

COMING TO CAMPUS:

GUIDE FOR STUDENTS

*Guidelines for
preventing the spread
of COVID-19*

Wor-Wic Community College

www.worwic.edu
410-334-2800



WOR-WIC
COMMUNITY COLLEGE

Guidelines for Preventing the Spread of COVID-19

Welcome to Wor-Wic Community College! We continue to be focused on creating a safe environment for our students, faculty and staff. All of our policies and procedures are rooted in your health and safety, and our mission to ensure educational accessibility to the community.

The college's plans are aligned and consistent with local ordinances of Wicomico County and the State of Maryland and are based on guidance provided by regulating bodies, including but not limited to the Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC), State of Maryland Department of Health, the Maryland Higher Education Commission and Wicomico County Health Department.

Student Expectations & Guidelines

All students have a responsibility to help maintain the health and safety of other students, faculty, and staff. Students are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in referral to the Student Conduct Committee and can result in your suspension from the college.

Application to Credit and Non-Credit Students

This Guide applies to both credit and non-credit students. While some of the information in the Campus Resources section is only applicable to credit students, student expectations for health and safety apply to all students accessing the campus.

Key Point of Contact

All student issues involving COVID-19, health and safety requirements, or absences due to COVID-19 or COVID-19/Flu symptoms should be brought to the attention of:

Dr. Kimberly Purvis
Associate Dean of Enrollment Management and Student Services
410-334-2902
kpurvis@worwic.edu

COVID-19 Symptoms

The CDC has compiled the following list of the most common symptoms related to COVID-19 infection:

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

If you have any symptoms, do not come to campus.

Health and Safety

Face Coverings

Face coverings are optional for students. Employees you visit in private offices may require that you use a mask. Employees and students who participate in clinicals must continue to follow the rules stipulated by the clinical facilities.

Wor-Wic will provide a limited supply of face coverings for people who do not have their own covering with them.

Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after visiting a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol must be used. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Hand sanitizer is located in public spaces throughout the campus and in classrooms.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your face covering/mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Exposure Response for Students (COVID-19/Pandemic Flu)

Wor-Wic is committed to helping facilitate the containment of COVID-19 while supporting the operations of the college and protecting the health and welfare of the

campus and surrounding communities. To accomplish this, the following response plan will remain in effect for the duration of the pandemic event/outbreak.

Students who Test Positive for COVID-19

A student who tests positive for COVID-19 must contact the associate dean of enrollment management and student services and must not come to campus. The associate dean will determine when the student meets the current CDC requirements for returning to campus.

The college will work with the student who tested positive to identify those individuals with whom, during the two (2) days prior to a positive test, they have been within six (6) feet for longer than 15 minutes while on campus. The college will contact those individuals to let them know of a possible exposure.

Students with Symptoms of COVID-19

A student who exhibits symptoms of COVID-19 as defined by the CDC must contact the associate dean of enrollment management and student services and must not come to campus. The associate dean will determine when the student meets the current CDC requirements for returning to campus. A student who comes to campus while exhibiting symptoms of COVID-19 will be sent home. If a student is sent home, the staff or faculty who sent them home must notify the associate dean of enrollment management and student services. A student with symptoms of COVID-19 is encouraged to seek medical care and testing.

Students with Symptoms of the Flu

A student who exhibits signs of the flu (fever of 100.4° F; 38° C or greater, chills, cough, sore throat, congestion or runny nose unrelated to seasonal allergies, body aches, headache, tiredness, diarrhea, or vomiting) must not come to campus and must notify the associate dean of enrollment management and student services. The associate dean will determine when the student meets the current CDC requirements for returning to campus. A student who comes to campus while exhibiting symptoms of the flu will be sent home. If a student is sent home, the staff or faculty who sent them home must notify the associate dean of enrollment management and student services and the student is encouraged to seek testing and medical care.

Absences due to COVID-19

As indicated throughout this Guide, you should not come to campus when you have any COVID-19/Flu symptoms or have tested positive for COVID-19. All such absences for credit students in face-to-face courses will be excused and students will be given excused absences during their quarantine. You may be able to work with your instructor to continue your course work remotely, and you are responsible for making up missed coursework at the instructor's discretion. A non-credit student should work with their instructor on available options to make up coursework, but absences may prevent the non-credit student from successfully completing their course.

Any issues involving absences or any difficulties experienced in the classroom due to absences should be brought to the attention of the associate dean for enrollment management and student services.

Campus Resources

Instruction is being provided in multiple formats, but it is always possible that Wor-Wic may have to move to completely remote instruction. It is important to review your student e-mail on a daily basis to keep track of any changes. Notices will also be posted on the college website and the myWor-Wic portal.

If you are taking classes virtually or online, or if all classes move to remote instruction, please be aware that there are campus resources available online to help you succeed.

Academic Support

In addition to a 24/7 electronic library, our Math Lab, Reading and Writing Center and Tutoring are all accessible remotely. For the latest hours and how to reach someone who can help, please visit the myWor-Wic portal and www.worwic.edu/Services-Support/Academic-Support for more information.

Online tutoring is provided through BrainFuse and can be accessed online through Blackboard. Every credit class is in Blackboard, so go to your class and click on the BrainFuse link to access. Online tutoring is available 24/7 and is free.

Counseling

Counseling services are available and free to help you manage personal challenges. Wor-Wic Community College is partnered with BetterMynd to offer our students access to private online therapy sessions from their diverse network of licensed mental health counselors. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. To register and get started with a counselor that's a good fit for you, sign-up [here](#) with your Wor-Wic email address.

Counseling is also available in-person, by phone or via videoconference. To schedule a counseling appointment, please contact our counselor, Penny Walters, at pwalters@worwic.edu.

Financial Aid

Before you deregister from a class, talk to a financial aid advisor to discuss how the college can work with you to assist with your tuition, fees and other costs of attendance. Financial aid can be reached at financialaid@worwic.edu and advisors are available both on campus and remotely through videoconference or phone.

Food Assistance

If you are struggling with food insecurity, we have a Campus Food Pantry to help meet the needs of you and your family. Campus Food Pantry hours change throughout the year, but stay tuned to your myWor-Wic portal and student e-mail for the latest information. Please have your student id with you to access this service. You can contact Camesha Handy, director of student engagement, at chandy@worwic.edu for more information.

Paying Your Tuition/Fees

If you are struggling to pay your entire tuition and fees at once, you do have the option to sign up for a payment plan. Your down payment and the number of monthly payments you have to make depends on when you start your plan. For more information, go to <https://www.worwic.edu/Pay-For-College/Paying-for-Credit-Programs/Enroll-in-a-Payment-Plan> or contact the Cashier's Office at cashier@worwic.edu.

Student Services

All of our student services (academic advising, admissions, career services, financial aid, testing services, veterans services, etc.) are available both in-person and remotely. Announcements about hours and availability are made through your student e-mail and on the myWor-Wic portal. For more information, please contact us at 410-334-2800.

Student Success Support

If you have any difficulties in your classes or as a student please contact our Student Success department. Their mission is to help you succeed. You can reach Student Success at studentsuccess@worwic.edu. Also, please never hesitate to talk with your instructor if you experience a problem. Our faculty want you to have every chance to succeed, so please don't be shy and ask questions.