sick leave, or other type of leave to avoid working?

**A: Delgado employees requesting leave other than COVID-19 related issues should follow the established leave process.**

Q: Is the COVID-19 virus an FMLA qualifying condition and will an employee be able to use FMLA Leave?

**A: FMLA Leave may be available in relation to an employee's illness or the illness of a qualifying family member. Please refer the employees to Human Resources so that we may assess the employee need.**

Q: How do employees enter their COVID-19 leave on their timesheet?

**A: Employees would enter it as regular sick leave on their timesheet. Human Resources, in coordination with Payroll, will make the appropriate adjustment on the employee's timesheet who has been approved for the leave.**

Q: Who do I contact if an employee may qualify for the COVID-9 leave?

**A: Please refer the employee to Human Resources.**

Q: What should I do if my employee has a child in a school or with a childcare provider that is closed due to COVID-19 and they need to be absent from work?

**A: Please refer employees to Human Resources as they may qualify under the expanded family medical leave.**

### ILLNESS

Q: If employees indicate they have symptoms of COVID-19 or a confirmed case of the COVID-19 virus, may they work remotely?

**A: Human Resources must be notified of all employees who may have or exhibit symptoms of COVID-19, and HR will work with management to coordinate, if this is possible.**

Q: If employees begin to experience symptoms of COVID-19 while at work, what should I do?

**A: Refer the employees to Human Resources immediately and send the employees to seek medical attention. The supervisor/manager should notify Human Resources and Facilities.**

Q: If employees state that they have a medical condition that prevents them from returning to work, what should I do?

**A: Refer the employees to Human Resources, as the employees may qualify for the Expanded FMLA. The supervisor/manager should notify Human Resources immediately.**

Q: If employees state they were fine when they arrived at work, but since then are beginning to feel ill, what should I do?

**A: Human Resources must be notified of all employees who state this. The employees will be informed that they need to seek medical attention immediately and provide HR with their medical documentation. Further conversation with employee will continue to navigate the process of returning the employee back to work, when cleared. The employee's timesheet is to be coded as sick time, until a final determination of COVID-19 is made.**

### SAFETY

Q: If employees ask questions and show concern about the depth of cleaning that has taken place in their work area, what should I do?

**A: The supervisor/manager should contact Facilities to receive clarification of the most recent cleaning of the work area.**

Q: If employees inquire about designated areas to avoid and what has been labeled as safe, what should I do?

**A: The supervisor/manager should work with Building Services/Custodial to ensure that the area has been cleaned according CDC and Department of Health guidelines.**

### DAILY MANAGEMENT

Q: How do I manage breaks/meals?

**A: Suggested Protocol: While ensuring social distancing, here are a few suggestions. Have employees:**

- **Turn off their computer during their break/lunch.**
- **Clear space from daily work during break/lunch.**
- **Clock in-out and notify management, with possible signage.**
- **Create "Out to Lunch" signage. Managers/supervisors may consider posting a lunch schedule for their entire work group.**





## CAMPUS COVID-19 MASTER PLAN

### Safety Guidelines

The health and welfare of our faculty, staff, and students remains our highest priority. In returning to the campuses/sites of the college, specific safety measures, in compliance with recommendations from the CDC, must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19. All faculty, staff, and students must adhere to the safety guidelines as outlined in the Looking Ahead Fall 2021 protocols for faculty, staff, students, and visitors regarding the following:

- Self-Assessment
- Facial Coverings
- Physical Distancing
- Personal Hygiene

### Campus Facilities

Faculty should follow the usual campus protocol for scheduling rooms/labs. In the event a classroom/lab/common area has to be closed for cleaning and disinfecting, faculty will be notified and an alternate space assigned as available.

## **HVAC and Ventilation**

Our HVAC and Ventilation systems have been equipped with an Ultraviolet Germicidal Irradiation System (UVGI). UVGI lights are engineered to target and eradicate very specific types of airborne contaminants, specifically bacteria, viruses (COVID), and airborne microbes. Also, portable HEPA air purifiers will be strategically placed throughout all campuses and sites.

## **Elevators/Stairwells**

- Elevators will be limited to two people. Signs will be in place to indicate this. The floors of the elevators will be marked where individuals should stand to ensure maximum distancing.

## **Classrooms/Labs**

- Students will be required to wipe down their seat/table/work area/equipment before and after use. Disinfectant supplies will be available in each area.
- Spaces will be thoroughly cleaned throughout the day by Housekeeping staff who are trained in COVID-19 cleaning and disinfecting protocols.

## **Common Areas**

The use of common areas will be limited to discourage gathering. Any open common area will be clearly marked to promote distancing.

## **Water Fountains**

Use of water fountains is prohibited and fountains will be disabled. Signage will be placed to indicate this.

## **Restrooms**

- Cleaning of restrooms will be done according to the established college schedule/protocol.
- Signs will be placed in the restroom indicating the number to call to report that a restroom needs attention (i.e., soap, paper towels, cleaning).

*The College will amend, suspend, or modify these guidelines as needed based on continued guidance issued by the Centers for Disease Control and the Louisiana Department of Health.*







## STUDENT COVID-19 PROTOCOLS

### Safety Guidelines

The health and welfare of our students remains our highest priority. In returning students to the campus, specific safety measures, in compliance with recommendations from the CDC, must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19. **All students must adhere to the safety guidelines listed below.**

- **Self-Assessment - Stay home if you feel sick or if you are sick.** Prior to arriving on or departing from campus, self-assess for any signs or symptoms of illness. Primary symptoms, as described by the CDC, include fever, cough, or shortness of breath. Additional symptoms include chills, repeated shaking, muscle pain, headache, sore throat, loss of taste and smell. (See [CDC Symptoms of Coronavirus](#).) Complete the [self-reporting, pre-screening COVID-19 tool in the Delgado mobile app](#) each day before you come to campus. **Don't have the app?** Use the QR code for the Health Pass or the [Paper Pre-Screening Form](#) in your classroom or division office.
- **Facial Coverings** – A mask, scarf, bandana, or other facial covering must be worn upon entering and leaving all Delgado facilities. Face coverings must be worn in halls, walkways, stairwells, elevators, break rooms, meeting rooms, and restrooms. Mask stations will be available at the entrance of every building at every campus/site. The facial covering should fully cover the mouth/nose area and may not contain inappropriate images or text that may be offensive to others. Please note that the failure to wear a face mask is considered disruptive behavior and is a violation of the Student Code of Conduct.
- **Physical Distancing** – Students are required to maintain social distancing at all times. There should be no more than two people in an elevator at one time. Limited In-person meetings are permitted. In such



meetings, face coverings must be utilized and the meeting space must satisfy the social distancing rule. Preferably telephones, teleconferences, and video conferencing should be used. *Additionally:*

- All student gathering spaces **must** adhere to social distancing guidelines.
- All in person events and functions are suspended until further notice.
- **Hand Washing/Hand Sanitizer** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used.
- **Coughing/Sneezing Etiquette** – Remember, if you have to cough or sneeze, do so into a tissue or the inside your elbow rather than your hands. This will help to minimize the spread of germs as you touch doorknobs and surfaces.
- **Cleaning** – We will continue to operate using the increased cleaning protocols recommended by the CDC to ensure that all campus buildings are cleaned and disinfected consistent with that guidance. Restrooms, elevator buttons, and ATM machines will be cleaned and sanitized four times per day. Stair railings will be cleaned twice per day. Computer labs and other student work areas in classrooms should be cleaned by the student before and after use. Offices, hallways, and entrances will be cleaned daily. Classrooms will be cleaned throughout the day. In every classroom and lab, supplies will be available for you to wipe down your area before you sit and before you leave. Fogging systems will be used for additional sanitation.
- **HVAC and Ventilation** – Our HVAC and Ventilation systems have been equipped with an Ultraviolet Germicidal Irradiation System (UVGI). UVGI lights are engineered to target and eradicate very specific types of airborne contaminants, specifically bacteria, viruses (COVID), and airborne microbes. Also, portable HEPA air purifiers will be strategically placed throughout all campuses and sites.

## COVID-19 Scenario Protocols

During the following scenarios, unless otherwise unable due to COVID-19 symptoms, *students* are expected to continue the coursework as prescribed by their individual instructors. Additionally, students are to monitor their preferred Delgado email account and the Delgado website for ongoing updates. Students may contact the Office of Health Services via email at [healthservices@dcc.edu](mailto:healthservices@dcc.edu) with any questions regarding the following scenarios and processes relative to COVID-19.

### SCENARIO 1 - Confirmed Case of COVID-19

If students have received positive COVID-19 test results the following must occur:

- Students should notify Delgado Health Services by utilizing the [Student COVID-19 Self Reporting System](#) and are encouraged to contact an appropriate healthcare provider.
- Students should notify their instructors regarding the completion of coursework.
- Health Services will also notify the students' instructors who may have been in contact with the students, the Vice Chancellor for Academic and Student Affairs, the Associate Vice Chancellor for Student Affairs, the campus- or site-specific Executive Dean, and Facilities staff.

Students can return to campus after meeting all the following conditions:

- If symptomatic, at least 10 days since symptoms first appeared.
- If asymptomatic but with a positive test, 10 days from the time the test sample was collected.
- No fever (temperature less than 100.4) for a minimum of 24 hours without the use of any fever-reducing medicines like aspirin, acetaminophen or ibuprofen.
- Their respiratory symptoms have improved.
- They exhibit no other symptoms of COVID-19.
- Students are to contact Health Services Coordinator to address requirements to return to campus by emailing [healthservices@dcc.edu](mailto:healthservices@dcc.edu).

## SCENARIO 2 - Individuals Experiencing Symptoms of COVID-19 or have been in Close Contact with Someone Infected with COVID-19

If students have reported having been in **close contact** with someone infected with COVID-19 **as defined by the CDC** [a) *being within approximately six feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case OR b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)*] the following must occur:

- Students should notify Delgado Health Services by utilizing the [Student COVID-19 Self Reporting System](#) and are encouraged to contact an appropriate healthcare provider.
- Students should notify their instructors regarding the completion of coursework.
- Health Services will also notify all the student's instructors who may have been in contact with the students, the Associate Vice Chancellor for Academic and Student Affairs, the Associate Vice Chancellor for Student Affairs, the campus- or site-specific Executive Dean, and Facilities staff.

Students can return to campus after meeting all the following conditions:

- All persons vaccinated or unvaccinated should take a COVID-19 test immediately after a known or suspected exposure to COVID-19.
- If you are fully vaccinated, as advised by the Governor per current Center for Disease Control (CDC) and LDH guidelines, you are not required to quarantine; however, in an abundance of caution, the College requires you to quarantine while waiting on your test results. If you are not fully vaccinated, you are required to quarantine immediately following exposure.
- Regardless of vaccination status, you will be expected to take a COVID-19 test immediately and monitor your symptoms, and get retested within 5-7 days following exposure.
- If you have had no symptoms and receive negative test results from a test taken 5-7 days following exposure, please notify the Health Services office at [healthservices@dcc.edu](mailto:healthservices@dcc.edu) for your clearance to return to school.
- If you are exhibiting symptoms and/or have received positive test results, please isolate\* immediately and contact Health Services office at [Healthservices@dcc.edu](mailto:Healthservices@dcc.edu) to discuss the requirements for your clearance to return to school.

*\*Note: Isolation for those who test positive for COVID-19 typically consists of:*

- If symptomatic, at least 10 days since symptoms first appeared, symptoms are improving, and at least 24 hours with no fever without fever-reducing medication.
- If asymptomatic but with a positive test, 10 days from the time the test sample was collected.
- The [Student COVID-19 Self Reporting System](#) will be used to better assist students with the return to campus protocols. The information collected using this reporting system will be stored in a secure location and will not be shared with any third-party agencies. By using this system, the student consents to have limited information shared with the appropriate college officials to ensure the student's continuity of instruction and that protocols are activated to protect the health of safety of other students, faculty and staff.

## Student Services

The Student Services Protocols are intended to provide more specific guidance to students who seek assistance in all types of student services. Outlined below are the departmental procedures related to: prevention of infection and spread of COVID-19, service protocols, expected on-campus behavior, and student resources. These protocols adopt basic principles of infection control and aim to prevent respiratory droplet transmission, which is one of the primary methods of spread and transmission of COVID-19. It is important that **all students** adhere to these protocols because the virus can be spread by asymptomatic individuals. Prior to coming to or departing from campus, students should follow the Self-Assessment protocols as described in the *Safety Guidelines* section.

Students should self-quarantine and avoid coming to campus if they meet any of the scenarios outlined in the *COVID-19 Scenarios Protocols* section. Students who visit Student Affairs areas will be required to wear face

coverings or masks for the entire duration of the visit or appointment. Any student who has signed up for an appointment, in-person or virtual, should be timely with arrivals and departures.

## Enrollment Management Services Protocols

Student Affairs staff will be providing assistance in the areas of admissions, financial aid, and registration. For all available services, please visit the [Online Welcome Desk](#).

- **Self-Help Tools:** Review our [Start Right Guide](#) and [LoLA Assistance Guide](#), or ask our [Chat Bot](#), I.S.A.A.C., filled with the answers to your frequently asked questions.
- **Email:** Submit documents or ask questions about next steps. Responses may take up to 48 hours
- **Financial Aid:** [Access online forms](#). Email any forms that are not submitted online to [finaid@dcc.edu](mailto:finaid@dcc.edu).
- **Admissions:** [Access online forms](#). - Email any forms that are not submitted online to [delgadoadmissions@dcc.edu](mailto:delgadoadmissions@dcc.edu).
- **Phone:** [1-855-215-8247](tel:1-855-215-8247) Staff is available Monday - Thursday, 8 a.m. - 4:30 p.m. *Approximate wait is 45 minutes.*
- **Live Chat:** Staff is available via chat feature on the right side of the [dcc.edu](http://dcc.edu) homepage Monday - Friday, 8 a.m. - 4:30 p.m. *Approximate wait is 15 minutes.*

## COVID-19 Tips for Students

- **Stay at home if you are sick!** Per the guidance from CDC, students should stay home if they are sick.
- **Keep in contact with your instructor!** When things happen that are likely to impact students' education, students should communicate directly with their instructors to manage these situations.
- **Communicate!** If you have questions regarding or concerns, please contact Delgado Health Services at [healthservices@dcc.edu](mailto:healthservices@dcc.edu).
- **Seek Support!** Use published tools and resources to help you cope during the anxiety and stress brought on by the pandemic. (See [CDC's Coping with COVID-19 Stress](#).)

*The College will amend, suspend, or modify these guidelines as needed based on continued guidance issued by the Centers for Disease Control and the Louisiana Department of Health.*





# COVID-19 PROTOCOLS FOR VISITORS AND STUDENTS

## Overview of Scenario Responses and Suggested Measures

Delgado Community College campuses and sites should assure that there is sufficient visible signage to make staff, students, and visitors aware of facial covering requirements, social distancing, and handwashing. These measures could prevent any number of potentially harmful interactions, relative to COVID preventative compliance. Mask stations will be available at the entrance of every building at every campus/site.

Additionally, the signage could reference the Governor's recent mandate of mandatory mask requirements. This mandate was issued August 2, 2021, and reads, in part as follows:



### STATEWIDE MASK (FACIAL COVERING) MANDATE

The order requires face coverings for everyone ages five and older or enrolled in kindergarten except for the following:

- Anyone who has a medical condition that prevents the wearing of a face covering
- Anyone who is consuming a drink or food
- Anyone who is trying to communicate with a person who is hearing impaired
- Anyone who is giving a speech for broadcast or to an audience
- Anyone temporarily removing his or her face covering for identification purposes

### SCENARIO 1: STUDENT refuses to comply with facial coverings mandate in an instructional setting.

Based on Delgado's [Student Code of Conduct](#), the College reserves the right to take any necessary and/or appropriate steps to protect the College community's safety and well-being.

The College's [Student Code of Conduct](#) defines disruptive behavior as "any student who displays intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.."

This could be applicable to failure to wear facial covering as required by state or College mandates.

First, the instructor should seek to de-escalate the matter by finding out why the student does not wish to wear a mask. If it is a medical condition, refer the student to Health Services by emailing [healthservices@dcc.edu](mailto:healthservices@dcc.edu).

If the instructor is unable to convince the student to wear a mask, then the Associate Vice Chancellor for Student Affairs should be notified of the disruption along with the completion of an [Incident Referral Form](#) so that the matter can be addressed further with the student. The instructor may also choose to suspend class to ensure the safety of others; if the class is suspended the instructor must notify the department chair

and academic division dean. Campus Police should also be informed but not necessarily summoned to the classroom.

***If Campus Police are summoned to the classroom, they should exercise the following protocol:***

- Consult with the instructor and obtain the non-compliant student's identity.
- Assess the atmosphere of the classroom.
- Encourage the instructor to suspend the class so that the non-compliant student can be interviewed.
- Refer the incident for [judicial review](#) in a documented incident report.
- Avoid physical interaction with non-compliant students unless such interaction is warranted to protect others or self.
- Attempt to de-escalate the matter.

**SCENARIO 2: STUDENT refuses to comply with facial coverings mandate in a *non-instructional setting*.**

In accordance with Delgado's [Student Code of Conduct](#), "failure to comply with the directives of college officials and law enforcement officers acting in performance of their duties" is a violation of the College's Student Code of Conduct. The policy defines college officials as administrators, supervisors, faculty, adjunct faculty, support staff, campus security, coaches, or trainers.

This violation could also be applicable to failure to wear facial covering on campus outside of the instructional setting as required by state or College mandates. In these circumstances, as per Delgado's [Student Code of Conduct](#), the College reserves the right to take any necessary and/or appropriate steps to protect the College community's safety and wellbeing.

First, the college representative must ascertain if a medical condition prevents the wearing of a mask. If the student does have a medical condition that prevents the wearing of a mask, the student must be referred to Health Services. Students may reach Health Services by emailing [healthservices@dcc.edu](mailto:healthservices@dcc.edu).

If any college official is unable to convince a student to wear a mask, then the Associate Vice Chancellor for Student Affairs should be notified of the disruption along with the completion of an [Incident Referral Form](#) so that the matter can be addressed further with the student. The college official may also choose to suspend services or the activity involving the student, as applicable. The Campus Police should also be informed but not necessarily summoned to the setting.

***If Campus Police are summoned to the non-instructional setting, they should exercise the following protocol:***

- Consult with the college official and obtain the non-compliant student's identity.
- Assess the atmosphere of the setting.
- Encourage the college official to suspend services or the activity involving the student, as applicable, so that the non-compliant student can be interviewed.
- Refer the incident for [judicial review](#) in a documented incident report.
- Avoid physical interaction with non-compliant students unless such interaction is warranted to protect others or yourself.

**Additional Policy References for Scenarios 1 and 2:**

**Delgado [Student Code of Conduct \(SA-1448.1D\)](#):**

***Student Responsibilities:*** It is the responsibility of every student to conduct one's self in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by legislative act and LCTCS policy are contrary to acceptable conduct. The College reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the College community.

**Disruptive behavior** is defined as: "Any student who displays intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event; Any student who displays verbal, emotional, or physical abuse or threat thereof against any person on campus or at any college authorized event, or other conduct which threatens or endangers the health and safety of any such person.

**Delgado** [Classroom Disruption Procedures \(as per SA-1448.1D\)](#):

### ***Procedures for Handling Classroom Disruption***

#### **Handling "Extreme" Cases of Classroom Disruptions**

**If a student is posing a threat** to the safety of himself/herself or others, becomes physically or verbally abusive, Campus Police should be contacted immediately. It is often a mistake to assume that aggressive behavior will stop on its own. Always err on the side of safety. *Once the Campus Police are notified, a police report will be required, and statements may be requested from the instructor and witnesses.*

### **SCENARIO 3: VISITOR on Campus refuses to comply with face coverings mandate.**

Visitors on campus who are not wearing facial covering as required by state or College mandate should be approached, as a guest, and asked if they need a mask. If the response is yes, there is a need. Police Officers then should supply them with that covering.

If the response is negative and the visitor refuses to wear a face covering, the Officer should explain to the guest that Delgado Community College has a policy concerning the mandatory wearing of face coverings in accordance with state or College mandates.

The Officer should notify the supervisor (the college official responsible for the purpose for which the visitor is on campus) of the non-compliant guest immediately, and the supervisor should respond to the scene. All efforts to amicably gain compliance should be sought, and the Chief of Police shall be consulted before any action is taken, other than verbal interaction.





# HEALTH ASSESSMENT SELF-SCREENING WITH THE DELGADO MOBILE APP

Pre-screening is the key to a Delgado campus environment that is safe from COVID-19 free campus. Students, faculty, staff, and visitors can expect to be asked for information about their general health when they visit any Delgado location. A new feature in Delgado's mobile app is the **Health Pass**.

The app is available in the Apple and Google app stores and you can download it to a phone, tablet, computer, or mobile device at no cost. Students, faculty, and staff coming to campus will need to complete the pre-screening process once daily, every time they visit the campus. The process is simple. You will answer a few questions that help you self-report any COVID-19 symptoms. On the app, once you complete the questions, you will either receive a Green Health Pass, stating you are clear to come to campus if you have no COVID-19 symptoms, or a Red Health Pass, stating you are not cleared to come to campus. The Green Health Pass is good for the entire day and expires at midnight. If you receive a Red Health Pass, you will be instructed to contact staff for further instructions.

**Don't have the app?** Use the [Pre-Screening QR Code](#) below or [Paper Pre-Screening Form](#) available in classrooms or division offices.



A web-based process exists for visitors coming to campus who are not students, faculty, or staff.



The graphic features the Delgado logo at the top left. The main title 'Delgado App' is in large white font. Below it, three smartphone screens are shown, each illustrating a different app feature. The first screen shows a campus map with a 'Your Campus' icon and text: 'Quickly discover what you're looking for. Campus maps, services, course information and more are just a tap away.' The second screen shows a social media-style feed with a 'Your Community' icon and text: 'Whether you have a question, a story to tell or looking for a new friendship, you'll find it all in your campus community.' The third screen shows a settings menu with a 'Your Way' icon and text: 'Customize your app to the way you want it. With favorites and your personalized schedule, this app will be unique to you.' At the bottom left, there are two download buttons: 'Download on the App Store' and 'GET IT ON Google Play'.

# ADDITIONAL INFORMATION

## **DIVISION OFFICES**

Open Monday - Friday, 8 a.m. - 4:30 p.m.

## **BUSINESS OFFICES**

Open Monday - Friday, 8 a.m. - 4:30 p.m.

## **STUDENT SERVICES**

Open Monday - Friday, 8 a.m. - 4:30 p.m.

## **LIBRARIES**

For hours of operation and additional information regarding protocols, please see the [Delgado Libraries webpage](#).

## **FITNESS CENTER**

For hours of operation and additional information regarding protocols, please see the [Delgado Fitness Center webpage](#).

## **ATHLETICS**

Athletic practices, games, and events will return in phases based on local and state protocols and in conjunction with the directives of the National Junior College Athletic Association (NJCAA). Additional return to play protocols, information, and 2021 schedules are available at [delgaoathletics.com](http://delgaoathletics.com)

## **CAMPUS DINING**

Current information about on-campus dining for Fall 2021 is available on the College's [Dining Options webpage](#). *Please be advised that congregating in the dining areas is not permitted, and social distancing requirements remain in place to ensure the safety of the College community.*

## **ACADEMIC CALENDAR**

Current information about on-campus dining for Fall 2021 is available on the College's [Dining Options webpage](#). Please be advised that congregating in the dining areas is not permitted, and social distancing requirements remain in place to ensure the safety of the College community.

## **INSTRUCTIONAL DELIVERY**

Delgado is offering students a variety of ways to schedule courses in the Spring 2021 Semester that are both synchronous (live instruction) and asynchronous (schedule on your time). Visit our [Delgado Cares webpage](#) for more information.



*Delgado Community College is a member of the Louisiana Community and Technical College System. Delgado Community College does not discriminate on the basis of race, color, national origin, sex, disability, religious or political affiliation, gender identity, sexual orientation, citizenship, age, disability, marital or veteran's status, pregnancy, childbirth and related medical conditions, and the sickle cell trait in the admission, participation, or employment in the programs and activities of this College. Title IX Coordinator can be reached at 615 City Park Ave., O'Keefe Administration Bldg., New Orleans, La. 70119, (504) 762-3004 and 504/ADA Coordinator can be reached at 615 City Park Ave., Bldg. 2, Room 102, New Orleans, La. 70119, (504) 671-5161.*

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