



Student Guidelines for

COVID-19 SAFETY & PREPAREDNESS





A message from
President Federico Zaragoza



Dear CSN Family,

The College of Southern Nevada remains committed to the health, safety and well-being of our students, faculty, staff, vendors and community members who have occasion to visit any of our locations throughout Southern Nevada.

I am pleased to present our Student COVID-19 Safety & Preparedness Guidelines. Our response to the COVID-19 pandemic has been guided by an overarching desire to protect the health and safety of all members of the CSN family, and to continue empowering our students and communities to achieve, succeed, and prosper.

The college continues to use a data-informed and phased-in approach in returning to college operations, instruction, services and activities. CSN's plans are consistent with guidance from the state of Nevada's Roadmap to Recovery, Clark County's Mitigation Plan as well as policies and directions from the Nevada System of Higher Education. We will continue to follow recommendations from the experts at the Centers for Disease Control and Prevention, the Southern Nevada Health District, and the Nevada Occupational Safety and Health Administration.

As our knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans will evolve with it. We will update them, and the entire CSN family, as appropriate should more information become available.

Thank you for those who have taken the opportunity to be vaccinated, and I again encourage all who can, to do so as soon as possible. Only through the continued efforts of vaccination will we be able to fully return to the pre-COVID environment.

Thank you.

A handwritten signature in blue ink that reads "Federico Zaragoza".

Federico Zaragoza
President
College of Southern Nevada

COVID-19 SAFETY & PREPAREDNESS GUIDE

Face Covering Requirement

The wearing of face coverings is required for all students, employees, and members of the public while inside campus buildings regardless of individual vaccine status. Face coverings are not required outside but are recommended in outdoor areas that are congested or have large groups of individuals present.

The only exception to wearing a face covering indoors is during meal breaks. Disposable masks will be provided by CSN, if needed. They can be obtained on each campus at any of the locations outlined below.

CSN Mask Locations:

- ◆ Charleston Campus
 - Information Desk – located in Building D near front entrance
 - Students First Desk – located in Building D student services area
 - ASCSN Student Government Desk – located in the Student Union Building
- ◆ Henderson Campus
 - Information Desk – located in Building C near front entrance
 - Students First Desk – located in Building B student services area
 - ASCSN Student Government Desk – located in the Student Union Building
- ◆ North Las Vegas Campus
 - Information Desk – located in the Main Building near front entrance, next to bookstore
 - Students First Desk – located in the East Main Building between Financial Aid and Testing Center
 - ASCSN Student Government Desk – located in the Student Union Building

Masks with exhalation valves or vents should not be worn. A face shield is not a substitute for a mask unless approved by CSN as an accommodation. If a student cannot wear a face covering due to an existing medical condition, they should contact the [Office of Institutional Equity & Title IX](#) for alternative arrangements.

Symptom Monitoring Requirement

Students are required to complete a health self-assessment daily prior to coming to campus. The health assessment questions include:

- Do you have a new cough that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Do you have any two of the following symptoms: Fever (100.4 degree F or higher), chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, nausea, vomiting, or diarrhea?
- Have you come into close contact (within 6 feet for about 15 minutes or more) with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 14 days?
- Have you been tested for COVID-19 and are pending results?
- Have you been advised to self-quarantine?

If any questions are answered “yes”, the student shall not come to campus or engage in CSN activities. Contact Wellness@csn.edu with questions regarding a return to campus.

The [CSN Mobile Safety App](#) offers a COVID-19 Assessment Tool that will not record any answers or personal health information. Students should follow the instructions in the app for any “yes” answers and follow up with their instructors. If a student is unable to access the app, they may request a paper copy of the screening questions from EHS@csn.edu.

People with COVID-19 have reported a wide range of symptoms ranging from mild to severe. Symptoms may include one or more of the following:

- ◆ Fever
- ◆ 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, vomiting or diarrhea



If a student is sick or experiencing any symptoms related to COVID-19 (even minor symptoms), they should not come to campus, regardless of vaccination status. They should contact their instructor for alternate arrangements.

COVID-19 Reporting Procedures

Reporting COVID-19 Exposure or Diagnosis: All CSN students, faculty, staff and visitors are asked to report the following situations via the [CSN COVID-19 Online Reporting Form](#) within 24 hours:

- Positive COVID-19 test results.
- Undergone COVID-19 testing and are awaiting results.
- Exhibiting symptoms of COVID-19 and did not come to campus.
- Exhibiting symptoms of COVID-19 while on campus and later left.
- Have been in close contact with a confirmed COVID-19 case (within 6 feet of the person for 15+ minutes over a 24-hour period).
- Received COVID-19 related instructions or guidance from Southern Nevada Health District or health provider (e.g., ordered to quarantine).

This is CSN's confidential portal for reporting suspected or confirmed cases and will be used for contact tracing and notification purposes as required.

CSN case managers will verify any exemptions to quarantine after an exposure (i.e., fully vaccinated or recent case of COVID-19). The student should report their situation even if they think they are exempt from quarantine.

If a student has any questions about the reporting form or their personal situation, they should contact Wellness@csn.edu.

Wellness Protocol for Post COVID-19 Exposure or Diagnosis:

- Upon receiving notification from the [Online Reporting Form](#) or Wellness@csn.edu, a trained Wellness representative will contact the student via email or arrange a time to speak via telephone.
- The Wellness representative will ascertain information about the timeframe and possible location where the student believes they may have come in contact with the COVID-19 virus. The Wellness representative will provide the student with information regarding quarantine requirements and answer any questions related to COVID-19.
- CSN Wellness will communicate with the Southern Nevada Health District and Department of Public Safety to decide if any required legal notifications should be disseminated.

Upon leaving campus, students should use the [CSN COVID-19 Online Reporting Form](#) or Wellness@csn.edu to report their situation. If appropriate, the space the student occupied will be closed for 24 hours, if possible, followed by a deep cleaning and disinfection protocol.

Prioritization of Confidentiality: CSN understands the importance of balancing student confidentiality and informing the campus community of possible cases. CSN will inform the campus community of the general characteristics of the possible infection while CSN Wellness conducts information gathering as required by the Clery Act.

Personal Safety Practices

COVID-19 Vaccination: Being fully vaccinated is the best way to protect yourself against COVID-19 and prevent it from spreading to others, including those who are vulnerable to serious illness. All Students are encouraged to receive the COVID-19 vaccine. For assistance locating a vaccination site, please contact Wellness@csn.edu.

Handwashing: Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching



your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands with sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: Healthcare workers and others in high-risk areas should use gloves as part of their Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common, everyday tasks.

Cleaning and Disinfection: Custodial teams will clean offices, workspaces, classrooms and high touch areas based on CDC guideline for disinfection. In addition to regular cleaning and disinfection, faculty, staff and student workers can wipe down commonly used surfaces within their work areas as needed. Products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface will be provided to use on shared areas and equipment such as copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.

Coughing/Sneezing Hygiene: 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 percent alcohol.



Travel: The CDC recommends delaying travel until fully vaccinated. If you are not fully vaccinated and must travel, take the following steps to protect yourself and others:

- ◆ Get tested 1-3 days before your trip and again 3-5 days after travel. Consider staying home and self-quarantining for a full 7 days after travel.
- ◆ Wear a mask over your nose and mouth during travel.
- ◆ Avoid crowds and stay at least 6 feet from anyone who is not traveling with you.
- ◆ Wash your hands often or use hand sanitizer with at least 60% alcohol.
- ◆ Follow state and local travel restrictions. Check the state or local health department guidelines where you are going, along your route, and at your planned destination. This information is typically found on city or county health department websites.

- ◆ Review CDC guidelines for [travel within the U.S.](#), as well as worldwide [Travel Health Notices](#).
- ◆ Monitor yourself for symptoms after travel. Do not return to campus if you become ill.
- ◆ For international travel, please follow the [CDC's International Guidance](#) for both vaccinated and unvaccinated individuals.

Guidance for Specific Campus Scenarios

Public Transportation and CSN Shuttle Service: If you must take public transportation or use the CSN Campus Commuter shuttle service, all personnel should wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60 percent alcohol as soon as possible and before removing your mask.

Meetings and Gatherings: Where feasible, meetings should continue to be held using the extensive range of available collaboration tools (e.g. Webex, Microsoft Teams, telephone, etc.). If meetings are held in person, unvaccinated individuals are required to wear a face covering.

Students are encouraged to continue communicating with instructors and classmates as needed by email, instant message, telephone or other available technology. You can also use a range of available collaboration tools (e.g. Webex, Microsoft Teams, etc.).



Meals: Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.

Signage and Posters: Students are expected to follow signage on mask requirements and other COVID-19 protective measures.

Mental and Emotional Wellbeing

Counseling and Psychological Services (CAPS): It is the mission of CAPS to offer a variety of free and confidential psychological series aimed to help students in their emotional, relational, and behavioral growth. CAPS provides session by video, telephone, and in-person. Please contact any of the three main campus locations or the [CAPS website](#) for additional information:

- ◆ Charleston Campus
 - Building D, Room 104
 - Phone: 702-651-5518
- ◆ Henderson Campus
 - Building B, Room 136
 - Phone: 702-651-3099

- ◆ North Las Vegas Campus
 - Main Building, Room 120E
 - Phone: 702-651-4099

Additional Resources and Contacts

- Human Resources – Student employee concerns, Office of Institutional Equality
 - Phone: 702-651-5800
 - HRcustomerservice@csn.edu
- Facilities Management – Building Maintenance and Service Requests, Cleaning Protocols
 - Phone: 702-651-4888
 - Online requests: [iServiceDesk](#)
- Environmental Health & Safety – PPE, Safety Practices
 - Phone: 702-651-7445
 - EHS@csn.edu
- CSN Wellness – COVID-19 Reporting, Testing and Vaccination Information
 - Phone: 702-651-3558
 - Wellness@csn.edu
- College of Southern Nevada [COVID-19 Website](#)
- Centers for Disease Control and Prevention (CDC) [COVID-19 Website](#)
- Southern Nevada Health District (SNHD) [COVID-19 Website](#)
- Nevada Health Response [COVID-19 Website](#)