



**MANHATTAN  
CHRISTIAN COLLEGE**

**Spring 2021**

**COVID-19**

**Response**

**(Published January 15, 2021)**

## COVID-19

Coronavirus disease 2019 (COVID-19) is caused by the virus SARS-CoV-2 which is a new virus in humans causing respiratory illness which can be spread from person-to-person. The primary transmission of COVID-19 is from person-to-person through respiratory droplets, released when someone with COVID-19 sneezes or coughs. COVID-19 can also be spread when you are in close contact with someone who is sick. Physical distancing is suggested to avoid infection. Respiratory droplets can land on objects or surfaces around the person when they cough or talk, and people can then become infected with COVID-19 from touching these objects or surfaces and then touching their eyes, nose, or mouth.

A wide range of symptoms for COVID-19 have been recorded. These include:

- Fever or Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Headache
- Nasal congestion or Runny Nose
- Muscle pain or Body Aches
- Sore throat
- New Loss of Taste or Smell
- Fatigue
- Nausea or Vomiting
- Diarrhea

The estimated incubation period is between 2 and 14 days with a median of 5 days. It is important to note that some people become infected and do not develop any symptoms or feel unwell. Also, COVID-19 is a new disease, therefore there is limited information regarding risk factors for severe disease. In some cases, people who get COVID-19 can become seriously ill and develop difficulty breathing. These severe complications can lead to death. The older population (> 50 years of age) as well as those with underlying medical conditions such as those who are immunocompromised, have serious heart problems, or chronic lung disease are more likely to develop serious illness.

There are a number of ways to prevent the spread of COVID-19 infection.

- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay at home when you are sick
- Cover your cough or sneeze with a tissue, disposing of it properly
- Clean and disinfect frequently touched objects and surfaces
- Wash your hands often with soap and water or use alcohol-based hand rub with at least 60% alcohol
- Cover mouth and nose with a cloth mask when out in public
- Social distance from others at a minimum of 6 feet

## MCC Commitment

The mission of Manhattan Christian College is to *educate, equip, and enrich Christian Leaders.*

The vision of the college is *that every graduate will be prepared and motivated to penetrate the world with the gospel of Christ regardless of chosen profession.*

Manhattan Christian College is committed to mitigating the risk of the COVID-19 virus to the best of our ability for all of our constituents.

- Social distancing is required, by everyone on campus at all times, at a minimum of 6 feet.
- Face masks are required on campus. Disposable masks are available upon request. MCC branded masks are available for purchase.
- Student, faculty, and staff health is being screened and recorded weekly and self-monitored daily.
- Cleaning and sanitizing of high touch surfaces is a daily priority and being recorded.
- Campus is open to guests, guests must be well and may be screened upon entry. (Guest activity is being recorded should contact tracing become necessary.)

An active committee of faculty and staff representatives meet with the goal to develop and maintain plans to provide a safe and healthy environment spiritually, physically, emotionally and mentally at MCC.

Manhattan Christian College is soliciting the expert advice and recommendations from the following local, regional, and national organizations to ensure MCC is the safest it can be for our entire campus community.

- Riley County Health Department (RCHD) - <https://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV>
- Kansas Department of Health and Environment (KDHE) - <https://www.coronavirus.kdheks.gov/>
- Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

MCC is following the travel restriction protocol and required quarantines as requested by KDHE. The latest travel restriction information from the State of Kansas is available on the KDHE website's Travel & Exposure Related Isolation & Quarantine page at <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

## Academics

### Academic Programs:

- MCC's Academic Calendar for Spring 2021 has not changed. Academic Calendar details are available in the 2020-2021 Academic Catalog at <http://mccks.edu/academics/academic-catalogs/>.
- Academic Programs including but not limited to Directed Field Experiences, Christian Service Hours, and Mission Trips may still be required for degree completion.

## Academics (continued)

### Advising and Enrollment:

- Student appointments for advising and enrollment are available virtually.

### Classes:

- Traditional MCC Classes will be on campus and in person. Thunder Online classes will be offered online per normal.
- Masks will be worn by students in classes. Professors will wear masks into and out of class and when interacting personally with students. Professors may remove masks when lecturing if 6 feet of distance is available between the professor and students.
- Classes are assigned to appropriate sized rooms to allow for social distancing. See the course schedule online at <https://mcc.empower-xl.com/fusebox.cfm?fuseaction=CourseCatalog&rpt=1>
- Classroom tables and chairs will be cleaned following each class.
- Group assignments will require social distancing and masks.
- Classes will be available virtually for students in quarantine or isolation.
- Class attendance is important. Students should plan to attend classes virtually if they are in quarantine or isolation. Attendance policies will not change, students affected by COVID-19 should communicate closely with their professors and take a personal responsibility for their academic progress.

### Commencement:

- Spring 2021 Commencement is scheduled for May, 8 2021.
- Graduation petitions for May conferral are due Friday, March 5, 2021.
- Candidates should communicate directly with the Academic Department for details.

### Curriculum:

- COVID-19 does not drive curriculum changes at MCC, as curriculum is driven by mission. There will be no reduction in majors offered, elimination of courses, or changes to hours to complete a degree due to COVID-19.
- Electronic versions of required paperwork are available through the Academics Department.

### Faculty:

- Professors will be prepared to teach their classes in person as well as have a virtual option for students who are quarantining or isolating.
- Faculty should be available to meet with students as needed and according to office hours, virtual meetings are encouraged.

### Grades:

- Pass/Fail grades have not been instituted at MCC.
- A policy for transferring Pass/Fail grades to MCC is established.
- Students must complete course requirements. Grades are not given for partial completion. Students may request an incomplete if their situation allows for a compelling need to do this.

## Academics (continued)

### Library:

- To accommodate social distancing furniture has been removed and reorganized.
- Cleaning protocol has been increased for high touch surfaces.
- Library materials will be sanitized before being re-shelved.
- Library hours of operation have been adjusted to allow for additional cleaning.

## Admissions

### Calling Team:

- The Admissions Calling Team efforts will continue with social distancing and masks required for all callers.
- Desks, tables and computers used by the calling team will be sanitized after use.

### Campus Visits:

- The Admissions Department is hosting campus visits. On site visits should be pre-scheduled.
- Guests must be well and have no COVID-19 exposure, social distancing and masks are required.
- Guests may be screened upon arrival. Guest activity is being recorded should contact tracing become necessary.
- Virtual visits are also available with a MCC Admissions Counselor.

### Church Visits:

- The Admissions Team is available for visits to churches.
- Social distancing is required, masks are encouraged and should be worn when distancing isn't available during a visit.
- COVID-19 activity in the local area will be checked 24-48 hours before visiting a church to ensure limited exposure. MCC personnel will follow local and county health guidance.

### College Fairs:

- The Admissions Team will attend college fairs when they are in person and open to vendors.
- Social distancing is required, masks are encouraged and should be worn when distancing isn't available during a visit.
- COVID-19 activity in the local area will be checked 24-48 hours before attending a college fair to ensure limited exposure. MCC personnel will follow local and county health guidance.
- Most college fairs this season are being hosted virtually, the MCC Admissions Team will participate.

### Special Events:

- The Admissions Department is planning to host their traditional on campus events including Timothy Days on March 5 & 6, 2021.
- According to RCHD stated in RCHD Order 19, events for more than 50 will be submitted to Riley County Health Department for a permit.
- Social distancing and masks will be required for all in person events.
- Guests must be well and have no known COVID-19 exposure.
- Guests may be screened upon arrival. Guest activity is being recorded should contact tracing become necessary.

## Institutional Advancement

### Church and Donor Visits:

- Institutional Advancement representatives will visit churches and donors as requested.
- Social distancing is required, masks are encouraged and should be worn when distancing isn't available during a visit.
- COVID-19 activity in the local area will be checked 24-48 hours before visiting a church to ensure limited exposure. MCC personnel will follow local and county health guidance.

### Pulpit Supply:

- Pulpit Supply is available to partner churches as requested.
- Social distancing is required, masks are encouraged and should be worn when distancing isn't available during a visit.
- COVID-19 activity in the local area will be checked 24-48 hours before visiting a church to ensure limited exposure. MCC personnel will follow local and county health guidance.

### Special Events:

- Institutional Advancement is planning to host traditional spring events including:
  - Estate Planning Seminars with Financial Planning Ministries as online webinars Monday, January 25 at 12:00 & 7:00 p.m.
  - Woman's World 2021 will be offered as a virtual night of worship on Friday, February 26, 2021.
  - Free Bible Class will be hosted on Facebook Live on Monday evenings, March 29 through April 26.
  - The Vision 360 Banquet is being planned as a hybrid event to be offered both in person and virtually, Friday, April 16.
- According to RCHD stated in RCHD Order 19, events for more than 50 will be submitted to Riley County Health Department for a permit.
- Social distancing and masks will be required for all in person events.
- Guests must be well and have no known COVID-19 exposure.
- Guests may be screened upon arrival. Guest activity is being recorded should contact tracing become necessary.

## Financial and Administrative Services

### CARES Act:

- Manhattan Christian College has received funds from the Federal CARES Act. These funds are being controlled according to CARES Act requirements and distributed accordingly.

### Facilities:

- Signs will be posted throughout campus to inform the MCC campus community of the most current COVID-19 information. Signage may include current State of Kansas and Riley County ordinances and how they should be modeled on campus, COVID-19 symptom protocol, hand washing reminders, self-monitoring lists, and requested traffic flow patterns.
- Quality HVAC filters are in place to control exposure throughout campus buildings.

## **Financial and Administrative Services (continued)**

### **Facilities (cont.):**

- A cleaning protocol has been developed campus wide to include more frequent cleaning of high touch surfaces in the residence halls, classrooms, meeting spaces, library, chapel, Campus Center cafeteria, gymnasium, and weight room. Cleaning is scheduled more frequently and being recorded.
- Room usage must be reserved to ensure cleaning protocol is available between use.
- Groups of 50 or less can request room reservations or rent rooms at MCC through the normal room reservation and rental process.
- MCC is not currently entertaining room reservations or rentals for groups larger than 50 people.
- Social distancing and masks will be required.
- Guests must be well and have no known COVID-19 exposure.
- Guests may be screened upon arrival. Guest activity is being recorded should contact tracing become necessary.

### **Human Resource Policy:**

- For MCC employees there are sick leave policies in place in regard specifically to COVID-19. These policies are available in the 2020-2021 Employee Handbook.

### **Student Mail & Deliveries:**

- The Student Mailroom will be open and available to students to receive both mail from the USPS and returned class work from professors. There will be a limit of 1 student in the room at a time.
- Student packages received at MCC will be available for pick up in the Financial and Administrative Services office. Students will receive an email from the mailroom letting them know their package has arrived and students will sign for the package when they receive it.
- Students living on campus who are in a COVID-19 quarantine or isolation will have their mail and packages delivered to them in the residence hall.
- Students living off campus who are in a COVID-19 quarantine or isolation can designate someone else to pick up their package by responding to the email they receive when the package arrives.

### **Traffic Flow in Coffin Hall:**

- In Coffin Hall students will enter through the south lobby doors and proceed up the main stairwell to classes. The Coffin Hall Lobby will not be open or available for gathering. Students will exit down the southwest stairwell and out the southwest door.
- The Admissions Office, Institutional Advancement Office, President's Office and the Faculty will enter and exit Coffin Hall from the east door.
- The Academic Office, Information Technology Office, and Financial and Administrative Office will enter and exit Coffin Hall from the southwest door.

## Student Life

### Athletics:

- MCC Athletics is planning to compete in the 2020-2021 season.
- Manhattan Christian College participates in the National Christian College Athletic Association, NCCAA.
- The NCCAA will allow each institution to determine if their athletic program can return to campus and begin practice and competition.
- Spectators are allowed to attend home athletic competitions on a first come first served basis up to 100 people.
- An Event/Mass Gathering Permit has been issued by the Riley County Health Department for all home games.
- Thunder Athletics has developed COVID-19 Return to Play Guidelines including details for athletes. (Attached to the end of this document.)

### Chapel:

- Chapel services will continue weekly. Services will be held in Howie's Activity Center to provide the space necessary for the MCC family to worship together and maintain proper social distancing.
- Services will also be available online for others who need to attend virtually.
- Family Groups and Households will be allowed to sit together, otherwise social distancing will be required in Chapel services.
- Masks in will be required in Chapel services.

### Dining Services:

- Dining Services is following the CDC guidelines for reopening restaurants as they plan for safety in the cafeteria.
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
- Hand sanitizer will be encouraged for use by all patrons.
- Social distancing will be in place in all lines.
- Signs will be posted detailing guidelines.
- Tables and chairs will be distanced from each other. Reducing chairs per table to 4.
- Silverware will be pre-wrapped or handed out from the kitchen.
- Gloves and masks will be required for all food handling both prep and serving, dish washing, and putting away of dishes.
- Takeout meals will be available.
- Self-serve options like the salad bar, sandwich bar, and waffle bar will be disinfected throughout shifts with frequent tong changes.
- Grill and dessert options will be served individually wrapped.
- Staff will be required to stay in the kitchen when not assigned to cleaning the eating areas, drink station, and food bars.
- Cleaning protocol in the kitchen will include disinfecting high touch surfaces regularly. Tables will be cleaned between each use.
- Meals will be delivered to students with meal plans living on campus who are affected by a COVID-19 quarantine or isolation.

### Mental Health:

- Mental health services are available, contact the Director for Student Life to find out how to use these beneficial student services.



## Student Life (continued)

### Residence Halls:

- Students living on campus will be screened when they arrive back on campus.
- Students living in the residence halls will have roommates and private rooms will be available on a first-come first-serve basis. There is an additional cost associated with a private room.
- Immune compromised students may submit documentation from their healthcare provider to request personal accommodations as needed.
- The residence halls will be closed to guests.
- Cleaning schedules will be more frequent by adding an additional job check to each week. Students will be responsible for this cleaning.
- Bathrooms in the residence hall will be limited for use to the people who live directly on that floor or in the respective suite.
- Residence Hall lobbies will be open to the residents of that hall only with social distancing and masks required.

### Special Events:

- Student Life Events for MCC students will be limited to 50 people.
- Events for more than 50 people will require approval from the RCHD 14 days in advance of the event.
- Social distancing and masks will be required for all in person events.
- Events will be limited to those in the MCC Community only.
- Attendees must be well and have no known COVID-19 exposure.
- Attendees may be screened upon arrival. Attendees will be recorded should contact tracing become necessary.

### Student Activities:

- All student activities require social distancing and masks.
- Intramurals will be replaced with open gym times.
- Small Groups will continue with social distancing and masks required.
- Floor & Suite Residence Hall Functions are encouraged to be planned as outdoor events/activities.
- Ministry Teams will need to be creative in accomplishing their goals during this time but should be able to continue with concern and sensitivity to the organizations they serve.
- Residence Hall Devotions will continue. Johnson Hall and Kenoyer Hall will not meet together.

### Student Government:

- Student Government meetings and small events will continue with requirements for both social distancing and masks.
- Student Government Events for greater than 50 people will require approval from the RCHD 14 days in advance of the event and MCC staff member sponsors, two per every 50 students.
- Social distancing and masks will be required for all in person events.
- Events will be limited to those in the MCC Community only.
- Attendees must be well and have no known COVID-19 exposure.
- Attendees may be screened upon arrival. Attendees will be recorded should contact tracing become necessary.

## Student Life (continued)

### Student Travel:

- Non-essential travel by students is strongly discouraged.
- Additionally, to limit potential exposure to the COVID-19 virus students should not travel to KDHE hot spots.
- Essential travel should be evaluated 24-48 hours before executing a trip. Students should pay close attention to the KDHE Travel restrictions list to reduce exposure and be aware of required quarantines. <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

## COVID-19 Protocol

### COVID-19 Health Assessment:

- All students, faculty and staff members will assess their health as compared to COVID-19 symptoms and do temperature checks at the beginning of each week. This weekly assessment will be recorded.
- Throughout the week all students, faculty and staff are encouraged to self-monitor for COVID-19 symptoms daily.

### COVID-19 Testing:

- MCC will not require student body or faculty and staff wide testing for COVID-19 to return to campus.
- Testing will only be required as individuals become symptomatic or when someone is exposed to a positive COVID-19 case and symptomatic.
- MCC is partnered with Stonecreek Family Physicians to provide high quality primary care to MCC Students, allowing each student to have a home for their medical needs while they are in Manhattan. This partnership includes:
  - Same day COVID-19 testing, care, and follow up as needed.
  - Full services will be available including physicals, acute sick care, chronic problem management, same day sick visits with a provider, and nurse triage questions.
  - Stonecreek Family Physicians will charge their normal fees for services, bill the student's health insurance, and allow for cash payments.
  - At MCC there are no extra fees associated with this partnership.
  - For more information about Stonecreek Family Physicians visit [www.stonecreekfp.com](http://www.stonecreekfp.com).
- The Riley County Health Department also provides local COVID-19 testing. For RCHD testing information visit [www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV](http://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV).

### COVID-19 MCC Hotline for Reporting Symptoms or Exposure:

- A phone number is available for direct contact with MCC's Director of Student Life should a student, faculty or staff member become symptomatic or need to report exposure. This phone number has been communicated to the students, faculty, and staff at MCC.

## COVID-19 Protocol (continued)

### COVID-19 Quarantine and Isolation:

- Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the state and local health department.
  - In a household or apartment with roommates only the person who had close contact with a COVID-19 positive individual is required to quarantine. Others should stay away from the person in quarantine and avoid sharing sleeping quarters and bathrooms.
- Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. Individuals who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area without sharing the space with others and using separate bathrooms (if available).

### COVID-19 Exposure:

- Individuals who have known exposure to a positive COVID-19 case will be required to quarantine for 10 days.
- A negative test result during quarantine does not shorten the quarantine time. RCHD is not allowing for test out options.
- Quarantine and isolation rooms will be made available at MCC for students living in on campus housing.

### COVID-19 Symptomatic:

- Individuals with two or more COVID-19 symptoms will be required to quarantine and contact their healthcare provider. If a COVID-19 test is recommended the individual will need to quarantine until the test results are available.
  - Negative test results will allow the person to leave quarantine.
  - A positive test result will require isolation.
- Quarantine and isolation rooms will be made available at MCC for students living in on campus housing.

### COVID-19 Positive:

- A person is considered to have COVID-19 when they have received a positive test result.
- A positive COVID-19 case requires the individual stay isolated until all of the following are true:
  - It has been 10 days since symptoms first appeared OR
  - 72 hours after fever is gone without the use of fever reducing medicine and there has been significant improvement in symptoms
  - WHICHEVER IS LONGER
- An individual's healthcare provider may require testing to leave isolation.

## COVID-19 Protocol (continued)

### COVID-19 Positive (cont.):

- If an individual tests positive for COVID-19 but has no symptoms, they will be required to isolate until 10 days have passed since their positive test.
- Household contacts who choose not to or are not able to separate from the COVID-19 person in their home or apartment will be required to quarantine an additional 10 days once the COVID-19 positive person in their house has recovered.

### COVID-19 Contact Tracing:

- Contact Tracing is part of the process for all individuals who test positive. Contact tracing is used to identify and notify individuals who have come into close contact with a positive case.
- Contact Tracing identifies close contacts of COVID-19 positive individuals. A close contact is:
  - a person who has been within 6 feet of someone who has COVID-19 for a total of 15 minutes or more cumulatively within 24 hours
  - a person who provided care at home to someone who is sick with COVID-19
  - a person who had direct contact with someone who is sick with COVID-19 by hugging or kissing them.
  - a person who shared food, drink, or eating utensils with someone who is sick with COVID-19
  - a person who has gotten respiratory droplets on them from a sneeze or cough of someone who is sick with COVID-19
- Contact Tracing will go back 48 hours from the time the positive individual became symptomatic to identify contacts.
- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again.
- Positive results from a COVID-19 Antibody Test do not exempt an individual from quarantine.

## Additional Administrative COVID Procedures

### Appointments:

- Appointments are encouraged for meeting with any MCC personnel. Virtual meetings are encouraged.
- All in-person guests will check in at the front desk in the Admissions Office through the window from the main lobby. Guests may be screened and guest activity is being recorded should contact tracing become necessary.
- All MCC personnel should record all activity in their office of guests, students, or other faculty and staff members on a Guest Log form.

### Pledge:

- MCC students, faculty, and staff members have completed or will be asked to complete a COVID-19 pledge making a personal commitment to their health and to mitigating the coronavirus to the best of their ability.

## Additional Administrative COVID Procedures (continued)

### Special Events:

- According to Riley County Health Department Health Order 19, events over 50 people require application for a permit and approval 14 days in advance of the event. All event permits for MCC are being submitted to RCHD from the President's Office.
- Social distancing and masks will be required for all in person events.
- Attendees and guests must be well and have no known COVID-19 exposure.
- Attendees and guests may be screened upon arrival. Guest activity is being recorded should contact tracing become necessary.

### Travel Protocol:

- Only essential travel is being recommended for the entire MCC campus community.
- COVID-19 activity in the local and regional area should be checked 24-48 hours before traveling to ensure limited exposure. MCC travelers will follow local and county health guidance.
- Students, faculty and staff should pay close attention to the KDHE Travel restrictions list to reduce exposure and be aware of required quarantines. <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

## Contact Information

### Contact Information:

- To ask questions directly related to COVID-19 and MCC's response and re-opening you may contact:
  - Kevin Ingram, MCC President at [kingram@mccks.edu](mailto:kingram@mccks.edu).
- For departmental questions please contact the Vice President or Director of the respective department at:
  - Dr. Greg Delort, Vice President for Academics at [gdelort@mccks.edu](mailto:gdelort@mccks.edu)
  - Dr. Rick Wright, Vice President for Student Life at [rwright@mccks.edu](mailto:rwright@mccks.edu)
  - Rob Berard, Vice President for Financial and Administrative Services, [rob.berard@mccks.edu](mailto:rob.berard@mccks.edu)
  - Ben Grogg, Director of Student Life, [bgrogg@mccks.edu](mailto:bgrogg@mccks.edu)
  - Ben Field, Director of Admissions and Recruitment, [bfield@mccks.edu](mailto:bfield@mccks.edu)
  - Jolene Rupe, Director of Institutional Advancement, [jrupe@mccks.edu](mailto:jrupe@mccks.edu)

## Manhattan Christian College Campus Resident Student Health Questionnaire in Response to COVID-19

To be completed and returned to your residence hall supervisor before returning to the residence hall.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. Have you exhibited any of the following COVID-19 symptoms in the past 14 days?

Symptoms	Answer (Yes/No)	If yes, please provide additional info:
Fever—screen & record temperature in degrees (98.6°)	Temperature Reading Here:	
Cough		
Shortness of Breath or Difficulty Breathing		
Fever or Chills		
Muscle Pain or Body Aches		
Headache		
Sore Throat		
New Loss of Taste or Smell		
Fatigue		
Congestion or Runny Nose		
Nausea or Vomiting		
Diarrhea		

- Student should quarantine immediately if student answered yes to two or more of the above symptoms.
- Student may return to campus activities, classes, and team practices when symptom free without medication for 24 hours and/or cleared by a doctor.

Do you or anyone you have been in contact including roommates or suitemates with have a pending or positive COVID-19 test?	If yes, student should quarantine immediately for at least 10 days from the date of last exposure to the positive individual. Student should monitor symptoms and strictly adhere to all RCHD, KDHE, and CDC requirements.	Return to campus activity after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you been in contact with anyone with a confirmed/suspected COVID-19 case within the last 14 days?	If yes, student should quarantine immediately for at least 10 days from the date of last exposure to the positive individual. Student should monitor symptoms and strictly adhere to all RCHD, KDHE, and CDC requirements.	Return to campus activity after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently travelled internationally? Attended/traveled to mass gathering events out-of-state of 500 people or greater where individuals do not socially distance (6 feet) AND wear masks? Been on a cruise ship or river cruise?	If yes, student should quarantine for 10 days. Student should monitor symptoms and strictly adhere to all RCHD, KDHE, and CDC requirements.	Return to campus activity after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently traveled to and returned from a designated in-state Kansas COVID-19 hotspot?	If yes, student should self-monitor for symptoms daily for 14 days and strictly enforce RCHD, KDHE, and CDC requirements of social distancing, wearing a mask, and PPE.	No quarantine period required.

If an MCC student is suspected or confirmed to have COVID-19 infection, we will adhere to the CDC and Riley County Health Department requirements.

- I have previously tested positive for the COVID-19 virus on \_\_\_\_\_ . (Date of Test)
- I have not previously tested positive for the COVID-19 virus.

NAME \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Manhattan Christian College Employee Health Questionnaire in Response to COVID-19

This is to be filled out and returned to your supervisor weekly before returning to work or following an absence from work.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19.

Have you exhibited any of the following COVID-19 symptoms in the past 14 days?

Symptoms	Answer (Yes/No)	If yes, please provide additional info:
Fever—screen & record temperature in degrees (98.6°)	Temperature Reading Here:	
Cough		
Shortness of Breath or Difficulty Breathing		
Fever or Chills		
Muscle Pain or Body Aches		
Headache		
Sore Throat		
New Loss of Taste or Smell		
Fatigue		
Congestion or Runny Nose		
Nausea or Vomiting		
Diarrhea		

- Employee should return home immediately if employee answered yes to two or more of the above symptoms.
- Employee may return to work when symptom free without medication for 24 hours and/or cleared by a doctor.

Do you or anyone in your household have a pending or positive COVID-19 test?	If yes, employee should return home immediately and quarantine for at least 10 days from the date of last exposure to the positive individual, following leave requirements outlined in the MCC employee handbook. Employee should monitor symptoms and strictly adhere to all RCHD, KDHE, and CDC requirements.	Return to work after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you been in contact with anyone with a confirmed/suspected COVID-19 case within the last 14 days?	If yes, employee should return home immediately and quarantine for at least 10 days from the date of last exposure to the positive individual, following leave requirements outlined in the MCC employee handbook. Employee should monitor symptoms and strictly adhere to all RCHD, KDHE and CDC requirements.	Return to work after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently travelled internationally? Attended/traveled to mass gathering events out-of-state of 500 people or greater where individuals do not socially distance (6 feet) AND wear masks? Been on a cruise ship or river cruise?	If yes, employee should quarantine at home for 10 days, following leave guidelines in the MCC employee handbook. Employee should monitor symptoms and strictly adhere to all RCHD, KDHE and CDC requirements.	Return to work after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently traveled to and returned from a designated in-state Kansas COVID-19 hotspot?	If yes, employee should self-monitor for symptoms daily for 14 days and strictly enforce RCHD, KDHE, and CDC requirements of social distancing, wearing a mask, and PPE.	No quarantine period required.

**If an MCC employee is suspected or confirmed to have COVID-19 infection, we will adhere to CDC requirements:**

If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.

NAME \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Manhattan Christian College

### Guest Health Questionnaire in Response to COVID-19

Complete and return prior to participating on campus.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. Have you exhibited any of the following COVID-19 symptoms in the past 14 days?

Symptoms	Answer (Yes/No)	If yes, please provide additional info:
Fever—screen & record temperature in degrees (98.6°)	Temperature Reading Here:	
Cough		
Shortness of Breath or Difficulty Breathing		
Fever or Chills		
Muscle Pain or Body Aches		
Headache		
Sore Throat		
New Loss of Taste or Smell		
Fatigue		
Congestion or Runny Nose		
Nausea or Vomiting		
Diarrhea		

- You should return home immediately if you answered yes to two or more of the above symptoms.

Do you or anyone in your household have a pending or positive COVID-19 test?	If yes, you should return home immediately and quarantine for at least 10 days from the date of last exposure to the positive individual. You should monitor symptoms and strictly adhere to all KDHE & CDC requirements.	Return after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you been in contact with anyone with a confirmed/suspected COVID-19 case within the last 14 days?	If yes, you should return home immediately and quarantine for at least 10 days from the date of last exposure to the positive individual. You should monitor symptoms and strictly adhere to all KDHE & CDC requirements.	Return after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently travelled internationally? Attended/traveled to mass gathering events out-of-state of 500 people or greater where individuals do not socially distance (6 feet) AND wear masks? Been on a cruise ship or river cruise?	If yes, you should quarantine at home for 10 days. You should monitor symptoms, strictly adhere to all KDHE and CDC requirements.	Return after designated quarantine time if symptom free; or with a negative COVID test after 10 days.
Have you recently traveled to and returned from a designated in-state Kansas COVID-19 hotspot?	If yes, you should self-monitor for symptoms and strictly enforce KDHE & CDC requirements of social distancing, wearing a mask, and PPE.	No quarantine period required.

NAME \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_









## MANHATTAN CHRISTIAN COLLEGE STUDENT ACKNOWLEDGEMENT AND PLEDGE

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking out to your own interests but each of you to the interest of others.” Philippians 2:3,4

All members of the Manhattan Christian College student body have an important role to play in keeping our fellow students and the MCC community safe by doing our part to help stop the spread of COVID-19. As a member of the MCC community, I know that I must take steps to stay well in order to help protect others and promote a safe return to campus for all members of the MCC community. Because of this, I pledge to take responsibility for my own health and help stop the spread of COVID-19.

One of Manhattan Christian College’s highest priorities is the safety of its students, faculty, staff, and visitors. I know that by engaging in campus activities, including attending classes, pursuing my education, living on campus, eating in the dining hall, attending activities, and participating in sports and recreation, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the college, I can still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the college.

As more information is gathered and known, I understand that MCC may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself apprised of these changes to help protect myself and the college community.

### **It is my Pledge to protect myself, my peers, and the MCC community by doing the following:**

- Agree to testing for COVID-19 and potential subsequent self-quarantining if I am identified as a contact of anyone who has been determined to be positive for COVID-19.
  - If I test positive for COVID-19, if I am unable to go home, I agree to isolate in a designated location until my symptoms have resolved, I have a negative COVID-19 test result, or I have been cleared by a medical professional.
- Timely report any known or potential exposures to COVID-19 to the appropriate MCC staff member.
- Monitor for the following symptoms:
  - A fever or chills
  - Respiratory symptoms, such as dry cough or shortness of breath
  - Sore throat
  - Headache
  - Muscle or body aches
  - Loss of taste or smell
  - Fatigue
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Please note that up-to-date symptoms can be found at:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- If I develop the above symptoms, I will inform the appropriate staff person at MCC and will contact either the health department or a health care provider, and to follow their instructions, which may include being tested for COVID-19 and self-quarantining while the test results are pending, and/or being evaluated by a qualified health care provider.
- Stay at home if I am feeling sick.
- Participate fully and honestly with the MCC Staff for contact tracing to determine whom I might have potentially exposed to COVID-19.
- Wear a mask in all public spaces.
- Practice physical distancing.
- Frequently wash and/or sanitize my hands.
- Keep my personal space, shared common space, and my belongings clean.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the COVID-19 disease, even if I follow all of the safety precautions above and those recommended by the CDC, local health department, and others. I understand that although the college is following the coronavirus guidelines issued by the CDC and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections. I agree to hold Manhattan Christian College harmless in the event of contracting COVID-19 or other infectious diseases, in exchange for the ability to participate in in-person classes, programs, and activities at Manhattan Christian College.

I have read, understand, and agree to comply with my Student Pledge above. I also acknowledge that these expectations and pledge are a condition of my participation in in-person classes, programs, and activities at Manhattan Christian College, and that any failure to comply with my Student Pledge above may lead to immediate removal from classes, programs, and activities.

I take my Student Pledge seriously and will do my part to protect the MCC community.

\_\_\_\_\_

Student Name Printed

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Name Printed  
IF UNDER 18

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **MANHATTAN CHRISTIAN COLLEGE EMPLOYEE ACKNOWLEDGEMENT AND PLEDGE**

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking out to your own interests but each of you to the interest of others.”

Philippians 2:3,4

All members of the Manhattan Christian College staff have an important role to play in keeping the MCC community safe by doing our part to help stop the spread of COVID-19. As an employee of MCC, I know that I must take steps to stay well in order to help protect others and promote a safe return to campus for all members of the MCC community. Because of this, I pledge to take responsibility for my own health and help stop the spread of COVID-19.

One of Manhattan Christian College’s highest priorities is the safety of its students, faculty, staff, and visitors. I know that by serving in my role, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the college, I can still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the college.

As more information is gathered and known, I understand that MCC may modify these guidelines and expectations. It is my responsibility to make every effort to keep myself apprised of these changes to help protect myself and the college community.

### **It is my Pledge to protect myself, my peers, and the MCC community by doing the following:**

- Agree to testing for COVID-19 and potential subsequent self-quarantining if I am identified as a contact of anyone who has been determined to be positive for COVID-19.
  - If I test positive for COVID-19, I agree to isolate myself until my symptoms have resolved, I have a negative COVID-19 test result, or I have been cleared by a medical professional.
- Timely report any known or potential exposures to COVID-19 to my immediate supervisor.
- Monitor for the following symptoms:
  - A fever or chills
  - Respiratory symptoms, such as dry cough or shortness of breath
  - Sore throat
  - Headache
  - Muscle or body aches
  - Loss of taste or smell
  - Fatigue
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Please note that up-to-date symptoms can be found at:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If I develop the above symptoms, I will inform my immediate supervisor at MCC and will contact either the health department or a health care provider, and to follow their instructions, which may include being tested for COVID-19 and self-quarantining while the test results are pending, and/or being evaluated by a qualified health care provider.
- Stay at home if I am feeling sick.

- Participate fully and honestly with the MCC Staff for contact tracing to determine whom I might have potentially exposed to COVID-19.
- Wear a mask in all public spaces.
- Practice physical distancing.
- Frequently wash and/or sanitize my hands.
- Keep my personal space, shared common space, and my office clean.

I understand COVID-19 is a highly contagious virus and it is possible to develop and contract the COVID-19 disease, even if I follow all of the safety precautions above and those recommended by the CDC, local health department, and others. I understand that although the college is following the coronavirus guidelines issued by the CDC and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections. I agree to hold Manhattan Christian College harmless in the event of contracting COVID-19 or other infectious diseases.

I have read, understand, and agree to comply with my Employee Pledge above. I also acknowledge that these expectations and pledge are an important part of keeping our campus safe and healthy for all. I take my Employee Pledge seriously and will do my part to protect the MCC community.

\_\_\_\_\_  
Staff Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Thunder Athletics COVID-19 Return to Play Guidelines



## 1. Return to Play

- a. The NCCAA will allow each institution to determine if their athletic program can return to campus and begin practice and competition. The NCCAA intends on maintaining their championship schedule for 2020-2021. The current COVID-19 situation is a fluid one and the national office continues to monitor this environment and will continue to evaluate with our host the continued viability of this decision.

A committee has been developed to begin reviewing the protocols that will be expected by student athletes and coaching staffs at the national championship venues and tournaments.

- b. The Midwest Christian College Conference has stated its intention to host conference tournament championships on the current calendar.
- c. Minimum and Maximum Regular Season Contests:
  - i. Men's and Women's Soccer – 8 minimum/14 maximum
  - ii. Women's Volleyball – 13 minimum/22 maximum
  - iii. The Administration Committee has approved a blanket waiver for any team that cannot meet their minimum number of games for 2020-2021.
- d. Declaration of Intent: Each Institution will continue to be allowed to determine their team's ability or interest in competing in the NCCAA Championships using the Declaration of Intent. Modifications to the Declaration of Intent are allowed up to two weeks before regional competition begins.
- e. Season of Competition: The Administration committee has approved that a season of competition will not be charged to student athletes, if a team from an institution is unable to play in half or less of the stated maximum number of contests allowed in a season for that sport in the handbook.

## 2. MCC Athletics Guidelines

- a. Intent to play: As an institution we intend to do everything in our power to provide our student-athletes with an opportunity to compete in their respective sport. We are committed to providing each of our student-athletes with the best possible student-athlete experience. With this stated commitment we have created the following
- b. Testing: Testing for all student-athletes is something that we are unable to do consistently for all. If a student-athlete is exhibiting signs



and symptoms of COVID-19 they will immediately be placed in quarantine and will need to visit with a health care provider for further guidance. If a test is required, the student-athlete will remain in quarantine until:

- i. A negative test will allow a student-athlete to return to play 72 hours after they are symptom free.

A positive test will require the individual stay isolated until all of the following are true:

- o It has been 10 days since symptoms first appeared and
- o It has been 24 hours with no fever without the use of fever reducing medication.

- COVID-19 symptoms have improved

An individual's healthcare provider may require testing to leave isolation.

If an individual test positive for COVID-19 but has no symptoms, they will be required to isolate until 10 days have passed since their positive test.

- ii. Any close contacts of a student-athlete that is suspected of having COVID-19 will also be placed in quarantine until it's been determined that whether or not there is a threat of COVID-19 transmission or up to 14 days if their contact tests positive.

c. Screening and other precautions: All student-athletes, student assistants, game day staff or other student members of the travel party will be subject to weekly and/or daily screening by coaches and members of the athletic department:

- i. Prior to move-in:

1. Student-athletes will be required to quarantine in their homes for one week. (I.e. fall sports move in on 8/13, home quarantine would begin 8/6).
2. Any student-athlete arriving from a KDHE determined 'hot spot' area will be asked to complete an additional week of quarantine once they've arrived.
3. When arriving on campus,
  - a. On-campus student-athletes moving in will submit the wellness check via google forms and their entire moving party will have their

temperature taken prior to being given access to the residence halls.

b. Off-campus student-athletes will also need to submit the wellness check via google forms and have their temperature taken before they are permitted to be in any of the campus buildings or athletic facilities.

4. Masks are required on campus and in Manhattan in all public spaces. You will need to have them before and after practice and anytime you are not competing in the facility.

ii. During the semester:

1. Student-athletes will be required to complete the wellness check via google forms between Sunday at 12:00 pm and Monday at 12:00 pm CDT.

2. Student-athletes will be required to have their temperature checked before any workout, practice or game (official or unofficial) that happens in any MCC Athletic facility (i.e. HAC, Anneberg, etc..)

3. Masks are required on campus and in Manhattan in all public spaces. You will need to have them before and after practice and anytime you are not competing in the facility.

### 3. Quarantine and Isolation Protocols

a. Any on or off campus student-athlete will be subject to the student-life quarantine and isolation protocols if:

i. The student-athlete visibly exhibits symptoms, indicates illness on the wellness check or has a fever during a temperature check.

ii. At that time the student-athlete will be placed into quarantine and will need to contact and/or visit a health care provider for further guidance.

iii. If a test is required:

1. See testing (Section 2, part B)

iv. If no test is required:

1. See testing (Section 2, part B)

- v. Any close contact of an on-campus student-athlete may also be subject to the student-life quarantine and isolation protocols:
  - 1. Close contact may include teammates, roommates, close friends, study partners and more.
- 4. Facilities and HAC Access
  - a. General facilities requirements (HAC, Anneberg, etc...)
    - i. Masks must be worn when not competing in all athletic facilities.
    - ii. Student-athletes must adhere to all posted signage in all athletic facilities.
    - iii. Social distancing, good hygiene and mask wearing will be enforced throughout the entire year.
  - b. Howie's Activity Center
    - i. Will be cleaned 2x daily to CDC and RCHD standards in all common areas.
    - ii. Student-athletes will access the building on the south side and will need to exit via the north doors at all times.
      - 1. Temperature checks will be required before entering the building (See AD or Coach).
    - iii. The gym is still open during the day to students and student-athletes when it's not being used for practices. Masks are not required when working out or practicing, however, they are required when entering and exiting the gym or locker rooms.
    - iv. The weight room is open to no more than 5 people at a time. Masks must be worn in the weight room. Students and student-athletes must wipe down machines after use.
    - v. There will be no individual student access to the training room or laundry room. All access must be scheduled with individual Head Coach or AD.
  - c. Home Games
    - i. Fan attendance: Due to the current health order in Riley County, we will not have fans in attendance at any home games/matches in the HAC or at Anneberg.
      - 1. All home games will be live streamed on the MCC Network
    - ii. All teams, coaches, officials, workers will be subject to temperature screening prior to competition

- d. Practices
  - i. During practice times, only the team competing will be allowed in the gym. There will be a 15-minute buffer between practices to clear the gym.
  - ii. All players are subject to temperature screening prior to practice.
- 5. Travel: MCC teams will continue to travel for road games. When possible, teams will be required to make day trips as to limit contact and possible exposure to the virus. If at any time a team is scheduled to a KDHE or AD determined hot spot the trip may be cancelled or postponed.
  - a. Modality: We will continue to travel in vans and cars. When possible, an extra vehicle will be added to the traveling party to help with social distancing.
  - b. Hotels: When hotels are needed, MCC Athletics will plan on an extra room and no more than 3 athletes per room with their own bed. Cots will be requested when available.
  - c. Meals: MCC will continue to provide meals, however, coaches will plan on limiting time in restaurants and when possible will order takeout or have food delivered to avoid unnecessary exposure to the virus.
  - d. Masks will be required for student-athletes and coaches on all trips.
- 6. MCC Athletics, the NCCAA and the Midwest Christian College Conference are all committed to providing student-athletes with the best possible student-athlete experience. Part of that will be expected cooperation between student-athletes, coaches and administrators. We're looking forward to the 20-21 seasons.