



North Idaho College

NIC REBOUNDS – Operations and Expectations during the COVID-19 Pandemic

Effective February 4, 2020 – until further notice (as changes in local, state, or national public health conditions may warrant college leadership to make adjustments to operations).

- **Face-Coverings:** All employees, students, and visitors are required (with certain approved exceptions*) to wear multi-layer face-coverings **AND** maintain a minimum of 6 feet of physical distancing while at NIC, along with practicing other health and safety protocols.

Indoors: Multi-layer face-coverings AND a minimum 6 feet of physical distancing are required inside all NIC buildings when two or more people are present. This includes but is not limited to hallways, stairwells, open areas, restrooms, elevators, lobbies, classrooms, labs, conference rooms and offices.

Outdoors: Multi-layer face-coverings must be worn outdoors at NIC and at NIC sponsored events whenever a minimum of 6 feet of physical distancing **cannot** be maintained.

NIC follows the Centers for Disease Control and Panhandle Health District’s guidance for proper face coverings that completely cover the nose and mouth and fit snugly against the sides of the face. ([Latest CDC guidelines for masks](#))

Approved face coverings at NIC are face coverings that are two or more layers, made of washable, breathable fabric or made of disposable material (for 1-time use). Masks with exhalation valves or vents, sheer fabric, 1-layer gaiters or face shields are not a substitute for a proper face covering as they allow virus particles to escape. (Exceptions for limited use of face shields by employees are only approved by an accommodation process through Human Resources.)

- Buildings and offices are open during regular college hours for in-person service, with adherence to NIC COVID-19 continuity of operations plans and CDC guidelines including all safety protocols that include the wearing of face coverings, physical distancing, proper hand washing, sanitation, and other health and safety measures.
- Employees work at assigned college buildings or facilities adhering to all health and safety protocols.
 - Exceptions may include: approved remote work arrangements (i.e., accommodations, school closures, quarantines for close contact or symptoms, etc.)
 - To maintain and promote physical distancing in college buildings and offices, some work locations may require staffing plans that utilize a combination of remote work and/or staggered schedules, approved by the respective President’s Cabinet member.
 - Employees who believe, due to personal or family health concerns, that they are unable to report to their assigned college building or facility to work, should discuss with their supervisor and contact HR for guidance.

- All employees, students, and visitors are asked to stay home and away from the college if they are feeling ill or experiencing COVID-19 symptoms. Employees and students are to self-report if they have COVID-19 symptoms, have known exposure to or have tested positive for COVID-19. Employees are to self-report to their supervisor and to Human Resources, and students are to self-report to the **NIC Student Monitoring and Support team** at studenthealth@nic.edu.
- Instruction and college services are delivered through multiple methods – face-to-face, hybrid and virtual. Wherever possible, classes offered face-to-face are designed for and prepared to seamlessly migrate to a virtual format.
- The Student Wellness and Recreation Center remains open, with enhanced NIC health and safety protocols specific to the facility and in alignment with the Governor’s protocols for gyms and recreational facilities.
- Travel will be permitted on a case-by-case basis, with prior approval by the appropriate President’s Cabinet member.
- With limited exception approved by President's Cabinet, there will be no external reservations accepted for outside meetings or events or usage of NIC facilities. This applies to all NIC buildings and locations.
- **Meetings:** Virtual meetings are strongly encouraged for 1-1 meetings, team meetings and other group gatherings. Safety should be paramount when considering any face-to-face meeting, no matter the attendee size.
 - Face-to-face meetings of less than 10 people may occur with no approval required but must follow face-covering, physical distancing and other safety protocols, including adherence to COVID-19 room capacity limits.
 - Internal, NIC-sponsored face-to-face meetings and events of 10 to 50 people may occur by following a reservation process that includes completion of a facility use request form AND approval by the respective President's Cabinet member **.
Priority of these non-instructional spaces is being given to instruction so that classes, labs, testing, and other educational needs may be accommodated in larger spaces to achieve appropriate physical distancing and other safety measures.
 - Any athletics events will follow the Northwest Athletic Conference (NWAC) COVID-19 health and safety protocols, including competition, capacity and attendance.
 - Any food or beverage provided at meetings or events must be coordinated through Sodexo to follow all health and safety measures, specific to food service protocols during COVID-19. Food or beverage service provided by Emery’s will follow NIC’s Culinary Arts Program health and safety protocols.

Footnotes:

**Exceptions are: documented, pre-existing medical conditions or unique programmatic considerations.*

***For approved reservations, the division or department reserving the space acknowledges that their reservation is not guaranteed and may be canceled if there is an instructional need for that space – with the goal of giving as much notice as possible.*