



**MANHATTAN
CHRISTIAN COLLEGE**

Spring 2022

COVID-19

Response

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COVID-19

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

Variants are expected. The best way to slow the emergence of new variants is to reduce the spread of infection by taking measures to protect yourself including getting a COVID-19 vaccine. COVID-19 vaccines are effective at protecting people from COVID-19 and help keep adults and children from getting seriously sick. COVID-19 vaccines can reduce the risk of people spreading the virus that causes COVID-19.

Symptoms of COVID-19 and its variants can 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

It is important to note that some people become infected and do not develop any symptoms or feel unwell. 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.

- Get a COVID-19 vaccine and booster
- Avoid contact with people who are sick, stay home if you are sick
- Wash your hands often with soap and water or use alcohol-based hand rub, disinfect frequently touched surfaces
- Cover mouth and nose with a face mask in public
- Social distance from others at a minimum of 6 feet
- Avoid crowds
- Get tested if you become symptomatic or have contact with an individual who is positive for COVID-19

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 constituents.

- Social distancing is encouraged when available.
- Face masks are optional on campus. Disposable masks are available upon request. MCC branded masks are available for purchase.
- Students, faculty, and staff should self-monitor daily.
- Cleaning and sanitizing of high touch surfaces is a priority.

Campus COVID-19 Champions are continually developing, promoting 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 the 2021-2022 year is published online details are available in the 2021-2022 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.

Advising and Enrollment:

- Student appointments for advising and enrollment may be scheduled in-person or virtually according to student or professor's preference.

Academics (continued)

Classes:

- Priority continues to be in-person delivery on campus.
- Traditional MCC Classes will be on campus and in person. Thunder Online classes will be offered online per normal.
- Face masks are optional in class for both professors and students.
- Classroom tables and chairs will be cleaned following each class.
- Classes will be available virtually for students in verified COVID-19 protocol.
- Class attendance is important. Students should plan to attend classes virtually if they are in a period of COVID-19 protocol. 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 2022 Commencement is scheduled for May 7, 2022.
- 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 in verified COVID-19 protocol.
- Faculty should be available to meet with students as needed and according to office hours either in-person or virtually according to student or professor's preference.

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:

- Cleaning protocol continues 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. Designated areas of the Library may close early for cleaning.

Admissions

Calling Team:

- The Admissions Calling Team efforts will continue.
- Desks, tables, and computers used by the calling team will be sanitized after use.

Campus Visits:

- The Admissions Department is hosting on site, in-person campus visits.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.
- Virtual visits are available with a MCC Admissions Counselor.

Church Visits:

- The Admissions Team is available for visits to churches.
- 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.
- 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.

Special Events:

- The Admissions Department is planning to host their traditional on campus events in-person including Timothy Days on March 4-5, 2022.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.

Institutional Advancement

Church and Donor Visits:

- Institutional Advancement representatives will visit churches and donors as requested.
- 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.
- 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 on campus events including but not limited to:

Institutional Advancement (continued)

Special Events (cont.):

- Alumni Events, Woman's World, Vision 360 Banquet, and the Alumni Graduate Banquet.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.

Financial and Administrative Services

Facilities:

- Cleaning protocol continues campus-wide in the residence halls, classrooms, meeting spaces, library, chapel, Campus Center cafeteria, gymnasium, and weight room.
- Room usage must be reserved to ensure cleaning is facilitated between use.
- Quality HVAC filters are in place to control exposure throughout campus buildings.
- Members of the MCC Campus Community can request room reservations or rent rooms at MCC through the normal room reservation and rental process.

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 2021-2022 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.
- Manhattan Christian College received our allocation for funds from the HEERF III program. These funds are being distributed in accordance with the directives set by the US Department of Education.

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

Financial and Administrative Services (continued)

Student Mail & Deliveries (cont.):

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 Athletics is competing in the 2021-2022 NCCAA Varsity athletic season.
- Spectators are allowed to attend home athletic competitions.
- Spectators must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.

Chapel:

- Student led Chapel services will be held weekly on Thursday's at 11:00a.m. in the Wilson Worship Center in Jolliffe Hall.
- Services will also be available online for others who need to attend virtually.

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.
- Signs will be posted detailing any protocol guidelines.
- Takeout meals will be available for students who live on campus who are in COVID quarantine or isolation.

Mental Health:

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

Residence Halls:

- The residence halls will be open to guests.
- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.
- Cleaning schedules will be more frequent. 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.

Special Events:

- Student Life may host events through the semester.
- Attendees must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Attendees may be screened.

Student Life (continued)

Student Activities:

- Intramurals options will be available.
- Small Groups options will be available.
- Floor & Suite Residence Hall Functions will be available.
- Residence Hall Devotions will continue. Johnson Hall and Kenoyer Hall may meet together.

Student Government:

- Student Government meetings and events will be in-person.
- Attendees must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Attendees may be screened.

Student Travel:

- 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 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. Students and staff may be screened.

COVID-19 Testing:

- MCC will not require student body or faculty and staff wide testing for COVID-19 to return to campus.
- Testing is only required when individuals become symptomatic or when someone is exposed to a positive COVID-19 case.
- 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, when available.
 - Appointments for COVID-19 Vaccines.
 - 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.

COVID-19 Protocol (continued)

COVID-19 Testing (cont.):

- The Riley County Health Department (RCHD) also provides COVID-19 vaccinations and testing.
 - Call 785-565-6560 to schedule appointments for vaccinations including first, second, or booster doses.
 - Call the Screening Line at 785-323-6400 to schedule a same day COVID-19 test.
 - Visit the Riley County Health Department COVID-19 webpage for detailed county specific information including current guidelines and protocol at:
<https://www.rileycountyks.gov/1857/Novel-Coronavirus-2019-nCoV>
- The Kansas Department of Health and Environment (KDHE) is offering drive-through testing in the north parking lot of Manhattan Town Center, Monday–Friday, 8:00 a.m.-5:00 p.m. no appointment required.

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 any COVID-19 specific concerns or incidences or for questions. 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 (or 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:

- Exposed individuals should contact the MCC COVID-19 hotline directly.

COVID-19 Protocol (continued)

COVID-19 Exposure (cont.):

- Vaccinated individuals who have known exposure to a positive COVID-19 case should:
 - Wear a mask around others for 10 days
 - Test on day 5, if possible
 - If you develop symptoms at any time, get tested and stay home until the results of your test are available.
- Unvaccinated individuals who have known exposure to a positive COVID-19 case should:
 - Stay home to quarantine for 5 days
 - Wear a mask around others for 10 days
 - Test on day 5, if possible
 - If you develop symptoms at any time, get tested and quarantine at home until results of your test are available.
- A negative test result during quarantine does not shorten the quarantine time.
- Quarantine and isolation rooms will be made available at MCC for students living in on campus housing.

COVID-19 Symptomatic:

- Symptomatic individuals should stay home and contact the MCC COVID-19 hotline directly.
- Individuals with two or more COVID-19 symptoms will be required to get tested and 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 (regardless of vaccination status):
 - Stay home and isolate for at least 5 days or until symptoms have resolved.
 - Stay home and isolate as long as you have symptoms. If you have a fever, continue to stay home and isolate until your fever resolves.
 - If you have no symptoms or symptoms resolve, you can leave your house after a minimum of 5 days of isolation.
 - Continue to wear a mask around others for 5 additional days after you leave isolation.
- 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 follow the same isolation protocol as for a positive test result with symptoms.
- Household contacts should follow the exposure guidelines for their vaccination status.

COVID-19 Protocol (continued)

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 can include:
 - 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
- Contact Tracing will go back 48 hours from the time the positive individual became symptomatic to identify contacts.
- Contacts who have tested positive for COVID-19 within the past 90 days and recovered should follow the same guidelines as a fully vaccinated individual who is exposed.
- Positive results from a COVID-19 Antibody Test do not exempt an individual from quarantine.

COVID-19 Vaccines and Vaccination Protocol:

- Students, faculty, and staff of Manhattan Christian College are encouraged to be vaccinated in order to help mitigate the spread of COVID-19 and its variants on the MCC Campus and as a measure to allow MCC to continue providing a safe and healthy environment on campus.
- All COVID-19 vaccines are free.
- The State of Kansas has opened COVID-19 vaccination eligibility to residents over age 5.
 - The Moderna vaccine is recommended for people 18 years old and older.
 - The Pfizer vaccine is recommended for people 5 years old and older.
 - The Johnson & Johnson Janssen vaccine is recommended for individuals 18 years old and older.
- Vaccinations are being administered locally by Riley County Health Department, local pharmacies, and Stonecreek Family Physicians. The following information will be helpful in making vaccination appointments.
 - Riley County Health Department: Call 785-565-6560 to schedule a vaccination appointment.
 - Stonecreek Family Physicians: Call 785-587-4101 to schedule a vaccination appointment.
 - Hy-Vee Pharmacy: www.hy-vee.com
 - Dillons Pharmacy: www.dillon.com
 - Walgreens Pharmacy: www.walgreens.com
 - Dunne's Pharmacy: Walk-in for vaccines M,W&F 8:00 a.m.–12:00p.m. & 1:00p.m.-5:00p.m. at 2429 Claflin Road.

COVID-19 Protocol (continued)

COVID-19 Vaccines and Vaccination Protocol (cont.):

- Individuals are considered fully vaccinated two weeks after their second dose in a 2-dose primary series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose primary vaccine, such as Johnson & Johnson's Janssen vaccine. These primary vaccinations are valid for 6 months.
- Five months after primary vaccinations of Pfizer or Moderna or 2 months after a primary Johnson & Johnson Janssen vaccination vaccinated individuals are eligible to get their booster shot.
- To remain fully vaccinated a booster is required if the primary series is more than 6 months old if it's Pfizer or Moderna and 2 months if it's Johnson & Johnson Janssen.
- Per RCHD, individuals are considered fully vaccinated immediately following a booster shot.
- Social Distancing and masks continue to be encouraged for individuals who are not fully vaccinated.

Additional Administrative COVID Procedures

Appointments:

- Guests must be well, have no COVID-19 symptoms, and have no known exposure to COVID-19. Guests may be screened.

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. Unvaccinated employees may be asked to quarantine or isolate as prescribed by the state of Kansas.

Contact Information

Contact Information:

- To ask questions directly related to COVID-19 and MCC's response you may contact:
 - Kevin Ingram, MCC President at 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
 - Todd Lhuillier, Vice President for Financial and Administrative Services at todd.lhuillier@mccks.edu
 - Dr. Rick Wright, Vice President for Student Life at rwright@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