



**GREAT NORTHERN**  
UNIVERSITY

Safe-Back-to-School Plan  
2020-2021

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Great Northern University's Safe-Back-to-School Plan is readily available to the students, faculty, staff, and Board of Great Northern University. A copy of the Safe-Back-to-School Plan is available at the Reception Desk. Students, employees, and faculty were also provided with trainings.

Great Northern University's Safe-Back-to-School Plan is reviewed and updated on a monthly basis by the Crisis Leadership Team.

## Public Health and Workplace Safety

Great Northern University adheres to all federal, state, and local public health and workplace safety guidelines. Since the inception of the pandemic, these guidelines have consistently changed. Thus, Great Northern University consistently reviews these guidelines and updates campus constituents via regular communication methods (e.g., email correspondence).

- [Centers for Disease Control](#)
- [Washington State Department of Health](#)
- [Washington State Department of Labor and Industries](#)
- [Spokane Regional Health District](#)

## General Campus Safety Guidelines

### Spatial distancing

On campus, individuals should maintain a minimum of six feet of spatial distancing. Learning environments will be set up to maintain this spatial distance. When this recommended physical distance cannot be maintained, administrative and engineering controls will be utilized to minimize exposure.

### Hand washing

Individuals will be encouraged to frequently wash their hands. Adequate supplies will be available.

### Personal protective equipment (PPE)

Individuals will adhere to the federal, state, and local guidelines for PPE. Relevant PPE will be provided to individuals.

### Sanitization

In addition to regular cleaning, high-touch surfaces and shared resources will be adequately sanitized.

### Self-certification

Individuals will be consistently asked to self-certify that they have experienced no COVID-19 symptoms since their last visit to campus.

### Campus visitors

Per regular protocols, campus visitors will be asked to login at the Reception Desk.

## Updates for Employees

### Return-to-work guidance

Great Northern University adheres to [Washington State's return-to-work guidance](#).

### Remote work

For faculty, please discuss this possibility with your Dean or the Provost.

For other employees, the ability to work remotely is available. Employees should communicate this choice and the reasons with their supervisors.

### Travel

Great Northern University follows Washington State's guidelines for travel, additional guidelines on self-quarantining mandated by states, and federal guidelines. Individuals who do travel will self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the Centers for Disease Control.

## Continuity of Education Plan

Great Northern University will maintain continuity of education. This plan applies to faculty and students. A key part of this plan is timely, appropriate, and thoughtful communication between all members of the Great Northern University community.

### Class attendance

Faculty are required to take attendance in classes.

### Student Absences from Class

Students may be absent from their classes. The following are guidelines and expectations for students and faculty members. However, faculty members can establish additional procedures for student absences to assist student learning.

#### If notified, synchronous remote learning via Zoom

If students know ahead of time that they will be absent from classes, students are responsible to contact their instructors via Great Northern email accounts. If students alert their instructors at least two hours prior to the start of the class period, instructors can set up a Zoom link for the class. Students will be able to synchronously observe the class. However, their active participation may be limited. The class period will also be recorded.

All synchronous learning will be conducted via Zoom.

#### Minimally, recorded classes

If students are absent from class and they did not contact their instructors ahead of time, instructors are expected to automatically record the class period. This recording will be made available to students within 24 hours.

#### If recordings are unavailable, personal meetings

If instructors do not record their classes, they will teach the student individually.

If requested, follow-up meetings

If requested by students, instructors will also meet with students, virtually or in-person, for 30 minutes to one hour for review. Students are responsible to set up this follow-up meeting within three weeks of the missed class period.

### Extensive Class Absences (2+ consecutive weeks)

If a student has missed classes for two or more consecutive weeks, the Registrar will arrange a meeting, in person or online, with the student to discuss alternative plans for the continuation of his or her education.

In addition to actions taken prior to more extended absences, for the faculty members who cancel class for two or more consecutive weeks, the Provost will install a different instructor to teach the class for the remainder of the semester.

### Chapel and Field Education Absences

Normal protocols apply for chapel and field education absences. If desired or needed, students may request waivers from these requirements from the Student Services Officer, Dr. Craig Ferderer.

### Notifications about Classes from Faculty Members

Notifications about classes should be sent to students at least two hours prior to the class meeting. These notifications will be via MyGNU (i.e., Populi), and students will receive a text and an email.

### Remote learning via Zoom

If needed, faculty members may offer a class or classes through an online modality (i.e., Zoom). All remote learning will be conducted via Zoom. Faculty members will send links to Zoom meetings a minimum of two hours prior to the start of a class meeting. Although a faculty member may not be on campus, students can meet in their regular classrooms or on campus.

### Cancellation of classes

Faculty members may cancel classes. If possible, these classes will be made up later in the semester. If not possible, course content will be delivered through additional readings, videos, or other content sources.

Faculty members should notify the Provost about every class cancellation.

## Continuity of Housing

Great Northern University will provide continuity of housing for students in our residential model.

### Hand washing

Students will be encouraged to wash their hands with appropriate supplies.

### Sanitization

Students will be responsible to create an appropriate cleaning schedule for high-touch areas, bathrooms, showers, and kitchen facilities.

## Self-quarantine

Students are housed in single rooms. If a student needs to self-quarantine, GNU staff will assist with appropriate help.

## COVID Symptoms, Diagnosis, or Exposure?

### COVID symptoms or diagnosis?

If you are experiencing COVID symptoms or you have been diagnosed with COVID, please follow the [guidelines recommended by the CDC](#).

### In close contact with a person who was diagnosed with COVID?

If you were in close contact with someone who was diagnosed with COVID, please follow the [guidelines recommended by the CDC](#).

### If a confirmed case of COVID-19 has been on campus,

Great Northern University will follow the following recommendations of the CDC. The following steps were recommended by the CDC on 7/9/2020. If needed this document will be updated regularly by the Crisis Leadership Team.

- 1. Great Northern University will coordinate with the Spokane Regional Health District.** Once learning of a COVID-19 case in someone who has been on the campus, a member of the Executive Team at Great Northern University will immediately reach out to local public health officials. These officials will help the Crisis Leadership Team determine a course of action for Great Northern University.
- 2. Great Northern University will work with officials from the Spokane Regional Health District to determine cancellation of classes and closure of the building.** The Crisis Leadership Team will work closely with the Spokane Regional Health District to determine if a short-term closure (for 2-5 days) of the campus buildings and facilities is needed. This initial short-term class suspension and event and activity (e.g., club meetings; on-campus events) cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the Great Northern University. Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- 3. Great Northern University will communicate in a timely and appropriate manner with students, staff, and faculty.** The Crisis Leadership Team of Great Northern University will coordinate with local health officials to communicate decisions and the possible COVID-19 exposure.
  - This communication will align with the communication plan in the emergency operations plan (EOP).
  - Communication will include messages to counter potential stigma and discrimination.
  - In a circumstance where there is a confirmed COVID-19 case that has been on campus, Great Northern University will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

4. **Great Northern University will clean and disinfect thoroughly.** Great Northern University will close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection. The cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
5. **Great Northern University will make decisions about extending the class suspension and event and activity cancellation.** Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities. If classes are suspended, administrators will work closely with local public health officials to determine if facilities may stay open for staff or faculty who are not ill while students temporarily stop attending in-person classes.
  - The Crisis Leadership Team will work in close collaboration with local public health officials to make class suspension and large event and activity cancellation decisions. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves. The Crisis Leadership Team will seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed for the Great Northern campus community.
  - In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.
6. **Great Northern University will implement strategies to continue education and other related supports for students.**
  - **Great Northern University will ensure continuity of education and research.**
    - These plans are outlined in the Continuity of Education guidelines.
  - **Great Northern University will ensure continuity of safe housing.**
    - Great Northern University will work in close collaboration with local public health officials to make all decisions related to on-campus housing.
    - **If cases of COVID-19 have not been identified among residents of on-campus community housing, students may be allowed to remain in on-campus housing.** In this situation, Great Northern University will educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials. Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
    - **If cases of COVID-19 have been identified among residents of on-campus community housing, Great Northern University will work with local public health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine

and monitor for symptoms. Great Northern University will consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).

- **Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.** Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way to the home or once there. Great Northern University will work with local public health officials to determine appropriate housing for the period in which residents need to self-isolate and monitor for symptoms or worsening symptoms.
- **Great Northern University will consider if, and when, to stop, scale back, or modify other support services on campus.**
  - Great Northern University will consider alternatives for providing students with essential medical, social, and mental health services. The Crisis Leadership Team will identify ways to ensure these services are provided while classes are dismissed, or students are in temporary housing.
  - Great Northern University will identify other types of services provided to students, staff, and faculty (e.g., library services, cleaning services). Great Northern University will consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.