COVID-19 Information and LDCC Protocols

Definitions and Resources

- **Close Contact** – For COVID-19, close contact is defined as any individual who has been within 6 feet of an infected person for more than 15 minutes starting from 2 days before illness onset.

- **Self-Isolation** – Isolation is used to separate people who are infected with the virus (those who are sick with COVID-19 and also those with no symptoms) from people who are not infected.

- **Quarantine** – Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine is a preventative measure for those who have been in close contact with someone who has tested positive for COVID-19.

- **Cloth Face Covering** – To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household. Cloth face coverings help prevent people who have COVID-19 (including infected individuals who show no symptoms) from spreading the virus to others. Cloth face coverings are not considered personal protective equipment such as N95 respirators and medical facemasks. However, they can reduce the spread of COVID-19 when used along with preventative measures and social distancing.

- **Preventative Measures** – Wash hands often with soap and water for at least 20 seconds; Use a hand sanitizer that contains at least 60% alcohol; Avoid touching your eyes, nose, and mouth; Exercise social distancing and put 6 feet of distance between yourself and people who do not live in your household; Wear a cloth face cover or mask; Cover coughs and sneezes; Clean and disinfect frequently touched surfaces daily; Monitor your health daily.

**LDCC Response**

LDCC is committed to providing all students with a safe educational environment conducive to learning and achievement. As such, students are expected to wear a face covering while on campus to maintain the health and safety of all persons. LDCC considers the face covering as another essential school supply item like pens, paper, and notebooks which are necessary in an in-person academic setting.

**Accommodations/ Medical Waivers**

For students who claim a disability-related issue which prevents them from using Personal Protective Equipment (i.e. masks), as recommended by the College, for face-to-face classes or on-campus activities, those students should contact the Office of Disability Services to apply for accommodations. During the interactive process to review the accommodation request, students should wear a face shield or conduct college business remotely.
Preventive Measure and Sanitation in the Classroom

- Students who have COVID-19 or who are having COVID-19 like symptoms should not report to campus.
- A cloth face covering or mask will be worn at all times by faculty and students while on campus. Face shields are also acceptable face coverings, where applicable.
- Food and drink are strictly prohibited for all students and faculty in the classroom or instructional area.
- Personal hygiene and preventative measures will be practiced by everyone.
- Social distancing (6-feet apart) will be practiced at all times. Classroom seating will be arranged accordingly. Congregating in groups while entering or exiting the classroom is not permitted.
- Students will sanitize their personal area upon entry to the instructional space with a CDC approved sanitizing agent provided by the college.
- Faculty will sanitize their area at the beginning and end of each instructional period.
- Students will be asked to exit the classroom/instructional area in a manner that maintains appropriate social distancing.

Classroom Attendance and Absences

- Student attendance and participation is a requisite for success. However, flexibility due to unforeseen circumstances should be exercised.
- Attendance in certain programs is required as specified by their respective regulative organization or handbook.
- Effective communication between students and faculty is critical when absences are unavoidable.
- Successful participation, completion of assignments, and progression through course objectives are expected of all students whether they attend in-person or participate remotely while absent. As long as responsible communication is maintained between student and faculty, flexibility regarding attendance will be practiced. Missed deadlines, assignments, and tests may require the student to provide official documentation of their absence for the faculty to grant an extension.

If You Test Positive for COVID-19 (Medically Confirmed)

Guidance for people who have tested positive for COVID-19 – Louisiana Department of Health
http://ldh.la.gov/Coronavirus/

- Self-isolate in your home unless you need to seek medical care.
- Contact the Louisiana Department of Health to self-report your positive test result at 1-877-766-2130
- Inform your faculty as soon as possible regarding your absence. There is no legal obligation for any person to report their specific medical condition to faculty or staff. However, for the sake of community health and public safety, voluntary communication of your condition is allowable and welcome. Confidentiality will be exercised if you choose to communicate your specific diagnosis with your faculty.
- Maintain communication with your instructor regarding assignments and develop a plan for remote participation while maintaining self-isolation.
- Expect a representative from the Louisiana Department of Health Contact Tracing Team to call you for an interview.
- **You can discontinue isolation and return to campus (without follow-up tests) when:**
  - You have no fever for 72 hours without using medication, AND
  - Your other symptoms have improved, AND
  - At least 10 days have passed since your symptoms first began.
- **If you have follow-up tests for COVID-19, you can discontinue isolation and return to campus when:**
  - You have had two negative COVID-19 tests in a row that were taken at least 24 hours apart.

For Potential Exposure to COVID-19

**Guidance for people who have had close contact with a person who has COVID-19 – Louisiana Department of Health** [http://ldh.la.gov/Coronavirus/](http://ldh.la.gov/Coronavirus/)

- Self-quarantine (stay at home) until 14 days after your last close contact. It is very important that you remain in quarantine during the entire 14-day period.
- Inform your faculty as soon as possible regarding your absence and develop a plan for remote participation to continue your course work and assignments.
- Actively monitor your symptoms, maintain social distancing, and practice preventative measures.
- You may return to campus after the 14-day quarantine period.

Readiness to Transition to Online Course

All students taking in-person classes should be prepared with the technology, as listed below, to participate in class remotely in the event that the student or the college must operate online.

1. **Computer**
   To succeed, you must have a reliable computer that you can access for course work. *A cell phone, or a tablet running iOS or Android will not be sufficient to complete your course work.*

   At a minimum, you need a computer that meets the following requirements:
   - **Running Windows 10, Mac OS X 10.13 (High Sierra) or higher, or ChromeOS**

   This minimum is required to operate Honorlock, an online proctoring service used by Knights Online.

2. **A webcam**
   Your computer will need to have a Webcam for online proctoring of exams.

3. **Google Chrome web browser**
   Canvas and many web-based programs you may encounter will work best with Google Chrome. The program can be downloaded for free online. Most online learning management sites do not recommend using Internet Explorer.

4. **Microsoft Office**
Current students are able to download Microsoft 365 programs through the Delta Student email site for Windows and the Mac. This download is not available for ChromeOS.

5. **Internet Access**
You will need to have consistent, reliable access to the Internet, either in your home or in a location or on a computer you can access several times a week. The ability to access Canvas, email, and online educational systems will be expected of you.