



NACC COVID-19 Policies and Procedures Summary

The following information covers the Northeast Alabama Community College COVID-19 policies and procedures, updated as of February 1, 2023.

- Wearing a mask is **optional** unless otherwise directed. A mask requirement may be reinstated if data suggests that the number of COVID-19 cases in the surrounding counties is increasing. The College will rely on data from the CDC and the Alabama Department of Public Health for guidance.
- Social distancing is not required. However, it may be requested in some instances where someone has been exposed or has returned to work after his or her quarantine period to provide additional safety for the workplace.
- Employees and students are still required to make reports in the following scenarios:
 - after direct contact with someone who has tested positive for the virus;
 - when experiencing symptoms of the virus;
 - when they have tested positive for the virus; or
 - when someone in their household has tested positive or is experiencing symptoms of the virus.
- This virus has many different symptoms, including a bad headache, sneezing, loss of smell, a sore throat, runny nose, cough, etc. The College understands that we all experience similar symptoms with sinus infections, allergies, and colds. However, even if you think that may be the case, you are still **REQUIRED** to report your symptoms and remain away from work/campus. You should make your reports directly to Lynde Wheeler and also alert your supervisor. In these instances, you would not come to campus until you have been advised to do so.
- Remember, if you are being tested for COVID-19, you should request a non-rapid, PCR test. It usually takes 24-72 hours to get results.
- The Alabama Community College System and Northeast Alabama Community College strongly encourages its employees and students to get the COVID-19 vaccination, including booster shots. Vaccines are proven to be effective overall against preventing severe disease and death from this virus. If you need assistance locating somewhere to get a vaccination, please contact Lynde Wheeler.
- The Colleges follows guidance from the CDC and the Alabama Community College System about when to require employees and students to quarantine from campus and educational sites. Currently, the following procedures are followed in cases of COVID-19 exposure or positive results:
 - ❖ Anyone who has tested positive for the virus must remain away from the educational site/workplace for five days, with Day 1 being the day after symptoms started. The employee or student may return on Day 6 if his or her symptoms have improved and he or she has had no fever and has not taken fever-reducing drugs within 24-hours of returning. A tight-fitting, high-quality mask is required for five days after returning. Social distancing is also required for this time period. With two negative antigen tests taken 48 hours apart, the mask requirement can be ended sooner.
 - ❖ Anyone who has been directly exposed to the virus must wear a mask for 10 days after last exposure and may return to the educational site/workplace as long as he or she is not exhibiting symptoms. Should symptoms occur, the employee or student should stay away from the educational site/workplace and seek testing (PCR, non-rapid test) from his or her healthcare provider. A test should be taken, regardless of whether symptoms develop, five full days after the last exposure.
 - ❖ Employees and students who are exposed or have tested positive must report this to the appropriate College administrator. Employees should contact Ms. Lynde Wheeler, Human Resources Director, at wheelerl@nacc.edu or 256.228.6001, ext. 2230. Students should email covidnotifications@nacc.edu.

- ❖ Employee cases are evaluated by Ms. Lynde Wheeler, and student cases are evaluated by Dean Jeff Hawes or Dean Kerry Wright. Guidance from the CDC as well as policies approved by Dr. David Campbell are followed when determining the necessity of quarantines.
- ❖ Faculty who know of a student who has tested positive or has been exposed to someone who has tested positive should email covidnotifications@nacc.edu and ask the student to do so as well. When speaking with the student, ask when his or her symptoms started or when the student was exposed and share that information in your email. The notification emails are monitored and investigated by Dean Jeff Hawes or Dean Kerry Wright.

- For more information regarding masks, please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/masks.html>.

- Questions or concerns about safety in the classrooms or buildings or about meeting a student need while complying with COVID-19 policies should be directed to Dean Chad Gorham or Dean Kerry Wright.

- Sanitizing and/or cleaning supplies for offices or classrooms can be obtained by contacting Mr. Kent Jones, Director of the Physical Plant.

- Questions about policies and procedures or regarding particular situations related to COVID-19, should be directed to Dr. David Campbell or Ms. Lynde Wheeler.

Contact Information

Employee Notifications/Policies/Procedures

Lynde Wheeler, Human Resources Director

wheelerl@nacc.edu

256.228.6001/256.638.4418, ext. 2230

Student Notifications

Email: covidnotifications@nacc.edu

Jeff Hawes, Dean of Student Services

256.228.6001/256.638.4418, ext. 2278

Kerry Wright, Dean of Workforce Development and Skills Training

256.228.6001/256.638.4418, ext. 2217

Building and Classroom Safety or Serving Students

Chad Gorham, Dean of Instruction

gorhamchad@nacc.edu 256.228.6001/256.638.4418, ext. 2294

Kerry Wright, Dean of Workforce Development and Skills Training

wrightk@nacc.edu

256.228.6001/256.638.4418, ext. 2217

Sanitizing/Cleaning Supply Requests

Kent Jones, Director of Physical Plant

jonesk@nacc.edu

256.228.6001/256.638.4418, ext. 2244

Remote Work Policy for COVID-19 Situations

Employees who are required to quarantine from Northeast Alabama Community College and its educational sites due to testing positive for COVID-19, being exposed to the virus, or experiencing symptoms of the virus and seeking medical attention may be able to work remotely. Supervisors of these employees should make a request to Dr. David Campbell for remote work approval. These requests must be emailed to Dr. Campbell (campbelld@nacc.edu) with a copy to Ms. Lynde Wheeler (wheelerl@nacc.edu) and should include all reasons that the remote work is necessary for the continued operation of the institution and if VPN access is required. Remote work requests will be considered by Dr. Campbell only for those employees who have positions that allow them to work from home. Employees who are working remotely are required to adhere to their normal work schedule, unless approved otherwise. Approval for remote work does not prevent an employee from requesting leave time for all or part of the absence, and a leave request is required for time that is not spent working.