



**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](http://bismarckstate.edu/BSCSmartStart).

*\*Updated 10.16.2020*



## 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. Communication mediums will include college-wide emails, video messages from the college president and other leadership, social media updates, and updates to [bismarckstate.edu/BSCSmartStart](https://bismarckstate.edu/BSCSmartStart).

## 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 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 October 16, 2020, the state identified the risk level at ORANGE or Level 4.

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: 4**



# BISMARCK STATE COLLEGE COVID-19 RISK LEVELS CHART

	LEVEL 1 Minimal Risk	LEVEL 2 Low Risk	LEVEL 3 Moderate Risk	LEVEL 4 High Risk	LEVEL 5 Critical Risk
<b>GENERAL</b>	Masks and social distancing (at least 6 feet) required at every level and in all situations Enhanced hygiene and disinfecting of classrooms, common areas and surfaces occur at every level.				
<b>RESIDENTIAL LIFE (HOUSING)</b>	Visitation allowed between rooms	Visitation allowed between rooms	No guests/visitation between rooms	No guests/visitation between rooms	No guests/visitation between rooms Common spaces closed
<b>STUDENT LIFE &amp; ACTIVITIES</b>	Normal student organization events and activities	Student events and activities allowed; avoid person-to-person contact	Student events and activities allowed; avoid person-to-person contact	Student events and activities allowed; avoid person-to-person contact  25% capacity in all gathering spaces (max 50)	No events allowed
<b>ATHLETICS</b>	Activities open to public	Activities closed to public	Activities closed to public	Activities closed to public	All activities canceled
<b>DINING</b>	Regular occupancy Self-serve stations in use	Seating at 75% capacity Self-serve stations closed Takeout meals available	Seating at 50% capacity – not to exceed 250 Self-serve stations closed Takeout meals available	Seating at 25% capacity – not to exceed 50 Self-serve stations closed Takeout meals available  Extreme caution taken in food prep	No dine in service Self-serve stations closed Takeout meals provided through designated point in Mystic Marketplace  Extreme caution taken in food prep
<b>MODE OF INSTRUCTION</b>	In-person classes maintained at capacity	In-person classes at social distancing capacity Hybrid/Hyflex courses	In-person classes at social distancing capacity Hybrid/Hyflex courses	In-person classes at social distancing capacity Hybrid/Hyflex courses  Evaluate live, interactive instruction delivery  Technical programs offered in modified in-person, hands-on format with enhanced safety precautions	Evaluate live, interactive instruction delivery  Technical programs potentially delayed or offered in modified in-person, hands-on format with enhanced safety precautions
<b>EMPLOYEES</b>	Regular activity and occupancy maintained	Regular activity and occupancy maintained	Regular activity and occupancy maintained	Staffing reviewed to maintain services and mitigate risk	Staffing further reviewed to maintain services and mitigate risk based on campus status
<b>VISITORS</b>	Must comply with all protocols in place including masks and social distancing				
<b>TESTING</b>	Available through weekly on-campus testing events, community healthcare organizations and public health				
<b>SCREENING</b>	Self-screening strongly encouraged – temperature check, symptoms; Stay home if you feel unwell				
<b>FACILITY RENTAL</b>	Regular activity and occupancy	Occupancy at 75%	Occupancy at 50% not to exceed 250	Occupancy at 25% not to exceed 50	Not available

# 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.

## 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 KIOSKS & COVID HOTLINE

COVID-19 Information Kiosks can be found across campus in the BSC Student Union, BSC Schafer Hall (1st floor) and the BSC National Energy Center of Excellence (Lobby). The COVID-19 Information Assistants at the kiosks 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.

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 Information Assistants 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 returning and new students, faculty, and staff to get tested for COVID-19 on a regular basis even if they have no COVID-19 symptoms. BSC offers free COVID-19 testing every Monday from 11:30 a.m.-12:30 p.m. in the BSC Armory. Testing is open to all BSC students and employees. Those wishing to be tested should [sign up for a time slot](#) and [pre-register at testreg.nd.gov](#) to expedite the process on testing day. If someone has previously been tested for COVID-19, they do not need to pre-register at testreg.nd.gov. Additional testing dates, times and locations across the state can be found at [ndus.edu/gettested](#).

## COVID-19 RESULTS, REPORTING & PROTOCOLS

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

### 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 ACCOMODATIONS 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](mailto:bsc.housing@bismarckstate.edu) or 701.224.5464
4. Arrange meal accommodations at [bismarckstate.edu/mealdelivery](http://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.

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2. Complete the [BSC COVID Online Reporting Form](#)
3. Arrange room accommodations at [bsc.housing@bismarckstate.edu](mailto:bsc.housing@bismarckstate.edu) or 701.224.5464
4. Isolate until notified by the ND Department of Health that your isolation is complete
5. Arrange meal accommodations at [bismarckstate.edu/mealdelivery](http://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](http://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.

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4. Contact your instructors to make arrangements to continue your classes
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Additional protocol information can be found at [health.nd.gov/coronavirus](http://health.nd.gov/coronavirus).

## COMMUNITY HEALTH RESOURCES

### Bismarck/Burleigh Public Health

500 E. Front Ave., Bismarck  
701-355-1540

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](http://st.alexius.org)

Emergency Room ..... 701-530-7001  
Archway Mental Health ..... 701-530-7333  
Information..... 701-530-7000

### Sanford Health

300 N. 7th Street, Bismarck [bismarck.sanfordhealth.org](http://bismarck.sanfordhealth.org)

Emergency Room ..... 701-323-6150  
Sanford Behavioral Health ..... 701-323-6543

## Sanford Health (cont.)

Information.....	701-323-6000
Walk in Clinic Appointments (North) .....	701-323-8300
Walk in Clinic Appointments (Downtown).....	701-323-5740

## 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.

## 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) 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](https://bismarckstate.edu/rent). Requests can be made by emailing BSC Campus Scheduling Associate Rachelle Smith at [rachelle.smith@bismarckstate.edu](mailto: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 701-224-5752 or email [bsc.counseling@bismarckstate.edu](mailto: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 701-224-5752 or email [bsc.advising@bismarckstate.edu](mailto: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](http://bismarckstate.edu/accessibility). Call 701-224-5671 or email [bsc.accessibility@bismarckstate.edu](mailto: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](mailto:bsc.humanresources@bismarckstate.edu).

## ADDITIONAL INFORMATION

More detailed information about returning to campus as well as FAQs can be found at [bismarckstate.edu/BSCSmartStart](http://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.***