



BACONE COLLEGE

The Pride of the Nations

2299 Old Bacone Road
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www.bacone.edu

July 3, 2020

Greetings from Bacone College!

We hope that you all are doing well and remaining safe during the pandemic. We also hope that you are enjoying your summer vacation as best as you possibly can. Over the last few months, our staff and administration have been diligently working on developing and implementing policies that will keep our community safe and healthy. As we move forward, we are considering your physical, mental, emotional, and spiritual well-being. With this in mind, we ask for your patience and compliance with these policies that reflect our new normal at Bacone College. We encourage everyone to participate in our campus' *"Honor your Education and Care Campaign."* Together, we can make a difference.

As an initial matter, Bacone College asks that all faculty, staff, and students take extra precautions to avoid exposure to COVID-19 at least two weeks before returning to campus. Though we plan to open the campus for students, faculty, and staff for the fall semester, it will be closed to visitors until further notice. In the event of classes being transitioned online, our campus dormitories will remain open to our residential students. Bacone College may require each campus community member to sign a COVID-19 disclaimer.

ALL BACONE STAFF, FACULTY AND STUDENTS MUST SUBMIT COVID-19 TEST RESULTS DATED NO EARLIER THAN AUGUST 5, 2020. YOU WILL NOT BE PERMITTED IN THE DORMS WITHOUT THESE RESULTS ON FILE.

Throughout this document, you will find Bacone College's COVID-19 Policy adopted by our Board of Trustees to be effective immediately. For more information or questions regarding this policy, please do not hesitate to contact at COVID19@bacone.edu. My contact information and other important contact information are listed on the last page of this document.

Stay safe and see you soon,

Kaila Harjo, M.S.
Vice President of Student Affairs
Bacone College

The following plan has been developed to make all individuals associated with Bacone College aware of the policies and procedures designed with one goal: to provide a safe, educational environment for all.

What to Expect Upon Your Return

1. On-Campus Residential Facilities

All residential students will be assigned private rooms—at no additional cost—this semester.

2. Social Distancing

Bacone College encourages all individuals on campus to adhere to social distancing recommendations and maintain a distance of six feet from other individuals whenever possible and practical.

In any situation where social distancing is not possible or practical, individuals shall, at a minimum, wear a mask, except as outlined in this letter or as otherwise authorized on a case-by-case basis.

3. Mask Requirements

All individuals on campus are required to wear a face mask until further notice. This requirement applies at all times, both indoors and outdoors, except as outlined in this letter or as otherwise authorized on a case-by-case basis by the administration. Additionally, all passengers in College-provided transportation to athletic or student events must wear masks.

Masks must be fabric or disposable surgical-style masks that cover the nose and mouth. Bandanas and scarfs are **not** acceptable. *Bacone College will make masks available daily at the first checkpoint described below.*

Individuals may remove their masks if:

- An individual is in an enclosed, private room or workspace with no one else present;
- An individual is in their dorm room;
- An individual is in their vehicle with no passengers;
- Individuals participate in an activity where a face mask cannot be practically worn, such as eating and drinking (individuals should limit their conversation while the cover is removed);
- An individual is a student in their private dorm room (guests in private dorm rooms are required to wear masks, while students with guests in their private dorm room are strongly encouraged to wear masks).

4. Temperature Monitoring, Checkpoints & Campus Entry

We will be monitoring temperatures daily at two checkpoint stations set up on campus. If an individual has a fever, they will not be permitted into class and be required to submit it to a COVID screening.

All individuals on campus must go through our campus checkpoint to enter any building on campus. The first checkpoint will be located at the corner of the Old Warrior Gym and Wacoche Hall. At this

checkpoint, you will be provided daily with a disposable mask as needed and a daily pass to permit your admittance into campus buildings. The second checkpoint will be located at the west Palmer Center doors.

Bacone College's north end entrance will be closed until further notice. All vehicles must enter through the Shawnee Bypass entrance (south entrance).

5. Personal Protection Equipment

Upon arriving at campus, each Bacone College student will receive a PPE COVID-19 Student Kit that includes:

- 1-Washable Face Mask
- 1-3 oz. refillable hand sanitizer
- One pack of 10 hand sanitizing wipes
- 1-Reusable thermometer

Bacone College has placed several hand sanitizing stations throughout the campus for your health and safety.

How can I stop the spread of COVID-19?

- Per the CDC and WHO guidelines, if you feel sick, you should stay home or remain in your dorm room and submit the [health information sheet](#).
- Wash hands with soap and warm water and/or using a hand sanitizer.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash, and wash your hands for at least 20 seconds with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces such as door handles, faucet handles, light switches, etc. Self-monitor for symptoms, including fever, daily.

REMINDER- Face masks must always be worn. For more information on when a face mask is required, please refer to the Face Mask Policy.

All individuals should respect others' level of comfort during the time of infection prevention. Assume that each person you may interact with has the desire to hold to social distancing guidelines.

Specific health safety information will be posted throughout the campus and the hand sanitizing stations that we encourage you to use often.

What happens if the COVID-19 has an outbreak in Muskogee, Oklahoma?

Bacone College, in conjunction with the local, tribal, state, regional, and international authorities, Bacone College will determine the level of the outbreak and take the appropriate actions.

These actions may include, but not be limited to, the following:

- Modifications/cancellation of classes, sporting events and/or other public events
- closure of the campus, revised student housing arrangements, and/or public transportation
- quarantine of affected students and staff

How does COVID-19 affect athletics, and do they have a separate policy?

In accordance with the N.A.I.A., sports that require frequent closeness between players may make it more difficult to maintain social distancing. For close-contact sports (e.g., soccer, basketball), play may be modified to safely increase distance between players.

- For example, players and coaches can:
 - focus on individual skill building versus competition.

Coaches can also modify practices, so players work on individual skills, rather than on competition. Coaches may also put players into small groups (cohorts) that remain together and work through stations, rather than switching groups or mixing groups.

Ability to engage in social distancing while not actively engaged in play (e.g., during practice, on the sideline, or in the dugout). During times when players are not actively participating in practice or competition, attention should be given to maintaining [social distancing](#) by increasing space between players on the sideline, dugout, or bench. Additionally, coaches can encourage athletes to use downtime for individual skill-building work or cardiovascular conditioning, rather than staying clustered together.

Bacone College Athletics is preparing their own athletic policy as it relates to each individual athletic team. We encourage each student-athlete to reach out to their coach for more information.

What are the symptoms of COVID-19?

According to the CDC, many infected people remain asymptomatic (no symptoms at all). It is important to pay attention to your body, and when in doubt, get tested. The CDC also states that the following symptoms can be related to COVID-19.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Nausea or vomiting
- Diarrhea

What should I do if I am experiencing symptoms?

- Avoid public contact: stay home, in your dorm or apartment.
- If you believe you have symptoms and living in campus housing, call Vice President of Student Affairs, Kaila Harjo 918-360-7771 or Director of Housing, Kendall Scott 918-360-9703, and follow their instructions.
- Complete the [online screening tool](#).
- The student will provide Bacone College staff & Muskogee County Health Department with a list of all close contacts (being within approximately 6 feet of an individual for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a classroom)
- College officials will contact emergency medical services if needed, Oklahoma COVID Hotline, and the Muskogee County Health Department.
- EMS personnel or the COVID hotline will immediately respond and determine if symptoms require:
 - Transport to emergency room/hospital
 - Isolation
 - Other

What should I do if I am experiencing symptoms but do not reside in campus housing?

- Avoid public contact: stay home.
- Call your Primary Care Provider for an appointment immediately, call a local testing site (contact info is on the last page of this letter), or call 911 in case of an emergency.

Where can I be tested for COVID-19?

Cherokee Nation Three Rivers-FREE for tribal members
1001 S. 41st East
Muskogee, OK 74403
918-781-6500

Muskogee County Health Department-FREE to public
530 S. 34th Street
Muskogee, OK 74401
918-683-0321

Xpress Wellness-Rapid Testing-Free with signed uninsured waiver
2525 Chandler Road
Muskogee, OK 74403
918-681-7533

W.W. Hastings Hospital-24 hours-FREE for tribal members
100 Bliss Ave.
Tahlequah, OK 74464
918-458-3100

How much does it cost to get screened for COVID-19?

The government has a program that allows all uninsured US residents to be screened for COVID-19. Please note that if you have private insurance, the doctor or hospital may bill your insurance provider and/or require a copay.

What happens if I test positive for COVID-19?

We follow the guidance of local, state, and national health officials and our local medical providers. When we receive confirmation that a Bacone student or employee has had a positive COVID-19 diagnosis, there are necessary measures to be promptly taken, including contact tracing, communication, and facility disinfection.

If quarantined in campus housing, the student support program will include:

- Monitoring student medical needs by the Muskogee County Health Department
- Bacone College will provide students with:
 - Food and supplies
 - Academic support with online instruction, supplemental instruction (zoom), or other instructional needs
 - Tutoring for students after quarantine
 - Academic and financial aid guidance for prolonged class absence or withdrawal
 - Student privacy and safety protection

If isolated off-campus

- Bacone College will provide students with:
 - Academic support with online instruction, supplemental instruction (zoom), or other instructional needs
 - Tutoring for students after quarantine
 - Academic and financial aid guidance for prolonged class absence or withdrawal
 - Student privacy and safety protection

What services are provided for Bacone students’ mental well-being?

At Bacone College we wish to address every issue that affects our students because of the pandemic. We have several staff members on site to assist our students with their mental, cultural, and spiritual well-being. Bacone College has assembled a Behavioral Intervention Team that is compiled of trained and licensed professionals to assist our students.

Bacone College Behavioral Intervention Team

Aaron Adson-Director of C.A.I., Cultural Advisor	918-360-2731	adsona@bacone.edu
Jerome Steele-CFO, Pastor	918-360-6471	steelej@bacone.edu
Patricia Ferrell- Director, TRIO	918-360-8620	ferrelp@bacone.edu
Dr. Beverly Smith- VP Academics	918-990-4912	smithb@bacone.edu
Dr. Leroy Thompson- Faculty, Licensed Counselor	918-360-9694	thompsol@bacone.edu
Gerald Cournoyer-Faculty, Cultural Advisor	918-360-3836	cournoyerg@bacone.edu

Wendy Burton- Public Relations	918-360-3866	burtonw@bacone.edu
Kaila Harjo- VP Student Affairs	918-360-7771	harjok@bacone.edu

Other mental health resources available:

Green Country Behavioral Health Services
 619 N. Main St.
 Muskogee, OK 74403
 918-682-8407

Cherokee Nation Behavioral Health
 1325 E. Boone
 Tahlequah, OK 74464
 918-207-4977

Muscogee (Creek) Nation Crisis Text Line- text CREEK to 741-741

When and where do I have to wear a mask?

I. Masking Policy

All individuals inside Bacone College facilities must wear fabric or disposable surgical-style masks that cover their nose and mouth. **Bandanas and scarves are not acceptable.** All passengers must wear masks in transportation-related to college activities. Bus/Van Drivers must wear a mask when passengers are in the vehicle. Individuals may remove masks only if they are in their enclosed private workspace with no one else present or in their dorm room, as more fully described below.

II. Employees (Faculty and Staff)

1. Provided Masks

1. Bacone College will make masks available to employees appropriate to their on-campus responsibilities. Masks used for daily wear are expected to last five days. You may also provide your own mask if you prefer a certain fit.
2. All employees will receive a COVID Kit disbursed on the first official workday that is TBD. The COVID Kit will include:
 - Five surgical-style disposable masks (weekly supply)
 - One Washable Face Mask
 - One 3 oz. refillable hand sanitizer
 - One pack of 10 hand sanitizing wipes
 - One Reusable thermometer
 - Cleaning supplies needed for classroom sanitizing with carrying caddy
3. Masks may be obtained from Kendall Scott in the Housing Department by request only. Masks will be disbursed every Monday morning for all STAFF members. At this time, they will be given their weekly supply of masks pending a successful screening.

2. Mask Re-Use and Cleaning

1. Disposable filtration surgical-style masks worn in nonclinical/non-surgical areas should be worn on campus for five consecutive days, or until soiled, whichever occurs first.
2. Fabric masks should be washed and thoroughly dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the individual.
3. For information on [How to wash your cloth face mask](#), please use this link.

3. Bacone Facilities

1. Employees may remove masks when inside campus facilities only when: (1) alone in an enclosed room and (2) while participating in activities in which a face mask cannot practically be worn, such as eating and drinking.
2. Faculty and staff are not permitted to remove masks when speaking or to work one on one with a student or staff member.

III. Students

1. Provided Masks

1. Bacone College will make masks available to all students daily at the screening checkpoint. Students may also provide their own masks that comply with this policy.
2. After the student's daily screening, the student will receive a disposable mask and a color-coded ID to notify staff and faculty they are permitted to enter campus facilities.
3. Each Bacone College student will receive a PPE COVID-19 Student Kit that includes:
 - One Washable Face Mask
 - One 3 oz. refillable hand sanitizer
 - One pack of 10 hand sanitizing wipes
 - One Reusable thermometer

2. Mask Re-Use and Cleaning

1. Disposable filtration surgical-style masks should be worn on campus for five consecutive days, or until soiled, whichever occurs first.
2. Fabric masks should be washed and thoroughly dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the individual.
3. For information on [How to wash your cloth face mask](#), please use this link.

3. Bacone Facilities (Other than Housing)

1. Students may remove masks when inside campus facilities only when: (1) alone in an enclosed room and (2) while participating in activities in which a face mask cannot practically be worn, such as eating and drinking.

4. On-Campus Housing Facilities

1. Students are not required to wear masks in their dorm rooms. Still, they are strongly encouraged to do so, mainly when others are present unless they are participating in activities in which a face mask cannot practically be worn, such as eating and drinking, bathing, or sleeping.
2. Housing will enforce a **NO VISITOR Policy**. Any non-Bacone campus community member found in the dorms will be subject to a trespassing violation. This is for your safety, as well as the campus community's safety.

3. However, note that students who are experiencing COVID-19 symptoms must complete the [online screening tool](#) immediately and wear a mask in their dorm rooms. At the same time, they wait for results from a local healthcare facility.
4. The student will be required to complete a 14-day quarantine in a separate dorm facility and be required to submit it to another COVID screening before returning to their regular dorm room.

5. Accommodations for Medical Conditions

1. If a student indicates compliance with the Bacone College Mask Policy is not possible due to medical reasons, the student should be referred to the Office of Student Affairs to provide medical documentation and so that the student's instructors can be notified and assist with other academic arrangements.

IV. Visitors, Vendors, and Contractors

1. Visitors, vendors, and contractors must wear masks on campus and be asked to bring their own. If a staff member or Campus Police scheduled an appointment with a contractor, please inform them of this policy.
2. Bacone College will make disposable masks available to visitors, vendors, and contractors who do not provide their own approved masks.

Academic Delivery On-Campus Courses and Support

For Students:

1. Hybrid and online on-campus courses have instructional options to be recorded on Moodle for the academic year.
2. Those who choose to attend in-person will have physically distanced classrooms with Face Mask Policy applied.
3. Courses will be clustered Monday-Wednesday-Friday and Tuesday-Thursday sessions.

For Instructional Staff (Faculty & Adjunct Faculty):

1. Meeting Eagles software will be used for Hybrid online on-campus courses.
2. All courses are mandated to be recorded on Moodle for the academic year.
3. Office hours are at minimum of 10 hours a week for the academic year, available via Zoom or in-person/by appointment.

Learning Support

1. Merritt D. Betts & Bacone College American Indian Research Library offers physically distanced computers and study stations for the academic year.
2. Center for American Indians & Kiva Lodge will offer social distanced WiFi study areas for academic year.
3. Student athletes – study tables will be rotated by groups/teams and physically distanced.
4. TRiO / Student Support Services will be limiting occupancy in space due to square footage. Appointment set-up and calls will be available by Zoom due to social distancing on occupancy for tutoring and other services.

IMPORTANT CONTACT INFORMATION

Bacone College Housing	918-360-9703
Bacone College Campus Police	918-360-5814
Muskogee Country Health Department	918-683-0321
Oklahoma COVID Hotline	2-1-1
Xpress Wellness Clinic- Rapid Testing	918-681-7533
Three Rivers Health Center	918-781-6500
Green Country Behavioral Health	918-682-8407
Cherokee Nation Behavioral Health	918-207-4977
MCN Crisis Text Line- text CREEK	741-741