

# CAMPUS ACCESS AND SCREENING PROCEDURES

## All Changes Highlighted in Bronze

All persons prior to or upon entering a NHTI building, event or activity area shall be screened in-person, or submit a self-attestation through an online process or form. College building exterior doors will continue to be locked at all times to limit and control public access.

## Screening Processes

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

## In-Person Screeners

Only the below listed personnel are authorized to conduct in-person screening and collect screening related information.

- Campus Safety Staff
- Health Services Nursing Staff
- Allied Health Faculty
- Temporary/Contracted Screening Personnel
- Athletic Trainer(s)
- Dental students treating patients under supervision of Dental faculty

## In-Person Screening is required for:

- All participants (coaches, players, referees, etc.) in all **indoor** athletic events (practices, scrimmages, games, etc.)
- Outside Contractors/Vendors conducting business at NHTI
- Dental Clinic patients
- Those without evidence they completed a self-attestation screening form/app
- Authorized visitors/guests to the college
- Those who do not have a thermometer

All in persons screening documents and forms that are complete by authorizer staff shall be forwarded to NHTI Campus Safety. These are to be safeguarded to protect individual private health information.

## 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 CCSNH screening app/website.

1. Screening shall be completed daily when coming to NHTI property and within **four (4) hours prior to arriving on campus**.
2. If screening identifies that you are "SAFE" you are cleared to come to campus.
3. Employees or on-site contractor/vendor will have access on your NHTI ID card for specific entry point(s) and building(s) that **you normally work**.
4. Students will have access to the building(s) beginning fifteen (15) minutes prior to class start time and for the duration of the class or classes scheduled.
5. Use your NHTI identification card to let only yourself into the building.
6. 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 to verify your status.**

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 self-evaluate for COVID-19 symptoms and submit the self-attestation form.

### Faculty, Staff and On-site Vendor Self-Attestation Form Process

1. Complete and submit the appropriate screening form to the [nhticampussafety@ccsnh.edu](mailto: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 to other questions are “No”.
3. Access will be applied to your NHTI identification 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:** NHTI Human Resources Department at [smakee@ccsnh.edu](mailto:smakee@ccsnh.edu)

**On-site vendors contact:** NHTI Campus Safety Department at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu)

### Student Screening Process

1. Complete and submit the screening form to [nhticampussafety@ccsnh.edu](mailto: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.

The response and access email will come from one of the following individuals who are the only authorized individuals to provide this response.

- |  |   |
|--|---|
| <input type="radio"/> Jason Wovkanech    | <input type="radio"/> Joseph Martin     |
| <input type="radio"/> Thomas Pelletier   | <input type="radio"/> Craig Nelson      |
| <input type="radio"/> Eric Hewson        | <input type="radio"/> Sarah Chamberlain |
| <input type="radio"/> Matthew Blanchette |   |

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 day.

Individuals only need to show the access response email and do not need to show the screening form to anyone else to protect the private health information contained in the screening form.

### **NHTI Summer Residence Hall Students**

Summer Residence Hall students are not required to complete daily COVID-19 self-screening, however are required to do so when entering an academic building and/or attending an activity area/event.

Summer Residence Hall students should still self-monitor for any of the COVID-19 signs and symptoms and are required to follow reporting processes if they develop any of the symptoms of COVID-19. Please refer to the NHTI COVID-19 webpage and the Signs and Symptoms and COVID-19 Reporting documents for [more information](#).

## **Designated Screening and Entry Points**

These screening points 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.

### **Business Office/Campus Safety Department Main Entrance** (in-person screening point)

Screening is available 24 hours a day/7 days a week.

For vendors, maintenance service personnel, authorized guests, in person screening if App/Form is not completed.

Ring doorbell or call number posted on the door for officer to respond for screening.

### **Mary Stuart Giles Early Learning Center Main Entrance** (in-person screening point)

For center staff, patrons, ECE faculty and students working in the facility only.

### **Grappone Hall** (in-person screening point, or showing access email/app)

Screener at College Drive Main Entrance Monday – Friday 7:30am – 12:30 pm. All other times will be 15 minute prior to class start until 15 minutes after class start.

**Faculty and staff entrance** - Rear parking lot entrance.

**Student/Other personnel entrance** – Main entrance on College Drive

**Learning Commons Main Entrance** (showing of access email/app only). Ring doorbell for access.

### **Little Hall**

#### **Main Entrance (College Drive Entrance)** (in-person screening point, or showing access email/app)

Screener at entrance Monday – Friday 7:30am – 2:00 pm. All other times will be 15 minute prior to class start until 15 minutes after class start.

#### **Foyer Entrance**

- **Capitol Commons** (showing access email/app)
- **Rear Entrance – Food Pantry** (showing access email/app)

### **MacRury Hall**

#### **South Wing Entrance across from Farnum Hall**

Screening for classes will be in-person, or showing access form/email/app to Screener. Screener at entrance Monday – Friday 7:30am – 12:30 pm. All other times will be 15 minute prior to class start until 15 minutes after class start.

#### **Dental Annex Entrance**

Screening/Access for Dental Program faculty, staff and students only.

Screening for Dental Program will be in-person, or showing access email/app. Temperature checks required.

#### **Dental Annex Lobby Entrance**

The Dental Annex lobby is for in-person screening of Dental Program patients only.

### **Smokestack Center Visual Art Studio Entrance**

Screening is limited at this location to showing of access form/email/app only.

### **Sweeney Hall Entrance**

Screening limited at this location to showing of access email/app only and is managed by Financial Aid, Bursars Office, Admission and/or Registrar's office staff for those with scheduled appointments.

### **Wellness Center Entrance**

Screener at entrance Monday – Friday 7:30am – 12:30 pm.

Screening in person, showing of access email/app only and is managed by Wellness Center staff when screener is not present.

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 screening and access through this entrance.

## **Screening/Access Procedures**

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

Faculty and staff shall have access applied to their NHTI ID card for the day to only 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 shall show screener present their completion of App or access email as verification they have completed screening.**

Students attending classes will have access applied to their card for only the times and buildings in which their class is occurring. **This time period will be from 15 minutes prior of the class start 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 upon arrival to campus.
- Per state recommendations screening shall completed **prior to or upon entrance into a building/activity area.**

## **If the Self-Screening App or Form Is Not Completed**

Allied Health Program faculty will conduct in-person screening at the access screening point prior to entrance into the facility. All other programs will send individuals to the NHTI Campus Safety building for screening.

The access form/email/app should be rechecked at the classroom for additional verification and/or late arriving students. If screening is not completed or cannot be verified the individual shall be immediately excused from classroom and the building for in-person screening at the NHTI Campus Safety office. 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. **Do not take this form from the student.**

## Events (Internal and External) Screening

### Outdoor Events

All persons participating in outdoor events are required at a minimum to complete COVID-19 screening questions. This must be verified by staff managing the event, designated staff, coaches, etc.

NHTI college community members may complete self-attestation form or the CCSNH screening App.

Event organizer shall obtain a list of participants through pre-registration, registration, or if a team, a roster to provide to NHTI Campus Safety for contact tracing purposes.

NHTI faculty, staff and students who did not complete screening prior to arrival at the event must report to the NHTI Campus Safety office for screening.

External organizations that lease, rent or otherwise use NHTI outdoors spaces will be provided a memorandum from the NHTI Campus Safety Department with guidelines.

### Indoor Events

#### Non-Athletic Events

All college community members participating in **non-Athletic** indoor events are required at a minimum to have completed a screening attestation form or the CCSNH screening App.

College event organizer shall obtain a list of participants through pre or onsite registration to provide to NHTI Campus Safety for contact tracing purposes.

College community members who did not complete screening prior to arrival at the event must report to the NHTI Campus Safety office for screening.

Events that are from external organizations shall have all staff/attendees screened upon arrival and entrance to the event and it shall be annotated separately for contact tracing purposes.

#### Athletic Events – Temperatures required as part of screening

Indoor Athletics events are a higher risk activity. All persons participating in indoor Athletic events are required to be in-person screened; including having their temperatures taken and be asked screening questions.

## 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 when required for their job duties.

Emergency Responders (Police, Fire, EMS)  
College Administration  
Campus Safety Officers  
Health and Counseling Services Staff

Maintenance Staff  
Information Technology Staff  
Residence Life Staff between Residence Halls  
Approved vendors/service personnel

### 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](mailto:smakee@ccsnh.edu)  
Students, on-site vendors and faculty/staff (after hours weekends only) report to Campus Safety: [nhticampussafety@ccsnh.edu](mailto: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 Breaks**

Generally, breaks should occur in in the classroom and allow for time for students to fill water bottles, go to the restroom, etc. There should be no congregation in hallways, stairwells or other indoor public areas. It is at the discretion of the faculty member if the class wants to take a break outside at will be managed by the faculty member.

## **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
- Entering into any NHTI building or activity area without completing the screening process
- Entering into a building 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 and to check access email/screening App to confirm that they have completed screening if they should need to verify the identity of the individual seeking access to a building/event.**

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](mailto:NHTIcampussafety@ccsnh.edu)

Information in this document obtained from the NH Department of Health and Human Services website.

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