



Return to Campus Procedures

Students

NTCC On-Campus Course Guidelines (Students)

As the situation with COVID-19 lingers, NTCC will continue proactive decisions that are grounded in providing services to our students, while also doing our part to help stop the spread of the virus. Your safety while learning is our top priority. As such, effective **July 1st** all Northshore Technical Community College courses offered on our campuses will adhere to the following guidelines:

- NTCC buildings and classrooms will be **restricted to NTCC students** only. Friends, family, and children will not be permitted in the classroom or in common areas.
- Open labs may be accessible on campuses to assist students with technology needs. Access to labs will be by appointment only. Contact local campuses for hours of operation of labs.
- All students must check-in at the designated entry point. At the entry point, temperature checks will be taken and an NTCC online wellness questionnaire <https://www.northshorecollege.edu/covid-19-symptom-checker> must be verified as completed. Entering or allowing others to enter the facilities without following the proper check-in process will result in disciplinary actions.
- Students **will be required to wear a cloth face covering** (surgical masks or N95 masks are not required) at all times inside an NTCC building or classroom. Failure to wear a cloth face covering will result in a student code of conduct violation.

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- As we practice physical distancing, **access to our public spaces** (library, study halls, computer labs) **will be limited and social distancing will be mandatory. Congregating on campus, both inside and outside, will not be allowed and will be strictly enforced. Students should not congregate in NTCC parking lots.**
- Please **limit the use of** elevators to essential need only.
- You are highly encouraged to bring a **labeled water bottle and snack pack.**
- Students that are **immunocompromised** and would like to attend classes on campus should **contact the Office of Disability Services** to receive accommodations.
- When **using restrooms** please skip a stall. **Wash your hands** with soap and water for at least 20 seconds before leaving the restroom and use a paper towel to turn on and off the water and to exit the bathroom. If busy, wait 6ft apart and outside the restroom if possible.
- Given the dynamics of the virus, classes being held on campus are subject to change. **Monitor your email and canvas for updates.** Students should also enroll in [NTCC's Emergency Notification System](#).

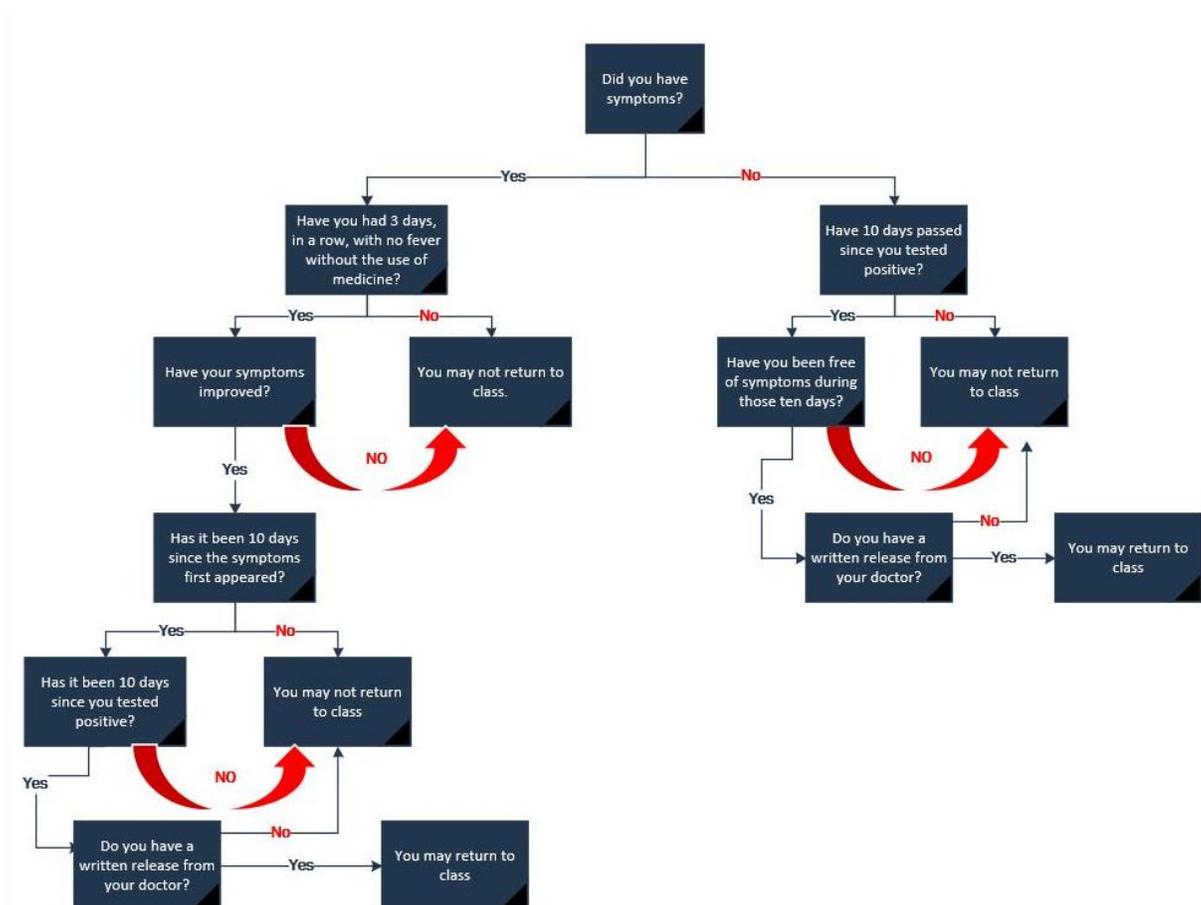
Take Precautions:

- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- Sneeze and cough **into your elbow** or a tissue. Wash hands immediately after.
- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- The Louisiana Department of **Health recommends COVID-19 testing** for any patients who are experiencing symptoms such
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If you have these symptoms, contact your primary care physician for guidance. Visit <http://ldh.la.gov/index.cfm/page/3934?> for a testing center near you.

- **Do not come to on-campus classes if you are sick.** Inform your instructor you are ill. Students should arrange to complete makeup work with their instructor. In some cases, makeup work can be completed online. **Students demonstrating signs of illness will be asked to leave class.** Students needing an **extended absence** from class (on-campus or online) due to illness or exposure should inform their instructor as soon as possible to **explore their academic options.**
- Students **testing positive for COVID-19** and have **attended class on-campus**, should **contact their instructor.** Student privacy will be maintained.

- Students who have tested positive for COVID-19 may return to on-campus classes following the table below:



- Sanitation stations will be available outside of classrooms and throughout campus. Students should sanitize before entering the class and upon leaving.
- We appreciate your patience, flexibility, and understanding as we adapt to changes together as an NTCC community.

RETURN TO LEARN GUIDE FREQUENTLY ASKED QUESTIONS

What to do if you are sick?

- Students who are sick, regardless of illness type, should stay home.
- Students who have COVID-19 should stay home and remain isolated until they have recovered and have been determined by their doctor to no longer be infectious.
- Students who test positive with COVID-19 must receive documented clearance from a doctor before returning to campus

What is required before and when I arrive on campus each day?

- Campus Check-In Online Form is required to be complete before arriving on campus each day.
- Face coverings are to be worn by all students, faculty, staff, and visitors on campus.

- All students will have their temperatures checked at the beginning of each class day. Student temperatures will be taken upon arrival on campus. Anyone with a temperature of 100.4° or higher will not be allowed to stay on campus.

What if a student in my class is diagnosed with COVID-19?

- Individuals who were in close contact of a student or faculty/staff member who has COVID-19 may also be identified and contacted as part of the Office of Public Health (OPH) contact tracing process.
- Close contacts of a student or faculty/staff member who has COVID-19 will be asked to stay home and monitor symptoms for 14 days.
- Not every student or faculty/staff member at a campus will need to stay home for 14 days, just those who are identified as close contacts to a case.
- A single positive case of COVID-19 does not necessarily warrant classroom, campus, or college closure. However, if it is determined that the college or campus was the focus of COVID-19 infection, school leaders, in consultation with the Office of Public Health, will determine if the college or campus should remain open or close for a period of time.

Will NTCC offer simultaneous in-class and virtual learning environments?

- Faculty will offer in-person instruction on a limited basis and incorporate simultaneous instruction through our learning management system called Canvas.
- Work directly with your instructor to let them know if you will be attending class online or in-person.
- If the college or campus were to close for an extended number of days, faculty are prepared to deliver courses 100% distance learning.
- Individuals or small numbers of students kept away from school because of illness or exposure will be provided continued instruction through our learning management system.

Will students be gathering in large groups?

- No, all school meetings and special events are on hold at this time.

How will NTCC communicate with students about COVID-19-related issues?

- Watch for emails from the Chancellor, Vice Chancellors, Deans, and faculty, who will communicate any COVID-19-specific information with students as necessary. If you have class- or student-specific questions, please contact your Campus Dean.
- Check NTCC's COVID-19 Updates Website.
- Enroll in NTCC's Emergency Notification System.

Please know that NTCC administrators and faculty have made great strides and purposeful plans to conscientiously shape the construct of remote learning for each and every member of our school community in the event we are required to shift to 100% distance learning at any point, be it for a small segment of our college population or college-wide. Extra attention will be given early in the semester for the in-person and online expectations with attendance. Thank you for your patience and commitment as we provide the best opportunities to achieving your academic and career goals.