

CAMPUS ACCESS AND SCREENING PROCEDURES

To: All College Community Members

From: Jason Wovkanech, Interim Director of Campus Safety

Date: January 8, 2021

Purpose: Per State of New Hampshire Safer at Home Universal Guidelines dated December 9, 2020 **all persons** prior to entering a NHTI building or activity area shall be screened in-person, or submit a self-attestation through an online process or form. College building exterior doors will be locked at all times to control access.

Screening Processes

There are three (3) screening processes: In-person screening, self-attestation forms, App for mobile devices/web portal.

In-Person Screeners

Only specific individuals are authorized and trained are allowed to conduct in-person screening and collect screening related information. Individuals authorized to screen are:

Campus Safety Staff

Athletic Trainer(s)

Health Services Nursing Staff

Dental student treating patients under

Allied Health Faculty

supervision of Dental faculty

Temporary/Contracted Screening Personnel

In-Person Screening is required for:

- All participants (coaches, players, referees, etc.) athletic events (practices, scrimmages, games, etc.)
- Contractors/Vendors conducting business at NHTI
- Dental Clinic Patients
- Those without evidence they completed a self-attestation screening form/app
- Authorized support services, visitors and guests
- Those who do not have a thermometer at home

Covid-19 Self Screening APP/Website

NHTI faculty, staff, students and on-site vendors can self-evaluate for COVID-19 symptoms and submit a self-attestation through the app/website.

1. Screening shall be completed daily and within **four (4) hours prior to arriving on campus.**
2. Select appropriate location:
 - a. Main Campus – The NHTI Main Campus
 - b. NHTI Smokestack–faculty or students utilizing this facility
 - c. Clinical Site – Off Campus clinical sites for Allied Health faculty and students
3. If screening identifies that you are “Safe” you are cleared to come to campus.
4. If an employee or on-site contractor/vendor, you will have access to your NHTI ID card for specific entry point(s) and building(s) for the day.
5. If a student, you will have access to the building(s) beginning fifteen (15) minutes prior to your class start time and for the duration of the class or classes scheduled.

6. Use your NHTI identification card to let only yourself into the building.
7. If your temperature is over 100.4 degrees F and/or you answer “Yes” to any of the other questions you will receive a “Critical” response. NHTI Campus Safety will receive a notification email. **You will not be given access. Do not come to campus and contact the NHTI Campus Safety Department.**

Instructions on how to download the app for Apple and Android devices or the web portal are at <https://www.ccsnh.edu/healthreporthehelp/>

Screening Forms

Faculty, staff, students, and on-site vendors will be able to submit the self-attestation form and self-evaluate for Covid-19 symptoms.

Faculty, Staff and On-site Vendor Screening Form Process

1. Complete and submit the appropriate screening form to the nhticampussafety@ccsnh.edu email **within four (4) hours prior to arriving on campus.**
2. The screening form is reviewed by Campus Safety staff and they will respond to your email. You do not need to wait for a response to come to campus if your temperature is below 100.4 degrees F and all of your answers are “No”.
3. Campus Safety will apply access to your NHTI ID card for specific entry point(s) and building(s) for the day.
4. Use your NHTI identification card to let only yourself into the building.
5. If there are any concerns with your form, you will be contacted by the Campus Safety Department.
6. **If your temperature is over 100.4 degrees F and/or you answer “Yes” to any of the questions, you will not be given access. Do not come to campus and contact the appropriate contact below:**

Faculty and Staff contact (normal business hours): NHTI Human Resources Department at smakee@ccsnh.edu

Faculty and Staff (after hours/weekends) and on-site vendors contact: NHTI Campus Safety Department at nhticampussafety@ccsnh.edu

Faculty and Staff shall have access applied to their card for the day to only the entry point of the area in which they work and to any designated interior doors which requires card access. They will need to request additional areas of access through Campus Safety. Faculty and staff will use their NHTI ID card to unlock the door to demonstrate they have been cleared access into the facility.

Student Screening Process

1. Complete and submit the screening form to nhticampussafety@ccsnh.edu from their CCSNH email account **within four (4) hours prior to arriving on campus;** except for those arriving for athletics activities.
2. The form will be reviewed by the Campus Safety Department.
3. Campus Safety will respond to the student via their CCSNH student email account.
4. **If your temperature is over 100.4 degrees F and/or you answer “Yes” to any of the questions do not come to campus and contact the Campus Safety Department.**
5. If there are any concerns with your form, you will be contacted by Campus Safety Department.
6. Campus Safety will apply access to your NHTI ID card for a specific building or buildings entry point beginning fifteen (15) minutes prior to your class start time for the duration of the class or classes for that day only.
7. Use your NHTI identification card to let only yourself into the building.

Campus Safety Response and Access Email

The access email will contain the following statement “**(Name). Thank you for submitting your COVID Form today. You are cleared to come on campus for (Date)**” will be in the body of the email allowing access for that individual for that day

This will come from one of the following individuals who are the only authorized individuals to provide this response.

Jason Wovkanech

Thomas Pelletier

Eric Hewson

Matthew Blanchette

Joseph Martin

Craig Nelson

Carol Boucher

Students only need to show the access response email from Campus Safety and do not need to show the screening form to anyone else to protect the private information contained in the screening form.

NHTI Residence Hall Students

Residence Hall students shall complete a screening form or the App daily regardless if they are attending class or on or off campus. Residence hall students will not be allowed access to any area on campus unless they have completed the form/app. To ensure this is done as a daily process, proper time spacing is essential, and this should be done in approximately 24-hour intervals.

Designated Screening and Entry Points

Below are the **only entry points** into buildings. Personnel may exit out of a building through any other exterior door that is not identified/alarmed as an emergency fire door.

In Person Screening Points

- **Business Office/Campus Safety Department Main Entrance**
- **Grappone Hall – Main Entrance** College Drive Side
- **Little Hall Main Entrance** - College Drive Entrance
- **MacRury Dental Annex Lobby Entrance**
 - Dental Annex lobby is for in-person screening
- **MacRury Dental Annex Entrance**
 - Screening/Access for Dental Program faculty, staff and students only.
- **Mary Stuart Giles Early Learning Center Main Entrance**
 - Center staff, patrons, ECE faculty and students working in the facility only.

Building Access Points - No In-Person Screening – Verification of Screening/App

These locations an individual can access via ID card or be given access upon verification of screening completion via Screening App or a verification email/from Campus Safety.

- **Grappone Hall Faculty and Staff entrance** - rear parking lot entrance.
- **Learning Commons**
 - **Main Entrance** Ring doorbell for access.
 - **Faculty and Staff entrance** - rear entrance.
- **Little Hall Rear Foyer Entrance**

- **Capitol Commons** – Food Services
- **Rear Entrance** – Food Pantry
- **Smokestack Center Visual Art Studio Entrance**
- **Sweeney Hall Entrance**
- **Wellness Center Entrance**
 - Those needing Health or Counseling Services must call the number posted on the door for screening and access.
- **Student Center Entrance - Authorized for Health and Counseling Services Use Only**
 - Those needing health and/or counseling services will either contact the number posted on the door or ring the doorbell for in person screening and access through this entrance.

Screening/Access Procedures

At minimum, a cloth facemask is required to be worn by all parties at an screening/access point. If there is a line for access, ensure you are maintaining social distance of at least six (6) feet from others, including any person conducting the screening.

Faculty and staff shall have access applied to their card for the day to only the entry point of the area in which they work and to any designated interior doors that requires card access. Additional areas of access must be requested through Campus Safety. Faculty and staff will use their NHTI ID card to unlock the door to demonstrate they have been cleared access into the facility.

Students attending classes will have access applied to their card for the times and buildings in which their class is occurring. **This time period will be from 15 minutes prior of the class start time until the conclusion of the class period.**

- Allied Health faculty will be at designated screening points fifteen (15) minutes prior to class for confirmation of screening or to conduct any needed in-person screening.
- Contracted Screener/Campus Safety Officers will be reviewing screening completion 15 minutes prior to class start
- Per state guidelines screening shall completed **prior to entrance into the building/activity area.**

If the Self-Screening App or Form Is Not Completed

If an individual comes to an access point (that does not have in person screening), or upon checking for classroom access and does not have access form, email verification or has not completed the App they will be immediately sent to the NHTI Campus Safety office for in-person screening. Once screening is complete the student shall be provided with documentation that they have been screened and will present copy of the document issued by Campus Safety to the individual verifying access. **Do not take this form from the student.**

Athletic Events Require In-Person Temperature and Question Screening

Athletics staff, athletes, and volunteers are required to be screened on arrival to each competitive sporting event, training session, or practice. Due to the close contact nature of Athletics events temperatures shall be taken of athletes participating in competitive events as an enhanced safety measure.

NHTI and Other Personnel Authorized to Bypass Screening/Entry Points

The following identified external personnel and NHTI department employees are authorized to bypass screening and access points.

Law Enforcement Personnel	Maintenance Staff
Fire and Emergency Services Personnel	Information Technology Staff
College Administration	Residence Life Staff between Residence Halls
Campus Safety Officers	Approved vendors/service personnel
Health and Counseling Services Staff	

What Ifs...

If during self-screening you have a temperature over 100.4 degrees, or answer “YES” to any question If you are symptomatic DO NOT come to campus, but you must report the to the appropriate contact below:

Faculty or staff (during normal business hours) report to Human Resources: smakee@ccsnh.edu
Students, on-site vendors and faculty/staff (after hours weekends only) report to Campus Safety: nhticampussafety@ccsnh.edu

If trying to Access a Building or Activity Area Without a Completed Access Form/App

If the access form/app, contact Campus Safety at (603) 224-3287. The individual will not be allowed access to the building or activity area until they have been screened.

If Person Refuses to Be Screened

This person will not be allowed building access or attend event/activity and will be told to leave NHTI property. If they refuse to be screened and are identified, their name shall be reported to Campus Safety.

If Student is Late

If a student arrives late for a class, and has not completed the self-attestation form/app they must contact Campus Safety at (603) 224-3287 or by using a code blue phone for screening and access.

If Class Goes on Break

Generally, breaks should occur within the assigned classroom and allow for time for students to fill water bottles, go to the restroom, etc. Loitering in hallways, stairwells or other open areas. It is at the discretion of the faculty member if the class wants to take a break outside.

Prohibited Activities

The following are activities prohibited under this policy as they are significant health and safety violations that can affect college operations:

- Failure to adhere to the procedures in this policy
- Refusing to be screened, failure to complete screening as required, attempting to interfere or physically bypass a screener at the screening/access point
- Entering into any NHTI building or activity area without completing the screening process
- Entering into a building you are not authorized to be in
- Bypassing a screening or access/entry point by letting others in or being let into a building through an exterior door that's not a designated screening/entry/access point
- Allowing others to follow into a building behind you after you have used your ID for access

- Exiting a building through an entry point; unless authorized to do so, or in an emergency
- Refusing/failing to wear a facemask at an entry point or upon entrance or in any area of a building as required per state ordinance
- Using another individual's NHTI identification card to enter a building

Any college official may ask the individual for their NHTI identification card if they should need to verify the identity of the individual reporting to them.

If it is determined that any screening/access violation has occurred it shall be documented and forward to appropriate college official.

- Employees are subject to disciplinary action under workplace policies
- Students are subject to disciplinary action under the Student Code of Conduct

For additional information please contact NHTI Campus Safety at (603) 230-4042, or NHTIcampussafety@ccsnh.edu