



**MANHATTAN
CHRISTIAN COLLEGE**

April 1, 2021

**COVID-19
Response**

**(Published April 1, 2021 in response
to Riley County Health Order #21)**

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 may be scheduled in-person or virtually according to student or professor's preference.

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 appropriately sized rooms to allow for social distancing. See the course schedule online at <https://mcc.empower-xl.com/fusebox.cfm?fuseaction=CourseCatalog&rpt=1>
- The Chapel continues to be set as a classroom. An additional chair will be added allowing for 3 students/round table.
- 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:

- 2021 Commencement is scheduled for May 8, 2021 in-person and will be hosted on the MCC campus in Howie's Activity Center.
- Face masks and social distancing (4ft) will be required for the ceremony, guests of each graduate will sit as family groups.
- Candidates should communicate directly with the Academic Department for additional 2021 Commencement 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, in-person or virtually according to student or professor's preference.

Academics (continued)

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.

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, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Guests may be screened upon arrival.
- Virtual visits are 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.

College Fairs:

- The Admissions Team will attend college fairs when they are in person and open to vendors. Most college fairs this season are being hosted virtually, the MCC Admissions Team will participate.
- Social distancing is required, masks are encouraged and should be worn when distancing isn't available during a visit.

Special Events:

- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Guests may be screened upon arrival.
- Food service for special events will require guests to be masked and gloved in order to serve themselves.
- Participants will be seated 6 per table when round tables are in use.

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.

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.

Special Events:

- Institutional Advancement is planning to host the following events as hybrid events offered both in-person and virtually:
 - Free Bible Class: Monday evenings, March 29 - April 26.
 - Vision 360 Banquet: Friday, April 16.
- The Alumni Graduate Banquet hosted by the MCC Alumni Association will be held in person on Thursday, April 29.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Guests may be screened upon arrival.
- Food service for special events will require guests to be masked and gloved in order to serve themselves.
- Participants will be seated 6 per table when round tables are in use.

Financial and Administrative Services

Facilities:

- Signs are 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, and self-monitoring lists.
- Quality HVAC filters are in place to control exposure throughout campus buildings.
- Cleaning protocol continues 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 each use.
- Members of the MCC Campus Community can request room reservations or rent rooms at MCC through the normal room reservation and rental process.
- COVID-19 mediation supplies will be provided for groups reserving rooms at MCC. Supplies include surface sanitizer, clean rags, gloves, and hand sanitizer.
- MCC is not currently entertaining room reservations or rentals for groups from outside the MCC Campus Community larger than 50.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Guests may be screened upon arrival.

Financial and Administrative Services (continued)

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.

Pandemic Funding :

- Manhattan Christian College has received funds from the Federal CARES Act. These funds are being controlled according to CARES Act requirements and distributed accordingly.
- Manhattan Christian College has received funds from Riley County Kansas to be used to offset costs of personal protective equipment and cleaning costs.
- Manhattan Christian College has received funds from the Kansas Independent Colleges Association which was allocated to them via the Kansas Department of Education to be used to replace lost income resulting from the coronavirus.
- Manhattan Christian College has also received funds from the Higher Education Emergency Relief Fund II (HEERF II) program, also known as the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). These funds are being received and distributed in accordance with the directives set by the US Department of Education.
- As of April 1, 2021, Manhattan Christian College has not yet received funds from the HEERF III program, however we expect to receive funds through this program which has been passed through the US Congress and signed by the President. Although not yet fully defined, it is expected that the receipt and distribution of these funds, will match the HEERF II funds.

Student Mail & Deliveries:

- The Student Mailroom is open and available to students.
- 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.

Student Life

Athletics:

- MCC varsity sport teams competed in their 2020-2021 NCCAA athletic seasons, respectively.

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 social distancing.
- Services will be available virtually.

Student Life Chapel (continued)

Chapel (cont.):

- Family Groups and Households will be allowed to sit together, otherwise social distancing will be required in Chapel services.
- Masks will be required in Chapel services.

Dining Services:

- Dining Services is following the CDC guidelines.
- 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 with 6 chairs per table. Sitting as a family group is encouraged.
- 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.
- Self-serve options like the salad bar, sandwich bar, and waffle bar will be disinfected throughout shifts with frequent tong changes.
- Food service for special events will require guests to be masked and gloved in order to serve themselves.
- 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.
- Campus guests will be allowed to eat in the cafeteria.

Mental Health:

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

Residence Halls:

- The residence halls will be open to guests from within the MCC Campus Community.
- Visiting family or guests from outside the MCC Campus Community may be admitted by special request and approval of the residence hall supervisor. Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Guests may be screened upon arrival.
- 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 guests with social distancing and masks required.

Special Events:

- Attendees must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Attendees may be screened upon arrival.
- Food service for special events will require participants to be masked and gloved in order to serve themselves.

Student Life Special Events (continued)

Special Events (cont.):

- Participants will be seated 6 per table when round tables are in use. Sitting as family groups is encouraged.

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.
- Residence Hall Devotions will continue. Johnson Hall and Kenoyer Hall may meet together.
- Dance floors outside of MCC Campus Community Events remain closed to MCC Students.

Student Government:

- For Student Government meetings and events attendees must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Attendees may be screened upon arrival.
- Food service for special events will require attendees to be masked and gloved in order to serve themselves.
- Participants will be seated 6 per table when round tables are in use. Sitting as family groups is encouraged.
- COVID-19 mediation supplies will be provided for groups reserving rooms at MCC. Supplies include surface sanitizer, clean rags, gloves, and hand sanitizer.

Student Travel:

MCC Students planning to travel should familiarize themselves with the most current KDHE Travel & Exposure Related Isolation and Quarantine List at <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>. Students who travel to a destination on this list will be screened upon return, asked to self-monitor, and quarantine or isolate as prescribed by the state of Kansas.

COVID-19 Protocol

COVID-19 Health Assessment:

- All students, faculty, and staff are encouraged to self-monitor for COVID-19 symptoms daily. To attend classes or work on campus students and staff must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19, social distancing and masks are required. Students and staff may be screened upon arrival.

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.

COVID-19 Protocol COVID-19 Testing (continued)

COVID-19 Testing (cont.):

- 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.
- The Riley County Health Department also provides local COVID-19 testing. For RCHD testing information visit 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 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 is 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.

COVID-19 Protocol COVID-19 Exposure (continued)

COVID-19 Exposure (cont.):

- 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.
- 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

COVID-19 Protocol COVID-19 Contact Tracing (continued)

COVID-19 Contact Tracing (cont.):

- 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.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.

COVID-19 Vaccines and Vaccination Protocol:

- The State of Kansas has opened COVID-19 vaccination eligibility to residents over age 16.
- Vaccination Clinics are being administered locally by both the Riley County Health Department and at local pharmacies. The following websites can be used to make local appointments for vaccination:
 - Riley County Coronavirus Home Page: <https://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV>
 - Hy-Vee Pharmacy: www.hy-vee.com
 - Dillons Pharmacy: www.dillon.com
 - Walgreens Pharmacy: www.walgreens.com
- People are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If it has not been two weeks since your 1-dose shot, or if you still need to get your second dose of a two-dose vaccine, you are NOT fully protected.
- Social Distancing and masks continue to be required on MCC property in-doors and out including fully vaccinated individuals.

Additional Administrative COVID Procedures

Social Distancing and Mask Mandates:

- Social Distancing and masks continue to be required on MCC property in-doors and out as defined in Riley County Health Order #21. Both the City of Manhattan and Riley County mask mandates were recently extended to May 16, 2021.

Travel Protocol:

- MCC Employees planning to travel should check the KDHE Travel & Exposure Related Isolation and Quarantine List at <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>. Employees who travel to a destination on this list will be screened upon return, asked to self-monitor, and quarantine or isolate as prescribed by the state of Kansas.

Contact Information

Contact Information:

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