

SAFE RETURN TO CAMPUS GUIDE

2021 FALL SEMESTER



Welcome North Orange Continuing Education employees! This guide is to help you plan for a safe return to campus in the 2021 Fall Semester. Although we will continue providing campus updates as health and state protocols change, this guide will help to answer your questions, can be used as a reference, and provide the best information to keep you safe and ready to serve our students. We will be updating this guide as the state and local COVID-19 prevention guidelines change.

Current Centers for Disease Control (CDC) guidelines in Orange County can be accessed [here](#), including information on vaccines, masking, engaging with others, and education.

MASK REQUIREMENTS

Working Indoors - Masks Required

Due to the increased number of COVID-19 cases and fast-spreading Delta variant, on July 28, 2021 the CDC provided updated guidance on face coverings/masks that recommends all individuals – vaccinated or unvaccinated – wear masks while in indoor public settings if they live in an “area with substantial or high transmission” <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>. Orange County is currently identified as an area with high transmission rates. Based on these changes, a memo was sent out by North Orange County Community College District (NOCCCD) Chancellor Dr. Cheryl Marshall on July 29, 2021. The memo states that all NOCCCD employees and students, regardless of vaccination status, are required to wear masks while on campus beginning Monday, August 2, 2021.

Removal of mask is only allowed with the following exceptions, when:

- Working in your own workspace and not within six feet of others.
- Instructors who are vaccinated may remove their masks while teaching if they remain six feet away from students.
- An employee has been approved for accommodations through Human Resources.
- A student has been approved for accommodations through Disability Support Services (DSS).
 - Students with verified disabilities requiring accommodations should contact the DSS office at 714.484.7057 to arrange appropriate support services. Students are encouraged to schedule a meeting with a DSS counselor prior to the start of the semester to ensure that services and accommodations can be provided prior to the first day of class.
 - Please visit <https://noce.edu/programs/disability-support-services/services> for more information.

Please note:

- Employees who fail to follow the above procedures may be subject to disciplinary action. Please contact Human Resources for more information.
- Students who fail to comply with the masking requirement may be in violation of the NOCCCD Student Code of Conduct (BP 5500).
- Community members who come on campus are required to wear face masks at all times.

Click [here](#) for the mask guidelines for California.

Working Outdoors - Masks Required

When on campus, and out of an abundance of caution, masks should be worn outdoors when you are within six feet of others.

Procedures in the Classroom and Student Service Areas

Faculty members are asked to add the safety guidelines listed below to their syllabi and to review the guidelines on the first day of any class being held in an on-campus format.

VACCINATION POLICY

On August 24, 2021, the North Orange County Community College District's Board of Trustees approved a vaccination requirement for all employees and for students enrolled in face-to-face classes on campus. The deadline to be fully vaccinated is November 1, 2021.

Vaccination deadline:

- **Full vaccination deadline is November 1, 2021**
 - Defined as two weeks after the second dose of the Moderna or Pfizer shot or two weeks after the dose of Johnson & Johnson
- To meet this deadline, **the final vaccination dose must be received no later than October 17, 2021**

Testing:

- Regular testing will be required for unvaccinated individuals and those seeking exemption due to a medical condition or a religious belief
- Prior to November 1, regular testing will be required for unvaccinated individuals until the proof of vaccination is provided
- Those that have received an exemption due to a medical condition or a religious belief will be required to continue regular testing after November 1, 2021

NOCE STUDENTS: COVID-19 SAFETY PROCEDURES

To help prevent the spread of COVID-19 and maintain safe facilities and operations for students and employees, please adhere to the following procedures and safety protocol.

Requirements:

- When indoors, masks are required at all times.
- When outdoors on campus, and out of an abundance of caution, masks should be worn when students are within six feet of others.
- Temperature checks and wellness questionnaires are no longer required. All campus visitors must self-assess for COVID-19 symptoms and refrain from coming to campus if symptomatic. All employees and vendors are required to sign in and out when coming on campus. Sign in is available on the second floor at the Anaheim Campus and via google docs at the Cypress and Wilshire Centers.
- To minimize unnecessary gatherings, students should stay on the floor and in the building where their class or student service is scheduled with minimal contact for the entire duration of the session.

Sanitation:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. Sanitizer will be available at the building entrances and in classrooms.

- NOCCCD is maintaining a frequent cleaning schedule of high-touch areas, such as doorknobs and restrooms.
- Please come prepared with a water bottle. Water fountains will be covered to prevent usage.

COVID-19 Positive Case and Close Contact Reporting:

Close contact is defined as being within six feet of a COVID-19 positive or suspected COVID-19 positive case for at least 15 minutes.

Do not come to class if:

- You are COVID-19 positive or had close contact with a COVID-19 positive case.
 - You are sick and are showing symptoms including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, and/or muscle or body aches
- If you are sick, call StarHelp at: 714.808.4679
- Complete Student COVID-19 Questionnaire. A manager from your NOCE program will contact you to ask you to complete a confidential questionnaire to trace potential on-campus close contacts and to determine if self-quarantine is required.
 - If self-quarantine is required, a manager from your program will notify your instructor so that an alternative plan to complete your studies may be developed.
 - If self-quarantine is required (you are symptomatic or unvaccinated), you may return to campus if the following conditions are met:
 - Fever (100.4 or higher) free for 24 hours **and**
 - Symptoms improved **and**
 - At least 10 days have passed since the onset **or**
 - At least 10 days have passed after positive contact without symptoms

If a student fails to adhere to the requirements during class, instructors are advised to follow these steps:

Direct the student, in a clear and professional manner, to comply based on the safety protocols.

- Ask them to please wear a mask.
- Provide them with a mask, if needed (disposable masks will be provided in each classroom).

If the student complies

Thank them for adhering to NOCE protocols.

If the student refuses to comply

Ask the student again to either comply or to leave the classroom immediately.

- Share with the student that non-compliance of COVID-19 safety protocols is a violation of board policy, NOCCCD Student Code of Conduct (BP 5500), section 1.1: Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
- Directing a student to leave is considered removal from class for one to two class sessions under the AP 5500, Standards of Student Conduct and Discipline.

- Immediately notify the administrator on duty of your program who will notify the Office of the Vice President of Student Services so that the student will be notified if any further disciplinary action is necessary.
- For emergency situations with a noncompliant student, call Campus Safety.
- In case of a serious disruption to the learning environment or due to imminent threat or harm to anyone in class, dismiss the class and notify your immediate management supervisor and Campus Safety immediately.

FACILITY SETUP AND EXPECTATIONS

Facilities have been organized in a thoughtful and phased approach as we reopened the Anaheim Campus and then the Cypress and Wilshire Centers. We collected input from managers, faculty, and staff, taking into consideration each building's capacity, space for proximity, and on-campus staffing availability. Areas were assessed based on the projected activities and services to be offered provided to determine the best safety measures in each space.

Other safety considerations include:

- Staggered arrival, departure, and class scheduling.
- Signage directing staff and students where to enter, exit, and path of travel.
- In-person meetings should be held in large meeting rooms where people can sit three to six feet apart.
- Indoor gatherings will be allowed with approval from your immediate management supervisor (IMS), limited capacity, with adherence to mask policies.
- Outdoor gatherings will be allowed with approval from your IMS with appropriate adherence to all protocols.
- Students will wait outside the classroom until the faculty member opens the respective classroom door.
- Students waiting to be served at the Admissions and Records (A&R) offices will practice social distancing of three to six feet apart.
- Wherever indicated, students and employees will use designated entry and exit pathways.
- As desired, students and employees will use disinfecting spray/wipes to sanitize their workspace or study area.
- Sharing equipment will be limited. We ask employees to sanitize hands before and after using equipment.
- Deep cleaning of the learning and workspaces in use will occur daily by custodial professionals.

Procedure to Access NOCE Campuses

Per state law, NOCCCD is required to report any COVID-19 cases to local health officials until January 2023 for contact tracing purposes and containment of outbreaks. This requires a daily check-in procedure to access District facilities. Please adhere to the procedure for your respective campus.

Please adhere to these safety protocols:

- All employees are responsible for using safe work practices following all policies and procedures and assisting in maintaining a safe work environment.
- Frequent handwashing is encouraged, including required handwashing or hand sanitizing before and after using shared equipment.

- Personal Protective Equipment (PPE) will be available in program offices, throughout the public spaces across campus, and by request to your IMS. To replenish PPE supplies, contact your IMS.
- Sanitizing spray and wipes are provided for employee and student use to maintain safe workspaces throughout the day.
- Face coverings are required when indoors.

CLASSROOMS: WHAT TO EXPECT

- While physical distancing is no longer required, masks are required for students at all times.
- Faculty have an option of removing their masks if they maintain a distance of six feet from students. Each classroom designated for on-campus, in-person instruction will be equipped with disinfecting wipes, hand sanitizer, and disposable masks.
- Faculty are encouraged to develop contingency plans for student absences due to illness, symptoms, or quarantine, faculty absence, and the potential for moving the entire course online or to a different location due to an outbreak.
- Syllabi for on-campus courses should include a link to the NOCE procedures for students reporting exposure or positive case located within this guide and on our website at noce.edu/coronavirus.

STUDENT SERVICE AREAS: WHAT TO EXPECT

- Admissions and Records Offices reopened on August 9, 2021 to begin serving students in-person. Floor markers and other signage were installed to designate the flow of traffic, entry, and exit points. Although students may come to campus without an appointment and building doors will be open, appointments for all in-person services will be encouraged.
- In some cases, staff will be assigned to monitor entry and exit points, remind students to wear a mask, and monitor service lines. The need for this monitoring will be determined as the semester continues and we can better assess the number of students accessing our in-person services.
- StarHelp virtual customer service will continue for all students and staff to access.
- Office spaces, including counseling offices, that require interaction with students will be provided with plexiglass shields and masks will be required in all offices where two or more people are gathered.
- Anaheim Campus Bookstore: The Anaheim Campus Bookstore will not have regular, in-person operating hours. Virtual bookstore services will remain in place operated by Fullerton College. NOCE program managers may arrange for on-campus book sales by appointment for their classes. Please contact the Vice President of Student Services to make arrangements. Departments are responsible to contact the textbook buyer to stock required textbooks.

Workstations

- Staggered shifts for all staff and faculty will be established to reduce the number of employees in an area at any given time.
- In office areas with multiple workstations, employees have been given a staggered work schedule to allow for the option of removing their masks.

Building Safety Protocols

Campus facilities have been evaluated and the following has been implemented:

- Informational signs on masking requirements and safety measures
- Designated entry and exit points

- Designated large-capacity classrooms for on-campus, in-person instruction
- Plexiglass shields installed in public-facing areas
- Portable plexiglass shields available upon request
- Hand sanitizing stations at main building entry points
- Disinfecting wipes, hand sanitizing pumps, and disposable masks in the classrooms designated for on-campus, in-person instruction and work areas where employees are assigned to work on campus. To restock PPE items, contact your IMS.

REPORTING COVID-19: Positive Cases/Possible Exposure Due to Close Contact

Purpose

- To establish a consistent process for reporting COVID-19 positive cases or possible exposure due to close contact with COVID-19 positive cases that have a physical connection to NOCE.
- To communicate a protocol of notifying employees affected by close contact with a positive COVID-19 case.

Close Contact

- Close contact is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes in a 24-hour period within the high-risk exposure period.
- The high-risk exposure period is from two days before developing symptoms until all of the following is true: 10 days since the onset of symptoms; fever-free for 24 hours and without using fever reducing medication; symptoms have improved.

Confidential Questionnaire and Contact Tracing

Any employee who was possibly exposed to COVID-19 due to close contact, tests positive, or becomes symptomatic, must take the following steps:

1. Notify Immediate Management Supervisor (IMS).
2. Complete Employee COVID-19 Questionnaire located in MyGateway. The questionnaire serves two purposes: to determine if the reporting employee meets the exposure criteria due to close-contact as defined by the CDC, and to help trace additional on-campus close contacts.

Next Steps

If the employee had close contact, but does not meet the CDC guidelines for self-quarantine, the employee may return to work on campus or remotely. Note: fully vaccinated asymptomatic employees are no longer required to self-quarantine after a close contact.

If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to work:

- Fever free (100.4 or higher) for 24 hours **and**
- Symptoms improved **and**
- Ten days have passed since the onset **or**
- Ten days have passed after positive contact without symptoms

The IMS notifies all employees in the exposed group defined as all employees at a common work area where an employee with positive case was present during the high-risk exposure period.

Campus Notification

A general notification will be sent to NOCE employees by Campus Communications in the case of an outbreak or major outbreak.

- An outbreak is defined as three employees visiting the workplace during their high-risk exposure period within 14 days. An outbreak ends when no new COVID-19 cases are detected within 14 days.
- A major outbreak is defined as 20 or more employees within an exposed group during their high-risk period within 30 days. A major outbreak ends when fewer than 3 positive cases are detected within 14 days.

COVID-19 NOCE Campus Safety Procedures for Students

To help prevent the spread of COVID-19 and maintain safe facilities and operations for students and employees, please adhere to the following procedures and safety protocol.

Requirements

- When indoors, masks are always required.
- When outdoors, masks are not required for fully vaccinated individuals and for unvaccinated individuals who are able to maintain 6-feet distancing.
- Temperature checks and wellness questionnaires are no longer required. All campus visitors must self-assess for COVID-19 symptoms and refrain from coming to campus if symptomatic.
- To minimize unnecessary gatherings, students should stay on the floor and the building where their class or student service is scheduled with minimal contact for the entire duration of the session.

Students with verified disabilities requiring accommodations should contact the Disability Support Services (DSS) office at 714.484.7057 to arrange appropriate support services. Students are encouraged to schedule a meeting with a DSS counselor prior to the start of the trimester to ensure that services and accommodations can be provided prior to the first day of class. Please visit <https://noce.edu/programs/disability-support-services/services> for more information.

Sanitation

Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer. Sanitizer will be available at the building entrance and in the classroom. The District is maintaining a frequent cleaning schedule of high-touch areas, such as doorknobs and restrooms. Water fountains will be covered to prevent usage. Please come prepared with a water bottle.

Positive Case and Close Contact Reporting

If you are COVID-19 positive or had a close contact with a positive case, do not come to class. Close contact is being within 6 feet of a positive or suspected case for at least 15 minutes.

- Call StarHelp at 714.808.4679.
- Complete Student COVID-19 Questionnaire
 - A manager from your NOCE program will contact you to ask you to complete a confidential questionnaire to trace potential on-campus close contacts and to determine if self-quarantine is required.
 - If self-quarantine is required, a manager from your program will notify your instructor so that an alternative plan to complete your studies may be developed.

- If self-quarantine is required (you are symptomatic or unvaccinated), you may return to campus if the following conditions are met:
 - Fever (100.4) free for 24 hours **and**
 - Symptoms improved **and**
 - At least 10 days have passed since the onset **or**
 - At least 10 days have passed after positive contact without symptoms

What to do if there is a student confirmed or suspected case of COVID-19 on campus.

	Student with the following:	Action	Communication
1.	COVID-19 Symptoms	<p>Send home. Recommend student to get tested.</p> <p>If positive result: see #3. If negative result: student may return to class after 24 hours have passed without fever and symptoms have started improving. Campus and class remain open.</p>	
2.	Close contact with a confirmed COVID-19 case.	<p>Send home.</p> <ul style="list-style-type: none"> • Notify Immediate Management Supervisor (IMS). • IMS or Designee to call student and assist to complete the confidential Student COVID-19 Questionnaire. • If self-isolation is required: see # 3. • If self-isolation is not required: student may return to class. <p>Campus and class remain open.</p>	
3.	Confirmed COVID-19 case infection on campus, i.e., positive test or medical diagnosis.	<p>Exclude from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</p> <p>May return to campus if the following conditions are met:</p> <ul style="list-style-type: none"> • Fever (100.4) free for 24 hours and • Symptoms improved and • At least 10 days have passed since the onset or • At least 10 days have passed after positive contact without symptoms <p>IMS or designee to complete the confidential Student COVID-19 Questionnaire to trace contacts.</p> <ul style="list-style-type: none"> • Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. • Disinfect primary spaces where the case spent significant time. <p>Campus and class remain open.</p>	<p>Individual notification by IMS or designee to the contacts meeting the close-contact criteria: 6 feet for 15 minutes during a high-risk exposure period.</p> <p>Union notified by President's Office.</p>

	Student with the following:	Action	Communication
4.	Outbreak: three positive cases visiting learning or service space during their high-risk exposure period within 14 days.	<ol style="list-style-type: none"> 1. Exclude positive cases from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 2. IMS or designee to complete the confidential Student COVID-19 Questionnaire to trace contacts. 3. Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. <p>Class or service area closes until no new cases are detected within 14 days.</p>	<p>Individual notification by IMS or Designee to all students enrolled in the class or participating the service activity.</p> <p>Campus notification by Campus Communications.</p> <p>Union notified by President’s Office.</p>
5.	Major Outbreak: 20 or more cases within exposed group during their high-risk period within 30 days.	<ol style="list-style-type: none"> 1. Exclude positive cases from campus for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. 2. IMS or designee to complete the confidential Student COVID-19 Questionnaire to trace contacts. 3. Recommend testing asymptomatic contacts 5–7 days from last exposure and immediate testing of symptomatic contacts. <p>Building closes until no new cases are detected within 14 days.</p>	<p>Individual notification by IMS or Designee to all students enrolled in the class or participating the service activity.</p> <p>Campus notification by Campus Communications.</p> <p>Union notification by President’s Office.</p>

Questions

For any additional questions or guidance regarding COVID-19 safety protocol, please contact your IMS and click [here](#) for the mask guidelines for California.

RESOURCES

Exposure Notification Template



TO: **[Exposed Person]**

FROM: **[Director/Manager Name, Department]**

SUBJECT: COVID-19 EXPOSURE NOTIFICATION - URGENT

A North Orange Continuing Education **[student/employee]** that was **[attending a class /working]** at the **[Anaheim Campus/Cypress Center/Wilshire Center]** communicated that they have a confirmed case of COVID-19.

According to this individual and/or the campus sign-in records, the COVID-positive individual may have had contact with you. The individual was on campus on **[enter Date, time, and duration]**.

The rooms or spaces that the COVID-positive individual entered include the following: **[please list the floors, common areas, and/or rooms visited]**

[If referring to a student] The student attended the following in-person course section(s): **[please list each course section by Subject Code, Course Number, and CRN]**

Please follow the next steps:

1. You must complete **[Student/Employee COVID-19 Questionnaire]**.
2. You are encouraged to get tested for COVID-19 as soon as possible should you become symptomatic.
3. You must coordinate with your **[immediate management supervisor/receive a permission to return to campus from covidresults@noce.edu]** prior to returning to **[work/class]**.
4. If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to **[work/class]**:
 - a. Fever (100.4) free for 24 hours and
 - b. Symptoms improved and
 - c. Ten days have passed since the onset or
 - d. Ten days have passed after positive contact without symptoms

If you have any questions, please reach out to me at **[insert department director/manager contact information]**.

Questions and Answers - 2021 Fall Semester

Welcome Back, NOCE

2021 Fall
Semester Q&A

Q: Will I need to sign in and out daily?

A: Daily sign-in is still required for contact tracing and insurance purposes. At the Anaheim Campus, daily sign-in sheets are located at the second-floor entrance for employees. An electronic google form will be provided to staff working at the Cypress or Wilshire Centers.

Q: Will there be access to PPE?

A: Hand sanitizer dispensers and disinfectant wipes have been placed in workstations, classrooms, and labs (designed for in-person instruction). Disposable masks are available in the classrooms and at A&R counters for students, the Anaheim Campus Security Office, and at the administrative offices at the Cypress and Wilshire Centers.

Q: Will parking permits be required?

A: Employee and student parking permits will not be required until January 2022. Please contact your administrative offices to obtain an employee parking permit request form.

Q: Will there be social distancing barriers in public-facing areas?

A: Yes, plexiglass partitions have been installed in public-facing areas and will remain. Portable plexiglass partitions are available upon request.

Q: How can I get tech equipment for my home and office workspace?

A: To get equipment, submit a helpdesk ticket online at: helpdesk.noce.edu.

Q: Will in-person meetings be required?

A: School-wide and department meetings will be held online. If there is no alternative to holding an in-person meeting, staff are welcomed to wear face coverings and social distancing needs to be maintained to the best extent possible.

HELPFUL TIPS

Please adhere to these easy tips when on campus:

- Wear a mask when you are indoors and outdoors when you cannot be six feet away from others.
- Wash your hands and sanitize surfaces.
- Refrain from shaking hands or hugging others.
- Don't travel or go to campus if you are sick.
- Continue to be patient with each other as we all adjust to returning to campus.

NOCE Cleaning Tips

Welcome Back, NOCE

2021
Fall Semester



Use on keyboards,
mouse, desk, and
door handles.



Do not use on
touchscreens and
plexiglass.



Use on keyboards,
mouse, desk, and
door handles.



Do not use on
touchscreens and
plexiglass.



Use on
touchscreens.



Do not use on
plexiglass.



PLEASE NOTE:
Custodial staff will
clean all plexiglass
panels with soap
and water.

THANK YOU!
for helping to keep
NOCE
safe and clean!

PPE Request Form - Page 1

Page 1 of 2



**Personal Protective Equipment (PPE)
Request form**

Purpose: Track inventory and distribution of personal protective equipment

Instructions for filling out the PPE Request Form:

1. Enter the requested information below using this fillable form – **Do not sign the form until it is emailed back to you.**
2. Save the completed form using the filename format: PPE request **Department date**
3. Email the completed form to Terry Cox at tcx@noce.edu
4. Terry will gather the requested items and coordinate with the requestor for delivery.

Enter the number of items you are requesting: **Items delivered
(completed by Director, Admin Services)**

• Disposable surgical masks (box of 50)	<input type="text"/>	<input type="text"/>
• Cloth masks	<input type="text"/>	<input type="text"/>
• Clear masks (for in person teaching)	<input type="text"/>	<input type="text"/>
• Face shields	<input type="text"/>	<input type="text"/>
• Hand sanitizer	<input type="text"/>	<input type="text"/>
• Sanitizing cleaner spray/wipes	<input type="text"/>	<input type="text"/>
• Disposable gloves (box of 100) small	<input type="text"/>	<input type="text"/>
medium	<input type="text"/>	<input type="text"/>
large	<input type="text"/>	<input type="text"/>
x-large	<input type="text"/>	<input type="text"/>

Requestor's Name (Items will be delivered to this person)

Requested Date

Department

Room #

Manager's Name

When requesting and receiving supplies you are acknowledging that the PPE you have received will be used for its intended purposes. Therefore, you hereby acknowledge that you are receiving PPE provided to the District by the state and responsible for ensuring that the PPE is not misappropriated, including as noted below:

PPE Request Form - Page 2

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- State-supplied PPE is to be used exclusively for the prevention of the spread or treatment of COVID-19.
- You may not sell state-supplied PPE.
- You may not re-distribute state-supplied PPE in exchange for any other item or service of value or for use other than the intended purposes.
- Do not commit waste, fraud, or abuse in the course of using or distributing PPE. Only use state-supplied PPE in accordance with industry standards or uses authorized by the state.
- You may not seek reimbursement for PPE supplied by the state through any reimbursement program (e.g., FEMA public assistance program), or through any form of private insurance, or through District processes.
- If the PPE you are provided is no longer required (in part or whole) for the prevention and spread of COVID-19, notify your campus distribution contact (Terry Cox at tcx@noce.edu), as we may have to potentially remit any unused PPE back to the state.

By signing below, you agree that you read and understand the notice above and that supplies were received.

Requestor's signature

Date

Manager's signature

Date

To be completed if supplies delivered to someone other than requestor or manager.

Signature

Print name

Date

COVID-19 Positive Cases/ Possible Exposure Due to Close Contact

Employee Reporting

Any employee that is exposed to COVID-19 due to close contact, tests positive, or becomes symptomatic, do not come to campus. Next, take the following steps.

1 Notify Immediate Management Supervisor (IMS)



Confidential Questionnaire and Contact Tracing



2 Complete Employee COVID-19 Questionnaire Located in MyGateway.

NEXT STEPS:

If the employee had close contact but does not meet the CDC guidelines for self-quarantine, the employee may return to work on campus or remotely. Note: Fully vaccinated asymptomatic employees are no longer required to self-quarantine after close contact.

If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to work:

- Fever (100.4) free for 24 hours and
- Symptoms improved and
- Ten days have passed since the onset or
- Ten days have passed after positive contact without symptoms



IMS then notifies all employees in the exposed group.

3 Campus Notification



Campus Communications notifies employees in case of outbreak or major outbreak.



Outbreak = Three people from the same area within 14 days.

Outbreak ends when no new cases are detected within 14 days.



Major Outbreak = 20+ people from the same area within 30 days.

Ends when fewer than 3 positive cases are detected within 14 days.

For more information, visit: noce.edu/coronavirus

COVID-19 Positive Cases/ Possible Exposure Due to Close Contact

Student Reporting

Any student that is exposed to COVID-19 due to close contact, tests positive, or becomes symptomatic, do not come to campus Next, take the following steps.



1

Call StarHelp to
inform the positive
status at:
714.808.4679



2

For contact tracing purposes,
complete the confidential
COVID-19 questionnaire with
an NOCE manager by phone or
e-mail.

NEXT STEPS:

If self-quarantine is required, a manager will notify your instructor so that an alternative plan to complete your studies may be developed.

If self-quarantine is required, i.e., symptomatic or unvaccinated, the following criteria must be met before returning to on-campus, face-to-face class(es):

- Fever (100.4) free for 24 hours and
- Symptoms improved and
- Ten days have passed since the onset or
- Ten days have passed after positive contact without symptoms



NOCE manager will then notify the people who have been exposed.

3

Campus Notification



Campus Communications
notifies students and
employees in case of
outbreak or major
outbreak.



Outbreak = Three people from the
same area within 14 days.

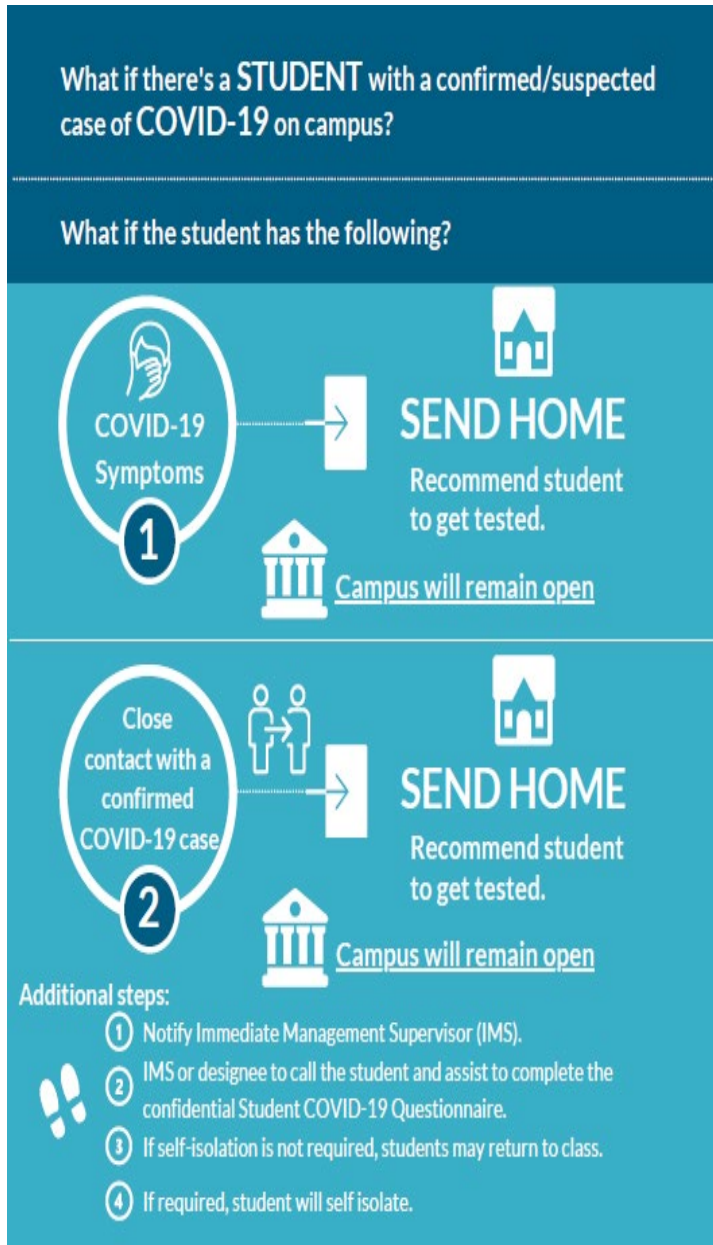
Outbreaks end when no new
cases are detected within 14 days.



Major Outbreak = 20+
people from the same area
within 30 days.

Ends when fewer than 3
positive cases are detected
within 14 days.

For more information, visit: noce.edu/coronavirus



PLEASE NOTE

All attachments are available at noce.edu,
on the NOCE Information Depot SharePoint site,
or by contacting the President's Office.

