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/COVID.

*Updated 03.05.2021
GUIDING PRINCIPLES

Bismarck State College is open and providing 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, and BSC strives to minimize risk through planning, communication, and encouraging employee and student responsibility throughout the pandemic (and beyond).

For as long as COVID-19 impacts BSC, the college will ensure a way for students, employees and guests 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. The focus is to fulfill BSC’s mission while minimizing risk for all stakeholders.

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 are 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 aligns with the NDDoH determined risk level (outlined on page 6 in this document). The Risk Levels 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 is regularly updated on the appropriate modifications and adjustments based on the NDDoH’s determined level of risk for COVID-19. Communication mediums include college-wide emails, video messages from the college president and other leadership, social media updates, campus TV monitor messages and updates to bismarckstate.edu/COVID.
DEFINITION OF TERMS

**Close contact:** Being within 6 feet of another person for a minimum of 15 minutes (cumulative).

**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 system similar to that used by other North Dakota higher education institutions, the ND Department of Health and the State of North Dakota. As of January 11, 2021, BSC identified the college’s risk level at YELLOW or Level 3.

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: 3
<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
<th>LEVEL 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal Risk</td>
<td>Low Risk</td>
<td>Moderate Risk</td>
<td>High Risk</td>
<td>Critical Risk</td>
</tr>
</tbody>
</table>

### General

- **Residential Life (Housing):**
  - Normal visitation
  - Normal student organization events and activities
- **Student Life & Activities:**
  - Visitation between rooms & halls
  - Limited outside visitors
- **Performing Arts & Athletics:**
  - Activities open to public
- **Dining:**
  - Regular occupancy
  - Self-serve stations in use
- **Mode of Instruction:**
  - In-person classes maintained at capacity
  - Hybrid/Hyflex courses
- **Campus Operations:**
  - All offices and services maintain normal activities and are reviewed regularly to ensure safety at each risk level
- **Visitors:**
  - Must comply with all protocols in place including masks and social distancing
- **Testing:**
  - COVID testing available at weekly on-campus testing events, community healthcare organizations and public health
- **Screening:**
  - Self-screening strongly encouraged – temperature check, symptoms; Stay home if you are not feeling well
- **Facility Rental:**
  - Regular activity and occupancy
  - Occupancy at 85%

#### Indoor Events:
- Masks and 6 ft. social distancing required at all risk levels.

#### Outdoor Events:
- Masks required when 6 ft. social distancing is not possible at all risk levels.

#### Enhanced hygiene and disinfecting of classrooms, common areas and surfaces at all risk levels.
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 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.

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.

COVID-19 INFORMATION TABLES & COVID HOTLINE

COVID-19 Information Tables are located near the entrances of the BSC National Energy Center of Excellence, the BSC Technical Center and the Jack Science Center. Students, employees and visitors can find disposable masks, information about preventing and mitigating the spread of COVID-19, as well as information about what to do if you test positive for COVID-19 or have been exposed to someone who has tested positive.

A BSC COVID Hotline has been set up to answer questions about services, protocols, resources, etc. The COVID Hotline number is 701-224-2690 and is available M-F, 7:30 a.m. to 3:30 p.m. If someone calls after hours or if the COVID Case Managers are away from their desks or assisting other students, they should leave their name, phone number and Student ID number and someone will return the call.

CONTACT TRACING RESPONSIBILITIES

All students and employees, including all commuter students, are urged to download the ND Department of Health Care19 Alert app. This app is designed to notify users of possible COVID-19 exposure while protecting their privacy.

Care19 Alert uses Bluetooth proximity technology provided by both Apple and Google notification systems. The app provides proactive alerts and notifications to users based on anonymous keys exchanged between smartphones as users go about their daily activities. Learn more about the technology here.
Care19 Alert users will be notified if their device was in proximity of another device whose user tests positive for COVID-19. The app updates daily with positive COVID-19 results submitted by other users, which are then checked against the list of random keys that each device has encountered for more than 15 minutes in the last 14 days.

People who use Care19 Alert must explicitly choose to turn on exposure notifications, and they can turn off the app at any time. The Apple-Google Notification System utilized by the app does not collect, use or store any device location, including for users who report positive results. Users have the option to decide whether to report a positive COVID-19 diagnosis, and identities are not known to Apple, Google or other app users. The system is only used for exposure notifications by official public health authorities and is not monetized.

If you choose not to download the CARE19 Alert app, it is highly suggested to use the CARE 19 Diary app 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 students, faculty, and staff to get tested for COVID-19 on a regular basis even if they have no COVID-19 symptoms.

*BinaxNOW Rapid COVID Testing - Open to BSC students and employees only*

BSC offers free BinaxNOW Rapid COVID testing most Thursdays* from 11 a.m.-1 p.m. in the BSC Student Union Alumni Room. Those tested will receive results in 15 min. BinaxNOW Rapid COVID testing is only available to BSC students and employees. It is not open to the public. Those wishing to be tested should sign up for a time slot and pre-register with the ND Dept of Health to have your results sent to you. Please be sure to do both.

*refer to bismarckstate.edu/events to confirm testing event dates*
COVID-19 RESULTS, REPORTING & PROTOCOLS

ON-CAMPUS RESIDENTS *students living on campus*

If you feel sick:
1. Stay in your room until you feel better
2. CONTACT YOUR INSTRUCTORS to make arrangements to continue your classes
3. GET TESTED at a site listed at health.nd.gov or by a healthcare provider if you develop COVID symptoms
4. ARRANGE MEAL ACCOMMODATIONS at bismarckstate.edu/mealdelivery
5. QUESTIONS? Call the BSC COVID Hotline at 701-224-2690. If you call after hours or don’t get an answer, the COVID Information Assistants are away from their desks or assisting other students. Leave your name, phone number and Student ID number and someone will return your call.

If you are notified by the ND Dept of Health that you are a close contact of someone who has tested positive for COVID-19:
1. Follow ND Department of Health protocol given to you when they notify you that you are a close contact to someone who has tested positive to COVID-19
2. Complete the BSC COVID Online Reporting Form
3. Arrange room accommodations at bsc.housing@bismarckstate.edu or 701.224.5464
4. Arrange meal accommodations at bismarckstate.edu/mealdelivery
5. Contact your instructors to make arrangements to continue your classes
6. QUESTIONS? Call the BSC COVID Hotline at 701-224-2690. If you call after hours or don’t get an answer, the COVID Information Assistants are away from their desks or assisting other students. Leave your name, phone number and Student ID number and someone will return your call.

If you have tested positive for COVID-19:
1. Isolate immediately to prevent spreading COVID-19. Continue isolation until notified by the ND Dept. of Health that your isolation is complete
2. Follow ND Department of Health protocol given to you when they notify you that you have tested positive for COVID-19
3. Complete the BSC COVID Online Reporting Form
4. Arrange room accommodations at bsc.housing@bismarckstate.edu or 701.224.5464
5. Arrange meal accommodations at bismarckstate.edu/mealdelivery
6. Contact your instructors to make arrangements to continue your classes
7. QUESTIONS? Call the BSC COVID Hotline at 701-224-2690. If you call after hours or don’t get an answer, the COVID Information Assistants are away from their desks or assisting other students. Leave your name, phone number and Student ID number and someone will return your call.
OFF-CAMPUS STUDENTS (students living off campus)

If you feel sick:
1. Stay home until you feel better
2. Contact your instructors to make arrangements to continue your classes
3. Get tested at a site listed at health.nd.gov or by a healthcare provider if you develop COVID symptoms
4. QUESTIONS? Call the BSC COVID Hotline at 701-224-2690. If you call after hours or don’t get an answer, the COVID Information Assistants are away from their desks or assisting other students. Leave your name, phone number and Student ID number and someone will return your call.

If you are notified by the ND Dept of Health that you are a close contact of someone who has tested positive for COVID-19:
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Additional protocol information can be found at health.nd.gov/coronavirus.

COMMUNITY HEALTH RESOURCES

Bismarck/Burleigh Public Health
500 E. Front Ave., Bismarck
701-355-1540
**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 is 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 are offered in four different formats:

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 are in a face-to-face format with limited class sizes, social distancing, and mask requirements.
- General education classes are 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 students prior to the start of class each semester.

**STUDENT TECHNOLOGY RESOURCES**

**COMPUTER LABS**

Students who do not have access to a personal computer may use computers in the computer labs for their online synchronous courses following these guidelines:

- Headsets/earbuds are required – headsets with microphones are recommended. Headsets with microphones are available for purchase at the BSC Bookstore. Headsets need to be able to be plugged into a standard PC.
- Cleaning supplies are available and students are expected to wipe down the area before and after using the computers in the designated spaces.
- Other study areas are available on campus for student use. Please be aware and respectful of those around you.
- Social distancing and masking requirements need to be observed.
**Schafer Hall 305 (Capacity-12 Students)**
Monday, Wednesday & Friday
- 7:30 a.m. – 9:30 a.m. and 12:15 – 4 p.m.
- *Unavailable 10 a.m. – 12 p.m. due to classes held in the lab*
Tuesday & Thursday
- 7:30 a.m. – 4 p.m.

**Jack Science Center 122**
Fall and Spring Terms
- Monday-Thursday: 7:30 a.m. – 5 p.m.
- Friday: 7:30 a.m. – 3:45 p.m.
- Closed on holidays
Between terms and Spring Break:
- Monday-Friday: 7:30 a.m. – 3:45 p.m.
- Closed on holidays and over the summer

**LEA 307 (Capacity-12 students)**
- Reserved for student use only
- Monday – Thursday: 7:30 a.m. – 5 p.m.
- Friday: 7:30 a.m. – 3:45 p.m.
- Closed on holidays

**Library LEA 101**
The BSC Library is located on the first floor of LEA Hall
Fall and Spring Semesters:
- Monday-Thursday: 5 p.m. – 7:45 p.m.
- Closed on holidays

**Mystic Print Printer Locations**
Jack Science Center
- JSC 122
- JSC 207
- JSC 307
LEA Hall
- Library, Room 100
BSC National Energy Center of Excellence
- NECE 115
Schafer Hall
- SH 305
Student Union
- Main floor, Alumni Lounge
Technical Center
- TECH 12
ATHLETICS, PERFORMING ARTS AND OUTSIDE EVENTS

ATHLETICS

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

- Volleyball moved to the spring semester. Practice began Jan. 4 with the first games on Jan. 22.
- Men’s and women’s basketball teams began practice on Jan. 4 with the first games on Jan. 20.
- The spring baseball and softball seasons remain intact with minor adjustments to dates.
- Players, coaches and staff are working through all protocols and processes recommended to ensure the health of all student athletes and coaching staff.
- Protocol for hosting fans is determined by the current risk level and guidelines outlined in the COVID Risk Level Chart on page 6.

MUSIC

BSC’s spring music performances will use an invite-only model to welcome audience members. All musical performances are free of charge and will be streamed live to allow for a broader audience. Specific concert dates, times and location are posted at bismarckstate.edu/events.

THEATRE

BSC Theatre will present the Spring 2021 musical in a livestreaming format. The musical will be produced under strict COVID precautions with the health and safety of actors and production team members at the forefront of attention.

- Three performances will be livestreamed with tickets offered in a pay-what-you-can model at BSCTheatre.com
- BSC Theatre also will offer free livestream access in the BSC Mystic Marketplace in the BSC Student Union.

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 Karen Sayler at karen.sayler@bismarckstate.edu.
MENTAL, EMOTIONAL AND ACADEMIC SUPPORT

COUNSELING

The Mystic Advising and Counseling Center (MACC) offers individual counseling to BSC students through telehealth and in-person appointments as possible for a variety of mental health concerns. Call 701-224-5752 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 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 is 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 701-224-5752 or email bsc.advising@bismarckstate.edu for more information.

ACCESSIBILITY

Student Accessibility Services are 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 701-224-5671 or email bsc.accessibility@bismarckstate.edu for more information.

Employees, contact your supervisor and work with Human Resources for accommodations. Call 701-224-5531 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/COVID.

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.