Classroom and Lab Safety Checklist for Faculty

To comply with the City of Nashua Ordinance and the NH Department of Health and Human Services all faculty teaching on campus are required to read and follow the guidelines below.

Faculty should familiarize themselves with the student requirements so they are able to enforce proper safety measures within their labs and classrooms. If you observe a student who is not complying with the safety requirements or a student reports a possible COVID-19 exposure, please call campus security (603) 921-1089.

Prior to Arrival:

Anyone who can answer yes to the questions below should NOT come to campus and should instead contact Chrissy Gannon in Academic Affairs cgannon@ccsnh.edu. You will not be permitted to return to on-campus class until you are free of fever and any other symptoms for at least 72 hours, without using fever reducing or symptom altering medication.

1. Have you been in close contact with a confirmed case of COVID-19 within the last 14 days? (Close contact is defined as: a) being within 6 feet of a known or suspected COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a known or suspected COVID-19 case; or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question.
2. Have you had a fever or felt feverish in the last 24 hours?
3. Are you experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches, chills, or severe fatigue?
5. Are you experiencing any new gastrointestinal symptoms (nausea, vomiting, or diarrhea)?
6. Have you experienced any new changes in your sense of taste or smell?
7. Have you traveled in the past 14 days internationally (outside of the U.S.), by cruise ship, or outside of New England (NH, VT, RI, CT, MA, and ME)?

All faculty will need to attend a mandatory training on COVID protocols prior to teaching on campus. Please contact Kyle Metcalf, Campus Safety Director, at kmetcalf@ccsnh.edu if you need assistance scheduling a training date.

Faculty will submit a signed electronic health certification form prior to entry each day. The form can be found by clicking on this link https://www.nashuacc.edu/images/NCC_Employee_COVID_Screening_form_DLA_8.24.20.pdf

Arrival:

- Faculty will have their temperatures scanned upon entry into the building.
- Faculty teaching in Streeter Hall will enter the building through the maintenance department. Those teaching in Gregg Hall will enter the building by the front entrance of Gregg Hall (near the ticket booth).
- Per the Nashua City Ordinance, faculty will wear a mask upon entering and exiting campus buildings.
- Faculty will be provided with masks if they do not bring their own.
- IDs will be required to enter the building. Please contact campus safety if you need a new ID.

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On Campus:

- Faculty and students will wear masks at all times on campus. The only exceptions will be preapproved labs and those individuals with a documented medical condition.
- Faculty and students should go directly to their labs/classrooms when arriving on campus.
- Faculty and students should not congregate in groups within the campus buildings or attached parking lots and property.
- During breaks faculty should remain in their office, car, lab space, or other designated break area. Faculty should make sure students are aware they need to continue to social distance during their breaks and should be in a designated break area, outside, or in their vehicles.
- Faculty and students should use the bathroom closest to their classroom/lab.
- Faculty may consider bringing their own water and food to campus. No vending machines or water fountains will be available. There will be limited grab and go food and beverage service.
- Faculty are welcome to eat snacks and meals in their offices or other designated break spaces.

In Labs/Classrooms:

- Faculty are REQUIRED to take attendance on Canvas during every class period in order to be able to help conduct contact tracing if a case should be diagnosed.
- Unless an exception has been approved by the task force, faculty and students must continue to wear their masks in labs and classrooms.
- There will be no eating or drinking in classrooms or labs.
- Because rooms have been arranged to allow for appropriate social distancing, no one should move furniture around in the classroom or lab.
- There may be additional protocols that vary by program. Please contact your department chair or program coordinator for specific guidelines.
- Additional classroom protocols from CDC include:
  - **Cleaning and disinfection:**
    - Encourage students to keep their personal items (e.g., cell phones, other electronics) and personal work spaces clean. Encourage students to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
  - **Shared Objects:**
    - Discourage sharing of items that are difficult to clean or disinfect.
    - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
    - Avoid sharing electronic devices, books, pens, and other learning aids.
- Be sure to begin and end class promptly. When vacating the classroom/lab space, ensure students do the same to allow adequate time for cleaning between classes.

These guidelines are subject to revisions and updates which will be updated by the NCC COVID Task Force.

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