



BISMARCK
STATE COLLEGE



BSC Smart Start
RETURN TO CAMPUS
GUIDE

August 2020

This document was published on August 7, 2020 and will be revised in response to changing circumstances and relevant guidance. The most recent version as well as more detailed information regarding all areas can be found at bismarckstate.edu/BSCSmartStart.



GUIDING PRINCIPLES

Bismarck State College will be open this fall and will provide the best possible in-person classroom and experience while maintaining a safe and healthy environment for students, employees and the public.

BSC recognizes that the threat from COVID-19 continues to impact our community and lives in different ways. However, BSC will strive to minimize that risk through planning, communication, and encouraging responsibility of all employees throughout this phase (and beyond).

The re-entry of students, all employees, and guests to the College for the Fall 2020 semester it is aimed to establish a way for all to work and learn in a manner that minimizes risk (which is dependent on each individual, responsibilities, risk factors, and situation), while planning and responding to COVID-19 concerns. A focus will be fulfilling BSC's mission while minimizing risk for all stakeholders for the Fall 2020 semester.

This plan adopts NDDoH color-coded risk level guidance – which provides guidelines for personal and environmental practices that focus on minimizing risk of the spread/exposure for students and employees.

GUIDANCE

BSC's operational decisions will be guided by the public health conditions in North Dakota and the region, Governor Burgum, the ND Department of Health (NDDoH), ND State Board of Higher Education (SBHE), and the Centers for Disease Control and Prevention (CDC). The NDDoH regularly monitors and determines the statewide risk level. BSC's phased approach will align with the NDDoH determined risk level (outlined on pages 6-10 in this document). The Risk Levels will guide us in determining at what point we may alter our campus operations – such as closing a residence hall or moving a class online.

COMMUNICATION

The College community will be updated on the appropriate modifications and adjustments based on the NDDoH's determined level of risk for COVID-19, as of DATE THIS PLAN IS APPROVED risk level Low (Green) guidelines and protocols will be followed. Communication mediums will include college-wide emails, video messages from the President, social media updates, and updates to bismarckstate.edu/BSCSmartStart.

DEFINITION OF TERMS

Close contact: Being within 6 feet of another person for longer than 10 minutes.

Contact tracing: The process where, in the case of a suspected or confirmed COVID-19 infection, public health staff work with a patient to help the patient recall everyone with whom they have had close contact during the time frame in which they may have been infectious. Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.

Hybrid/Blended (sometimes called Hyflex): A form of instruction that includes students from different locations and/or environments (face-to-face, online, IVN, etc.) for synchronous and/or asynchronous instruction. Students should be available on the days and times listed for the course, though the class may meet in the classroom in-person or online-live, while also allowing for release time to work online in lieu of a scheduled meeting.

Isolation: Separates those infected with COVID-19 (both symptomatic and asymptomatic) from those who are not infected. People who are in isolation should stay home until it is safe for them to be around others.

Possible Mandatory Screening Techniques: Monitoring temperatures, use of questionnaires (involving questions to assess symptoms, travel, and other information required for contact tracing) and actual testing for COVID-19.

Quarantine: Separates and restricts the movement of people who may have been exposed to COVID-19 to see if they become sick. People in quarantine should stay in their place of residence, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Social distancing: Keeping space between oneself and persons outside of one's place of residence by not gathering in groups, staying at least 6 feet (about 2 arms' length) from other people, staying out of crowded places, avoiding large gatherings, and wearing a mask in situations where maintaining physical distance is not feasible.

BSC COVID-19 MONITORING SYSTEM

RISK LEVELS

BSC Risk Levels serve as general guidelines for what the BSC community can expect and how we can help keep students and employees safe during COVID-19. The levels are a five-level version similar to that used by other higher education institutions in the state and based on the ND Department of Health's determination of North Dakota's risk level. As of August 7, 2020, the state identified the risk level at green or Level 2.

The five levels of risk will guide the BSC community regarding what's allowable for academic, student life and other activities. The guidelines are fluid and subject to change based on new information from the CDC and State of North Dakota. Exceptions may apply.

BISMARCK STATE COLLEGE CURRENT COVID-19 RISK LEVEL: 2



REQUIRED FOR RISK LEVEL 2 –LOW RISK

- Maintain physical distance of at least 6 feet.
- Face coverings are required in all campus settings.
- Wash your hands often and use hand sanitizer.
- Do not touch your face.
- Clean surfaces frequently.
- If experiencing symptoms, stay home and call your health care provider.

LEVEL 1
Minimal Risk

Operations resume at capacity under heightened hygiene and cleaning standards.

LEVEL 2
Low Risk

Most operations continue at capacity while limiting seating and self-service in dining services; remote/online instruction available upon request.

LEVEL 3
Moderate Risk

Gatherings limited to 75% of capacity; dining services seating limited to 75% of capacity, take-out meals readily available; social distancing strongly encouraged; individuals in high-risk environments screened regularly.

LEVEL 4
High Risk

Residential students remain on campus; commuter students refrain from entering campus; dining services seating limited to 50% capacity; no performing arts, athletics or external events held; all residential students receive take-out meals; students randomly selected for testing.

LEVEL 5
Critical Risk

All Level 4 stipulations remain in force; all classes move online; only essential employees work from campus.

LEVEL 1 | Minimal Risk

RESIDENCE LIFE:	Visitation between rooms allowed
STUDENT LIFE:	Normal student organization events and activities maintained
ATHLETICS:	Events open to the public
DINING SERVICES:	Regular occupancy and activity maintained with self-service station in use
MODES OF INSTRUCTION:	In-person classes maintained at capacity
EMPLOYEES:	Regular activity and occupancy maintained
THE PUBLIC:	Allowed at events and in campus facilities
COMMUTER STUDENTS:	Regular activity and classroom occupancy maintained
TESTING:	Available through community healthcare organizations and public health to those with symptoms as capacity allows. Find testing locations here .
SCREENING:	Self-screening encouraged
SOCIAL DISTANCING:	Strongly encouraged, but not mandated college-wide
MASKS/FACE COVERINGS:	Required in all settings (per policy)

LEVEL 2 | Low Risk

RESIDENCE LIFE:	Lounges and common spaces disinfected with increased frequency; visitation between rooms allowed
STUDENT LIFE:	Student organization events and activities maintained if sustained person-to-person contact can be avoided
ATHLETICS:	Events closed to the public
DINING SERVICES:	Seating at normal capacity, with self-serve stations closed; take-out meals available upon request
MODES OF INSTRUCTION:	In-person classes maintained at adjusted capacity; Hyflex courses allow online, live, interactive instruction
EMPLOYEES:	Regular activity and occupancy maintained
THE PUBLIC:	Allowed at scheduled college events and activities
COMMUTER STUDENTS:	In-person classes maintained at adjusted capacity; Hyflex courses allow online instruction as desired
TESTING:	Available through community healthcare organizations and public health to those with symptoms as capacity allows. Find testing locations here .
SCREENING:	Self-screening encouraged
SOCIAL DISTANCING:	Strongly encouraged
MASKS/FACE COVERINGS:	Required in all settings (per policy)

LEVEL 3 | Moderate Risk

RESIDENCE LIFE:	Social distancing and face coverings expected in common spaces and lounges; no outside guests in the residence hall and no visitation between rooms
STUDENT LIFE:	Social distancing and face coverings expected in all student organization events and activities
ATHLETICS:	Events are closed to the public
DINING SERVICES:	Seating limited to 75% of normal capacity, with self-serve stations closed; take-out meals available to all students on any meal plan upon request
MODES OF INSTRUCTION:	In-person classes maintained at social distancing capacity; Hyflex courses allow online, live, interactive instruction
EMPLOYEES:	Regular activity and occupancy maintained while practicing social distancing
THE PUBLIC:	Allowed at invitation-only events and activities
COMMUTER STUDENTS:	In-person classes maintained at social distancing capacity; Hyflex courses allow online instruction
TESTING:	Available through community healthcare organizations and public health to those with symptoms as capacity allows. Find testing locations here .
SCREENING:	Self-screening encouraged
SOCIAL DISTANCING:	Strongly encouraged
MASKS/FACE COVERINGS:	Required in all settings (per policy)

LEVEL 4 | High Risk

RESIDENCE LIFE:	Social distancing and face coverings expected in common spaces and lounges; no outside guests in the residence hall and no visitation between rooms
STUDENT LIFE:	Student organization events and in-person meetings prohibited; Student Union closed
ATHLETICS:	All events and games canceled
DINING SERVICES:	Seating limited to 50% of normal capacity but reserved strictly for dining (facilities unavailable for student leisure, meetings, study, etc.); take-out meals provided to all students through a designated point in Mystic Marketplace; social distancing in line and a low-contact form of payment required
MODES OF INSTRUCTION:	Hybrid model utilized, blending in-person and online, live, interactive instruction
EMPLOYEES:	Non-essential personnel work from home at the discretion of their vice president or dean
THE PUBLIC:	Prohibited from campus
COMMUTER STUDENTS:	Refrain from entering campus
TESTING:	Available through community healthcare organizations and public health to those with symptoms as capacity allows. Find testing locations here .
SCREENING:	Self-screening encouraged
SOCIAL DISTANCING:	Expected always of all students and employees
MASKS/FACE COVERINGS:	Required in all settings (per policy)

LEVEL 5 | Critical Risk

RESIDENCE LIFE:	Common spaces and lounges closed; no outside guests in the residence halls and no visitation between rooms
STUDENT LIFE:	Student organization events and in-person meetings prohibited; Student Union closed, but basic services for residents provided on a limited basis (no extra activities)
ATHLETICS:	All events and games canceled
DINING SERVICES:	Seating limited to 50% of normal capacity but reserved strictly for dining (facilities unavailable for student leisure, meetings, study, etc.); take-out meals provided to all students through a designated point in Mystic Marketplace; social distancing in line and a low-contact form of payment required
MODES OF INSTRUCTION:	All classes moved to online, hybrid delivery
EMPLOYEES:	Non-essential personnel work from home
THE PUBLIC:	Prohibited from campus
COMMUTER STUDENTS:	Refrain from entering campus
TESTING:	Available through community healthcare organizations and public health to those with symptoms as capacity allows. Find testing locations here .
SCREENING:	Self-screening encouraged
SOCIAL DISTANCING:	Expected always of all students and employees
MASKS/FACE COVERINGS:	Required in all settings (per policy)

BSC SMART START CAMPUS PROTOCOLS

COMMON SENSE AND PERSONAL ACCOUNTABILITY

Public health guidance cannot anticipate every unique situation. The BSC community must take personal accountability to be informed and take actions based on common sense and wise judgment that will protect health and support the education our students desire.

PROTECTIVE HYGIENE AND CLEANING

Students and employees must continue to practice good hygiene and cleaning regimens to minimize the risk of the virus. These include but are not limited to the following:

- Stay home when sick or exhibiting symptoms previously referenced
- Wash hands with soap and water for at least 20 seconds as frequently as feasible
- Use hand sanitizer after interactions with people or objects
- Cough or sneeze into the sleeve or elbow, not hands
- Clean high-touch surfaces (buttons, door handles, counters, etc.) regularly
- Avoid touching your face

FACE COVERINGS

Regardless of the Risk Level, all BSC students, employees, and visitors are required to wear a face covering that covers the mouth and nose while on college property until otherwise notified. BSC's policy was developed in accordance with the North Dakota University System resolution found [here](#). To help protect our students and employees, face coverings must be worn:

- When in a classroom or other instructional space, or when attending an event held indoors;
- When in an indoor common space (i.e. lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time;
- When interacting in person with others;
- In dining centers, except when eating or drinking;
- By employees when representing the College in an official capacity at events held both on-and off-campus; or
- When participating in a campus tour.

Face coverings need not be worn:

- While outdoors, if an appropriate distance from others is maintained, recommended six feet;
- When alone or with a roommate in private residence hall room, apartment, office, or workspace;
- While exercising, practicing, or competing in sports;
- While playing a musical instrument, singing, performing in a theatre production, or engaging in other academic approved exceptions; or
- While participating in programs, events, and experiences granted exceptions by BSC's President.

COVID-19 ON CAMPUS INFORMATION DESKS

COVID-19 Information Desks can be found across campus. The COVID-19 support staff will help students, employees and visitors find the information they need to prevent and mitigate the spread of the disease and serve as a campus liaison for any students who contract COVID-19.

HIGH-RISK/VULNERABLE PERSONS

High-risk members and vulnerable BSC students and employees, and those in close contact with them are encouraged to visit with their supervisor/advisor and follow the specific set of instructions as issued by ND Gov. Burgum and the North Dakota Department of Health.

CONTACT TRACING RESPONSIBILITIES

All students, and employees returning to campus, including all commuter students, are urged to download the Care19 app known as the Care19 Diary to assist in contact tracing. The app serves as a "memory aid that used location data to help users who test positive of COVID-19 recall where they've visited in the last 14 days to assist with the contact tracing process.

If you cannot download the app, you are expected to keep a detailed daily journal of all close contacts as a protective measure for yourself, your coworkers, friends, family and community.

TESTING

The North Dakota University System and BSC strongly encourage all returning and new students, faculty, and staff to get tested for COVID-19 **prior to arriving on campus** even if they have no COVID-19 symptoms. Students, and employees are asked to visit one of the many free testing sites found across the state and complete the test at least

5 days prior to first day of classes. BSC employees should work with their supervisors to participate in testing. The schedule of testing dates, times and locations can be found at ndus.edu/gettested and at bismarckstate.edu/BSCSmartStart.

If you have tested positive for COVID-19, are ill or have been exposed, take the following steps.

Make appropriate contact with BSC:

1. If you live in a residence hall, please contact Student and Residence Life for room and meal accommodations: 701-224-5464 or bsc.housing@bismarckstate.edu
2. Email your instructors to inform them of your sickness and determine a plan for your continued course work plan.
3. Follow the links below to find instructions that best fit your situation:
 - [I have been diagnosed by a health care provider with a positive COVID-19 test.](#)
 - [I have been tested for COVID-19 and am waiting for results.](#)
 - [I have NOT been diagnosed by a health care provider with COVID-19, but do have symptoms of the disease.](#)
 - [I have NOT been diagnosed by a health care provider with COVID-19, but have been exposed to someone who does have a positive COVID-19 test.](#)
 - [I am a close contact to COVID-19 case.](#)

All of the documents linked above can be found at health.nd.gov/coronavirus.

COMMUNITY RESOURCES

NDDoH Public Health Hotline: 1-866-207-2880

8 a.m. - 5 p.m., Monday through Saturday

CHI St. Alexius Medical Center

900 E. Broadway, Bismarck

st.alexius.org

Emergency Room	530-7001
Archway Mental Health	530-7333
Information.....	530-7000

Sanford Health

300 N. 7th Street, Bismarck

bismarck.sanfordhealth.org

Emergency Room	323-6150
Sanford Behavioral Health	323-6543
Information.....	323-6000
Walk in Clinic Appointments (North)	323-8300
Walk in Clinic Appointments (Downtown).....	323-5740

WHAT TO EXPECT IN THE CLASSROOM

- The normal mix of courses provided face-to-face, online, hybrid/blended, and lab formats
- Face-to-Face courses in technology-enabled classrooms will be the preferred delivery method. These courses are online, live, interactive courses also called Hyflex or hybrid.
- Hands-on training/labs offered in face-to-face formats with safety protocols unique to the class environment
- Flexible in-person or remote participation options
- Classroom seating optimized for social distancing where possible
- In rooms with two doors, designation of one as an entrance and the other as an exit to improve the flow of individuals and to reduce clustering
- Schedules that maximize student experiences and minimize risk
- Enhanced cleaning protocols related to touch points within the room
- Enhanced safety measures that include mask wearing, social distancing, more frequent sanitation, etc.

BSC classes will be offered in four different formats this fall:

1. **On-campus, Face-to-face:** The traditional classroom setting where the instructor and students are physically located in the same place and may incorporate the use of multiple supportive technologies as appropriate.
2. **Online Asynchronous:** Online instruction occurring independent of time or location.
3. **Online Synchronous:** Live, interactive instruction occurring independent of location, but at a scheduled time.
4. **Hybrid/Blended (sometimes called Hyflex):** A form of instruction that includes students from different locations and/or environments (face-to-face, online, IVN, etc.) for live, interactive (synchronous) and/or recorded (asynchronous) instruction. Students should be available on the days and times listed for the course, though the class may meet in the classroom in-person or online-live, while also allowing for release time to work online in lieu of a scheduled meeting.

The mode of instruction available for any class is partly dependent on the type of course a student enrolls in.

- For the most part, hands-on technical programs will continue in a face-to-face format with limited class sizes, social distancing, and mask requirements.
- General education classes will be offered in a hybrid format that, depending on the social distancing requirements in place, will allow face-to-face classroom instruction as well as a live, interactive online classroom environment (synchronous).
 - This flexible course-delivery structure allows instruction to continue should the health needs of faculty or students disrupt the classroom.

- While these courses combine face-to-face instruction with online instruction in various ways, students should be available on the days and times listed for the course.
- Instructors will provide a detailed description of their class plan to you prior to the start of class.

ATHLETICS, PERFORMING ARTS AND OUTSIDE EVENTS

ATHLETICS

On July 13, 2020 the National Junior College Athletic Association (NJCAA) announced that all close-contact fall sports will be shifted to the spring semester and the winter sports will have a revised season as well.

- Volleyball has been moved to the spring semester. Practice begins Jan. 11 with the first games on Jan. 29.
- Men's and women's basketball teams begin practice on Jan. 11. Basketball games can start Jan. 22.
- The spring Mystics baseball and softball seasons will remain intact with minor adjustments to dates.
- Players, coaches and staff will work through all protocols and processes recommended to ensure the health of all student athletes and coaching staff.

MUSIC

All concerts and performances in the Sidney J. Lee Auditorium will continue as scheduled with the recommended social distancing on stage for the performers and in the audience. In addition, some performances will be livestreamed in order to accommodate audience members (family and friends) who wish to see the students perform but are unable to attend due to COVID concerns.

THEATER

For the next performance season, BSC Theatre will produce one show in the fall, developed and performed as a co-production with the University of Mary (UMary), under the direction of UMary professor Dan Beilinski; designed by BSC professor Dean Bellin; produced by BSC professor Danny Devlin; featuring students from both schools in an original work. Performing an original work will allow the performance to be livestreamed to better accommodate audience members who wish to see the students perform but are unable to attend due to COVID concerns.

OUTSIDE EVENTS

Bismarck State College is hosting very limited events. Events at BSC will be hosted with the utmost caution and event organizers and guests will be expected to follow all campus safety protocols. For more information or to inquire about facility rental availability visit bismarckstate.edu/rent. Requests can be made by emailing BSC Campus Scheduling Associate Rachelle Smith at rachelle.smith@bismarckstate.edu.

MENTAL, EMOTIONAL AND ACADEMIC SUPPORT

COUNSELING

The Mystic Advising and Counseling Center (MACC) will continue to offer individual counseling to BSC students through telehealth and in-person appointments as possible for a variety of mental health concerns. Call 224-5752 or email bsc.counseling@bismarckstate.edu for more information.

BSC's Employee Assistance Program (EAP) is available to employees and their families. This free and confidential service provides a access to professionals in a variety of areas ranging from mental health to financial counseling. Call 701-530-7195 for more information.

ACADEMIC ADVISING

Academic Advising will continue to be available through the Mystic Advising and Counseling Center for students who are unable to connect with their assigned academic advisor or who need assistance with general advising questions. Appointments may be offered through in person meetings, virtual appointments, phone contact, or email. Call 224-5752 or email bsc.advising@bismarckstate.edu for more information.

ACCESSIBILITY

Student Accessibility Services will continue to be offered to provide eligible students with accommodations. Students may visit with Student Accessibility staff through in person meetings, virtual appointments, phone contact, or email. Students can apply online at bismarckstate.edu/accessibility. Call 224-5671 or email bsc.accessibility@bismarckstate.edu for more information.

Employees, contact your supervisor and work with Human Resources for accommodations. Call 224-5531 or email bsc.humanresources@bismarckstate.edu.

ADDITIONAL INFORMATION

More detailed information about returning to campus as well as FAQs can be found at bismarckstate.edu/BSCSmartStart.

Bismarck State College reserves the right to apply additional department-specific or campus-wide requirements as needed to ensure the safety of all members of the community.