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During the fall 2020 semester, the NEO COVID-19 Task Force implemented a series of policies and guidelines that serve to protect the NEO community against the spread of the virus.

I am happy to share that with the cooperation of students, staff, faculty, and guests, we had less than 100 on-campus, self-reported cases, placing our rate of infection at about 4%. This put us below that state’s infection rate of 6%.

With the introduction of several vaccines to combat COVID-19, the end is in sight, but we must continue our vigilance. The Spring 2021 Semester will look very much like Fall 2020, but we are optimistic about what the future will bring.

The Norsemen of old would row their great ships to the beat of a drum. If one rower was out of sync, it could affect the entire ship. At NEO, we understand that we all must row together in order to move forward. Success during the spring semester depends on the cooperation of every student, staff, and faculty member doing their part to ensure the health and safety of our campus community. These policies and guidelines are intended to ensure public health and may be updated depending on the recommendations by the Centers for Disease Control and the Oklahoma State Department of Health.

We will to continue providing important updates as they become available and I look forward to welcoming everyone back to campus.

THANK YOU AND ROW, NORSE, ROW,

Dr. Kyle J. Stafford
NEO President
GENERAL HEALTH GUIDELINES

PERSONAL HEALTH

In order to protect the health of the vulnerable members of our campus community, all students, staff, faculty, and guests are required to implement the following health guidelines:

- All NEO students, staff, faculty, and guests should complete a daily self-assessment screening before arriving on campus. The assessment can be accessed at NEO.edu/COVID.

- Everyone is encouraged to cover coughs and sneezes with a tissue or their elbow. Hands should be washed afterwards.

- NEO will be disinfecting public areas regularly. Students, staff, and faculty should take care to disinfect personal spaces regularly as well.

- Wash or sanitize your hands regularly.

- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Do not come to campus if you are sick.

- Students and employees are requested to take special care to avoid exposure for two weeks prior to the start of the semester.

FACE COVERINGS

In preparation for the semester, NEO will be providing students, staff, and faculty with a free, washable, clothe mask. Face coverings must be worn when in public buildings. NEO’s face covering guidelines are available at NEO.edu/COVID.

Students can pick up their free mask at the NEO Recruitment Office or the Student Center in the Student Union from January 11-22 from 8:00 a.m. – 3:30 p.m.

Anyone traveling in a College vehicle with two or more people must also wear a face covering.

Wearing a face covering has been shown to be one of the most effective ways to reduce the spread of COVID-19 to others. As COVID-19 can spread even when people are showing no symptoms, wearing a face covering serves to protect the campus community when social distancing is not possible.

The NEO face covering guidelines have been created to allow for reasonable modifications that protect the health and safety of our campus community, while respecting the privacy and needs of students, employees, and visitors with disabilities. For more information, you can reach out to our ADA Coordinator Carla Murphy at Carla.murphy@neo.edu.
QUARANTINE PROCEDURES
NEO will follow, local, state, and federal guidelines in response to a positive diagnosis of COVID-19 on campus. When we receive confirmation that an NEO employee or student has had a positive COVID-19 diagnosis, there are measures that will be promptly taken including, but not limited to quarantine, communications, and facility disinfection.

RESPONDING TO A POSITIVE COVID-19 REPORT
If a student or employee becomes ill or receives a positive COVID-19 test, they should immediately report this information to the NEO Nurse and self-isolate until they can speak with a health care professional. Those awaiting results of a COVID-19 test should remain isolated until given instructions by their doctor. This includes staying home from class, work, activities, and public areas.

Within 24 hours of taking a COVID-19 test, student should notify instructors, activity sponsors, and if applicable, resident assistants that they have taken a COVID-19 test and are awaiting results. If you receive a negative result but are still sick, remain in quarantine until you are no longer sick and are fever free for at least 72 hours.

POSITIVE DIAGNOSIS
1. Local health officials will give you further instructions regarding quarantine required by the state of Oklahoma.

2. If you are living on campus, contact campus housing to either return home or remain living in a quarantine room in the residence halls. If you live off campus, continue to self-isolate and use a private restroom if possible.

3. You will be directed to list all possible contacts so that they may take precautions. This will include family members, friends, instructors, coaches, coworkers, etc. Be thorough, this contact tracing is critical to tracking the spread of COVID-19.

4. Continue to work with local and state health officials. You can expect to be released from quarantine approximately 10 days after you have stopped exhibiting symptoms.

CLEANING OF NEO FACILITIES
NEO has worked closely with Landmark Custodial Services to ensure that all campus buildings are frequently cleaned and disinfected. Special attention has been paid to high-traffic and high-use areas, with increased cleaning rotations in public areas and restrooms. NEO has also installed additional hand sanitizer and disinfectant wipe stations.

SOCIAL DISTANCING
In public areas, social distancing of at least six feet should be implemented. Markers have been placed in public buildings throughout campus to provide guidance on proper social distancing. Students are also discouraged from congregating in large groups. Elevators are limited to single occupancy, when possible. Meetings are to be held via Zoom, when possible.
ACADEMIC DELIVERY

INSTRUCTION
In an effort to maximize student success, NEO will continue holding face-to-face classes for spring 2021. Classes will be offered in face-to-face (with Hyflex option), Online, Online Live, and Hybrid formats.

**Face-to-face (with Hyflex option):** This format includes traditional in-class course delivery held at specific times and specific classrooms. The Hyflex (or flexible hybrid) delivery also gives students the option to join in-class meetings via Zoom video conference.

**Online:** This format has no scheduled class meetings and is delivered exclusively through Canvas. The pace of material and resources is set by the instructor.

**Online Live:** This format is completed entirely online with video conference meetings in which the student is expected to be present. Assignments and coursework will be completed online through Canvas.

**Hybrid:** This format includes both in-class and online components as directed by the instructor. Students are required to be on campus for part of the class, while assignments and other meetings will take place online.

CLASSROOMS
NEO has taken high-enrollment classes into consideration and will utilize large capacity rooms including the Fine Arts Auditorium, Commons Hall Auditorium, and other larger learning areas.

In addition, faculty have been encouraged to implement social distancing classroom policies.

FINALS
Classes will conclude on April 30, 2021. At this time, final examinations are planned to take place as originally scheduled on May 3-6, 2021.

SEMESTER BREAKS
NEO will hold two breaks during the spring semester. Martin Luther King Jr. Day will take place January 18 and Spring Break will take place March 15-19. During each of these breaks, students and employees are requested to take necessary precautions to ensure personal health and safety. Students and employees making travel plans will be requested to complete a self-reporting form that indicates the anticipated destination and duration of their stay.

LIBRARY/LEARNING RESOURCE CENTER
The NEO Library/LRC will operate as normal with enhanced safety precautions. All returned items will be quarantined for 72 hours. These precautions may limit availability of some texts. Gatherings in the library will be limited to no more than five students.
Dining Hours:

- Breakfast 7 am – 9:30 am
- Lunch 10:30 am – 2 pm
- Dinner 4:30 pm – 7:30 pm

The NEO Student Activity Center (SAC) and pool will remain open for student and member use. In addition to increased cleaning by Landmark Custodial Services and Student Activity Center staff, the SAC will be arranged to accommodate for social distancing and capacity limits will be implemented.
ATHLETICS

In accordance with the decision of the National Junior College Athletic Association (NJCAA), NEO will begin hosting fall- and winter-start sports in spring 2021.

Affected sports:
Football – spring season to begin March 27, 2021
Men’s and Women’s Soccer – spring season to begin April 2, 2021
Volleyball – spring season to begin January 19, 2021
Men’s and Women’s Basketball – spring season to begin January 25, 2021
Wrestling – spring season to begin January 20, 2021

Under the NJCAA plan, spring sports will continue as originally scheduled. Indoor events will have capacity limits of 25% and outdoor events will have a capacity limit of 50%.

For information on Agriculture sports, contact the Agriculture Department at 918-540-6368.

STUDENT ORGANIZATION EVENTS

Student organizations will be allowed to meet, but gatherings must follow recommendations by the Centers for Disease Control and Oklahoma State Department of Health. For more information, contact the Student Affairs Office at 918-540-6212.

INTERNATIONAL STUDENTS

NEO will allow international students as normal based on the requirements and restrictions of the U.S. Department of Homeland Security and the student’s country of origin.
COVID - 19 TASK FORCE

The COVID-19 Task Force at NEO is comprised of subject-area experts from around campus. With a goal of developing processes that will ensure the continued health, safety, and success of the NEO campus community, the task force meets regularly to ensure constant communication.

MEET OUR TEAM

President: Dr. Kyle J. Stafford
Chair: Jennifer Walker, NEO Development Foundation Executive Director
Terry DeCoster, Vice President for Fiscal Affairs
Amy Ishmael, Vice President for Student Affairs
Dustin Grover, Interim Vice President for Academic Affairs
Ruth Coyne, Administrative Assistant to the Office of Academic Affairs
Steve Grimes, Director of the NEO Physical Plant
Joe Renfro, Director of Athletics
Lisa Bell, Assistant Director of Athletics
Hollie Snyder, Human Resources Coordinator
Steve Dixon, 2020-2021 Faculty Senate President
Keeley Adams, 2019-2020 Staff Association President
Jennifer Osburn, Campus Nurse
Kendra Cummins, Executive Assistant to the President
Jordan Adams, Coordinator of Public Information and Marketing
2021 ACADEMIC CALENDAR

SPRING SEMESTER 2021

Faculty Return ...................................................................................................................... January 6
Classes Begin 8:00 a.m. (Monday) .......................................................................................... January 11
Last Day to Enroll in 16-week classes ..................................................................................... January 15
Holiday MLK Day – No Classes\Offices Closed ................................................................. January 18
Last Day to Add Classes or Drop Classes with Refund ......................................................... January 22
Mid-Semester Grade Reports Due 4:00 p.m. ........................................................................... March 1
Spring Break Begins 5:00 p.m. ................................................................................................. March 12
Classes Resume 8:00 a.m. ........................................................................................................ March 22
Last Day to Drop with a “W” ................................................................................................... April 9
Classes End & Last Day to Drop a Class .................................................................................. April 30
Semester Examinations ........................................................................................................... May 3 - 6
Commencement Exercises 7:00 p.m. ..................................................................................... May 6
Final Grade Reports Due 4:00 p.m. ......................................................................................... May 7
Semester Ends ........................................................................................................................ May 7

FALL SEMESTER 2021

Faculty Return .......................................................................................................................... August 16
Classes Begin 8:00am (Monday) ............................................................................................ August 23
Last Day to Enroll for 16-week classes .................................................................................... August 27
Last Day to Add Classes (currently enrolled students) ............................................................. September 3
Last Day to Drop classes with a refund ................................................................................... September 3
Labor Day Holiday ................................................................................................................ September 6
Mid-Semester Grade Reports Due 4:00 p.m. ........................................................................... October 13
Fall Break ................................................................................................................................. October 14-15
Last Day to Drop with a “W” ................................................................................................... November 12
Thanksgiving Holiday ............................................................................................................. November 24-26
Classes Resume 8:00am ........................................................................................................... November 29
Classes End & Last Day to Drop a Class ................................................................................ December 10
Semester Examinations .......................................................................................................... December 13-16
Final Grade Reports Due 4:00 p.m. ......................................................................................... December 17
Semester Ends ........................................................................................................................ December 17
IMPORTANT NUMBERS

ACADEMIC DEPARTMENTS

Agriculture .............................................................................................................................. 918-540-6368
Nursing, Allied Health, & Physical Education ................................................................. 918-540-6316
Business & Technology ................................................................................................. 918-540-6282
Liberal Arts ...................................................................................................................... 918-540-6138
Math & Science ............................................................................................................... 918-540-6488

ADMINISTRATIVE OFFICES

Academic Affairs .................................................................................................................. 918-540-6203
Admissions ......................................................................................................................... 918-540-6210
Athletics .............................................................................................................................. 918-540-6327
Financial Aid ....................................................................................................................... 918-540-6235
Grove Center ....................................................................................................................... 918-787-5475
Housing .............................................................................................................................. 918-540-6326
Information Technology .................................................................................................... 918-540-6253
President's Office .............................................................................................................. 918-540-6201
Public Information & Marketing ....................................................................................... 918-540-6211

STUDENT RESOURCES

Bookstore .............................................................................................................................. 918-540-6388
Campus Police .................................................................................................................. 918-540-6300
  24-hour Police .................................................................................................................. 918-533-1243
Campus Nurse .................................................................................................................. 918-540-6298
  24-hour Nurse .................................................................................................................. 918-533-5401
Center for Academic Success & Advising ......................................................................... 918-540-6137
Counseling Services .......................................................................................................... 918-540-6229
Library/Learning Resource Center .................................................................................... 918-540-6381
Sodexo Dining Services ..................................................................................................... 918-540-6386
Student Activities .............................................................................................................. 918-540-6330
Student Activity Center (SAC) .......................................................................................... 918-540-6098
Student Affairs/Student Union .......................................................................................... 918-540-6060
Student Support Services .................................................................................................. 918-540-6263