# Nicolet College Framework for Re-opening

As we're seeing in some parts of the U.S. and other countries, the COVID-19 pandemic remains a significant health risk, and is likely to remain so for some time to come. However, over the past several weeks we have learned much about the practices and behavior that, when adopted, are known to be effective in controlling community spread.

This framework for Re-opening outlines the conditions and the criteria we will monitor as we move cautiously toward restoring face to face instruction, student services, and community programming. Keep in mind that the vast majority of Nicolet College services have and will continue in a virtual environment. All Nicolet College employees should plan to work remotely until authorized by their supervisor or via a college-wide announcement to return to a regularly assigned work location.

This plan does not establish a firm timeline for the College to take specific steps toward resuming pre-COVID activities. Instead, it defines how a gradual, targeted reopening of in-person student services can occur.  The timing of each step toward re-opening, including hosting public gatherings, special events, and other activities will be informed by the criteria outlined in this framework and by our overarching commitment to evidence-based decision-making.

Specific steps toward re-opening include:
1.      Essential activities or programs are defined by the Governor's Office and the Wisconsin Department of Health Services. On April 23, the Governor confirmed that colleges can bring students back to campus for "essential programs" and complete lab work, as long as the college continues to offer instruction and other services remotely as much as possible.
2.      Nicolet's Facilities team is reviewing workspaces and traffic flows within buildings. After July 6, and upon approval by an Executive Leadership Team member, some employees may return to work on a limited schedule such that physical distancing is maintained and other risk factors minimized.
3.      By the middle of July, a limited range of face-to-face services may be offered by appointment (not walk-in) for students and prospective students. Remote delivery of services will remain the preferred alternative.
4.      Community programming and on-campus conferences and events will remain suspended until at least December 31, 2020 to help address space concerns created by physical distancing requirements.
5.      A high proportion of Community Education students/participants come from vulnerable populations, so "Safer at Home" restrictions may apply for the majority of those offerings.
6.      College-sponsored travel remains suspended except as may be deemed essential by a member of the Executive Leadership Team.

The following expectations are included in all phases of the Nicolet re-opening plan:
-       Stay home if feeling ill, or even if in doubt
-       Maintain six-foot physical distancing
-       Wash hands frequently and well; use sanitizer
-       Cover coughs
-       Quarantine of positive cases and their cohabitants
-       Face coverings over the nose and mouth are strongly encouraged, particularly when and if physical distancing of at least 6 feet cannot be assured at all times.

| Nicolet Services | Safer at Home | Phase One: Essential Education | Phase Two: Partial Reopening | Phase Three: Reopening |
|---|---|---|---|---|
| Academic Programs & Courses | Virtual, with only essential lab work on campus | Virtual, with only required on-campus activities | Open with gathering size limitations | Open |
| Customized Training Programs for Businesses & Orgs | Virtual | Virtual, with only required on-campus activities | Open, with gathering size limitations | Open |
| Industry/Occupation-Specific Continuing Education | Virtual | Virtual, with only required on-campus activities | Open, with gathering size limitations | Open |
| Community Education/Enrichment Programming | Virtual | Virtual | Virtual | Open, with gathering size limitations |
| Conferences & Conference Rooms | Closed | Closed | Open, with gathering size limitations | Open |
| Food Services | Closed | Closed | Prepackaged items only, gathering size limitations | Open |
| Student Services | Virtual | Virtual | Open, with gathering size limitations | Open |
| Bookstore | Virtual, scheduled pick-up and drop off | Virtual, scheduled pick-up and drop off | Open, with gathering size limitations | Open |
| Academic Support | Virtual | Virtual | Open, with size limitations | Open |

**Face-to-face activates will be phased in as the COVID-19 situation subsides using the following.**

## "Safer at Home" Phase

Buildings: Access Limited, Closed to the public
Workforce: Remote
Timeframe: Duration of "Safer at Home" or replacement order

### Academic Programs and Courses

- Instruction to occur virtually to the extent possible to minimize on campus time
- Specific programs or program clusters deemed "essential" may return to campus
    - Only for required in-person content (cannot be delivered virtually)
    - Must follow physical distancing requirements. 9 individuals including the instructor (less than 10; 6-foot physical distancing)
    - Instructors must be willing to facilitate
    - Students have "incomplete" option if personal circumstances prevent on-campus attendance

### Customized Training Programs for Businesses & Organizations

- Online/alternate delivery programming can operate
- Training necessary to continue essential operations
- Training should be virtually whenever possible
- Training should be postponed whenever possible
- Company is considered an "essential business" and the product or service also needs to be essential
- Instructor is willing to facilitate
- Physical distancing must practices (less than 10; 6-foot physical distancing)

### Industry/Occupation Specific/Community Education/Enrichment Programming

- In-person activities suspended

### Conferences & Conference Rooms

- Internal and external meetings prohibited
- Can be used to support "Essential Education"
- Physical distancing must be practices (less than 10; 6-foot)

### Food Service

- Suspended

**Student Services**
- No in person meetings
- Maintain services remotely

**Bookstore**
- Retail operation closed
- Services provided remotely
- Student pick up and return activities based on scheduled appointments

**Academic Support**
- No in-person meetings
- Maintain services remotely

## Phase 1: Essential Education

Buildings: Closed to public
Workforce: Remote
Timeframe:

**Academic Programs and Courses**
- Instruction to occur virtually to the extent possible
- Specific programs or program cluster deemed "essential" will return to campus
    - Only for necessary in-person content
    - Must follow physical distancing requirements
    - Faculty and students expected to be on-site as scheduled, but will observe safety protocols and guidance for vulnerable populations

**Customized Training Programs for Businesses & Organizations**
- Required training activities can occur onsite or offsite
- In-person approval criteria:
    - Training necessary to continue essential operations
    - Training should be provided virtually if possible
    - Company is considered an "essential business" and the product or service also needs to be essential
    - Any lack of training needs to be a barrier to their ability to accomplish their underlying essential function
    - Instructor is willing to facilitate

       o   Physical distancing must be practices

**Industry/Occupation/Community Education/Enrichment Programming**
- In-person activities suspended

**Conferences & Conference Rooms**
- Internal and external meetings prohibited
- Can be used to support "essential education"
- Physical distancing must be practiced

**Food Services**
- Suspended

**Student Services**
- In-person meetings permitted if required by student (accommodations requirements)
- Maintain services remotely
- Other in-person services permitted if necessary to serve student
- Physical distancing and other safety protocols must be practiced

**Bookstore**
- Retail operation closed
- Service provided remotely
- Student pick up and return activities based on scheduled appointments

**Academic Support**
- In-person meetings permitted if required by student (accommodations requirements)
- Maintain services remotely
- Other in-person services permitted if necessary to serve student
- Physical distancing and other safety protocols must be practiced

# Phase 2: Partial Reopening

Buildings: Limited Access to the Public
Workforce: Remote preferred, with more onsite assignments to serve public
Timeframe:

**Academic Programs and Courses**

- Instruction to occur virtually to the extent possible
- Specific courses and programs return to campus
- Must follow physical distancing requirements
- Gathering size of 40, with 6-foot distancing
- Faculty and students to be on-site as scheduled, but will observe safety protocols and guidance for vulnerable populations

**Customized Training Programs for Businesses & Organizations**

- Can occur onsite or offsite following size gathering limitations
- In-person approval criteria:
    - Training necessary to continue essential operations
    - Training should be provided virtually if possible
    - Instructor is willing to facilitate
- Physical distancing must be practices

**Industry/Occupation/Community Education/Enrichment Programs**

- In-person activities observe gathering size max of 50, with 6-foot distancing

**Conferences and Conference Rooms**

- Internal activities take priority through FY21

**Food Service**

- Prepackaged items only

**Student Services**

- In-person meetings permitted at request of student
- Maintain services remotely
- Other in-person services permitted if requested
- Physical distancing must be practiced

**Bookstore**

- Retail operation controlled
- Student pick up and return activities follow physical distancing

**Academic Support**

- In-person meetings permitted if requested by student

- Maintain services remotely
- Physical distancing must be practiced

## Phase 3: Reopening

Buildings: Open to the public
Workforce: On-campus with remote options
Timeframe:

- No restrictions on building access or gathering size

**\*Note: The criteria established within the Nicolet Restart plan does not establish dates when the College can open its campus or facilitate in-person learning; however, it does help define how the gradual and targeted reopening of in-person services to students will occur. The criteria will influence general decision-making about meetings, special events, and other activities as we all strive to make sure we open our campus in the safest manner possible.**

# Nicolet College Mask & Face Coverings Practices

The CDC and Oneida County Health Department recommends the wearing of masks or cloth face coverings when out in public. Nicolet College supports this recommendation and strongly encourages members of our educational community to wear masks or cloth face coverings for the health, safety, and welfare of all persons on campus when proper physical distancing measures – of at least six feet – cannot be practiced.

Cloth face coverings, cloth face masks, surgical masks, and plastic face shields (collectively, "masks") may limit the spread of germs by reducing the amount of droplets released into the air or on surfaces. The purpose of wearing a mask is to contain your coughs and sneezes, preventing you from spreading your germs to both others and nearby surfaces, which helps to protect other people. Masks may also help you avoid touching your nose or mouth accidentally. While a face covering does not filter the air you breathe, it may serve as a basic barrier against large droplets reaching your mouth or nose.

While the wearing of masks is strongly encouraged while on Campus, there are some programs and classrooms where the wearing of masks may be mandatory. Programs that aim to reflect mask wearing practices found within their industry, programs that are unable to properly deliver their course material while practicing physical distancing, or classes instructed by individuals that prefer masks to be worn within the classroom – regardless of physical distancing – will inform their students of the requirement to wear a mask. Students who fail to comply with the directions of their instructor may be asked to leave the class for the day. Students that are unable to wear a mask or a face covering due to a specific medical diagnosis are asked to work with Nicolet College's Disability Support Services to identify a reasonable accommodation.

Masks are a supplement to–not a substitute for–other preventive measures. They are intended as an added layer of protection on top of physical distancing and other common sense protections, like staying home when feeling unwell, frequent handwashing, use of hand sanitizer, working and conducting other activities remotely.


Created: 6/2020
Revised: 6/2020

# Commonly Asked Questions

**Q. What information and resources has the College used to develop our Restart Plan?**

A. The Nicolet College Restart Plan has been developed in coordination with information released by the Centers for Disease Control and Prevention, Wisconsin Department of Health Services, Oneida County Health Department, and The Wisconsin Economic Development Corporation (WEDC). Nicolet College pays very close attention to the Oneida County "Onward Oneida" reopening plan when making decisions concerning the gradual reopening of our Campus, classes, and services.

**Q. What phase of the Nicolet Restart Plan are we currently in?**

A. It is important to understand that the Nicolet Restart Plan has been developed with flexibility in mind. Given the fluidity of this pandemic, the College has the ability to move in and out of phases to make the best decisions possible pursuant to reopening. As stated above, Nicolet College pays close attention to the "Onward Oneida" reopening plan when making decision concerning how, when and what we reopen; however, there is a very real possibility that Nicolet College may need to turn the dial backwards on our Restart Plan to limit College operations. Nicolet College may take a more conservative approach in our reopening in order to better ensure the proper safety and support mechanisms are in place to meet the needs of our educational community. We believe this approach will allow us to function in a more stable educational and professional environment resulting a more consistent ability to offer our programs and services.

**Q. Why are some programs allowed back on Campus while mine is still only offered online?**

A. It is the desire of most to once again return to a learning environment that we knew prior to the Covid-19 pandemic, and it is our hope that we will have that opportunity when this crisis is behind us. Until such time, Nicolet College – and colleges nationwide – has been meeting the challenge to completely restructure how we deliver our student educational programs and services. At this juncture the vast majority of our educational programs will continue to be offered within the virtual classroom space. This virtual setting is unfortunately not attainable for some of our programs as they must be conducted within a physical environment. These programs are operating on campus on a case-by-case basis, in small groups, and meeting physical distancing requirements (when applicable). Nicolet College does not hold these programs in any higher regard than any other program offered on our campus; rather, in our commitment to help reduce the spread of Covid-19 we are purposefully keeping our on-campus population limited.

# Resources

- Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-nCoV/index.html

- Oneida County Public Health Department: https://publichealth.co.oneida.wi.us/

- Onward Oneida Reopening Plan: https://publichealth.co.oneida.wi.us/services/communicable-disease/coronavirus-disease-2019-covid-19-2/onward-oneida-county/

- The Wisconsin Economic Development Corporation (WEDC): https://wedc.org/programs-and-resources/covid-19-response/

- The Wisconsin Department of Health Services: https://www.dhs.wisconsin.gov/covid-19/index.htm

- Wisconsin Badger Bounce Back Plan: https://www.dhs.wisconsin.gov/covid-19/prepare.htm