



COVID-19 OPERATIONAL PLAN VERSION 4.0



Iowa Central Community College
CURRENT AS OF April 23, 2021

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1. Facility Entrances and Modifications

- a. Signs on all entrances will read: MASK REQUIRED TO ENTER BUILDING and Do not enter if you are not feeling well, have symptoms, or have been exposed to COVID-19.
- b. Do not enter any buildings on campus if you are not feeling well, have symptoms, or have been exposed to COVID-19.
- c. Webster City Campus will remain open during the hours of 7:15-3:15. Students and employees will be required to use ID or key fobs to gain access to the SSS building.
- d. Storm Lake, Eagle Grove, and East Campus will remain locked until further notice. Students and employees will be required to use ID or Key FOB's to gain access to buildings during specified times.

2. Visitors on Campus

- a. Any vendors or visiting persons attending a scheduled meeting to conduct College business in College buildings will be required to follow the protocol of:
 - i. Wearing face coverings
 - ii. Maintain proper social distance.
- b. Visitors at the Webster City Center need to report to the SSS Building through the west door.
- c. Visitors at the Storm Lake Center and other Iowa Central sites will be similarly restricted.

3. Hand Washing, Sanitation, Face Coverings and Social Distancing for Employees and Students.

- a. Everyone entering College buildings will be required to observe safety practices.
 - i. Hand washing with soap and water or hand sanitizer will be encouraged when first entering buildings. Sanitizer will be available throughout buildings.
 - ii. Face coverings are required to be worn in all common areas (classrooms, labs, hallways, and offices) and must be worn in offices when two or more people are present.
 - iii. Social distancing (six foot spacing) will be required at all times.

- iv. The College cafeteria and housing will have separate rules that will differ from these requirements.

4. General Operating Procedures

a. Face Coverings

- i. As the College continues its operation all employees and students will be required to follow the safety precautions as outlined. Students will be asked to furnish their own face coverings and the College has provided face coverings to students as well. The College is providing free face coverings to each employee and extra face coverings are located in the Health Center, AST 118, Human Services, and Athletic Training. Employees should complete face covering request form located on the intranet under COVID-19 then COVID-19 Resources. Employees are allowed to purchase their own face coverings elsewhere.

b. Individuals Not Permitted on Campus

- i. Individuals experiencing any new or unusual symptoms including: cough, fever, chills, muscle pain, shortness of breath or breathing difficulty, sore throat, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, and diarrhea are not permitted on campus or centers until cleared by campus health.
- ii. Individuals who have had close contact with someone who has tested positive for COVID-19 in the last 14 days are not permitted on campus or centers.

c. Refusal to Comply with Guidance

- i. Employees and students who refuse to comply may have their building access privileges suspended. Warnings and corrective actions will be issued for non-compliance; students will be subject to Code of Conduct violations and employees will be subject to disciplinary action per College policy.
- ii. Visitors who do not comply with posted instructions will be

denied access to buildings and asked to leave campus or center.

d. Travel Restrictions

i. Business Travel

1. All non-essential business travel must be approved by supervisor and Executive Director/Vice President.
2. Use of College vehicles
 - a. Employees will have access to College vehicles but the following will occur:
 - i. Request thru normal vehicle check out.
 - ii. Upon completion of trip, you will be required to sanitize the inside of the vehicle. See details in the Custodial Services Section.

ii. Personal Travel Recommendations

1. If traveling by public mass transportation methods (examples: airplane, bus, train, subway) please practice social distancing and follow all guidelines set by the CDC, as these methods of transportation have a higher risk for exposure. Please review and follow the CDC's website for additional guidance on travel while you travel, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

iii. Student Travel

1. Personal Travel
 - a. It is recommended that all travel should be conducted in a manner with proper social distancing and mask wearing at all times. Please review and follow the CDC's website for additional guidance on travel while you travel, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

2. College Travel

- a. Is restricted to requirements for coursework or athletic travel.
- b. All travel should be conducted in a manner with proper social distancing and mask wearing at all times.
- c. Student-athletes will be properly wearing face coverings when in College vehicles.

e. Teaching and Learning Space Protocol

- i. It is our intention to offer a variety of classroom options to support the needs of all students and support their desires and levels of safety.
- ii. Courses may be Hybrid, containing a combination of delivery methods including Face-to-Face, Virtual, and/or Online.
- iii. Social distancing (six feet) will be observed at all times in classrooms, labs, and hallways.
- iv. The use of face coverings is required for students, faculty, and staff during class and lab, in hallways, and in offices when two or more people are present. In all classes this will be required.
- v. If a student refuses to comply with Iowa Central guidelines during class/lab, the faculty member will call Security and have the student removed.
- vi. The Instructor and students are responsible to make sure all surfaces/equipment/machines are sanitized at the beginning and end of each class period.
- vii. See additional details in the Custodial Services Section.

f. Contract Training

- i. Below are the guidelines for contract training during COVID-19. These guidelines will be followed by Iowa Central employees and contract employees when conducting Iowa Central related business.

1. On-campus:

- a. Will follow all Iowa Central protocols established in above policies.

2. Off-campus:

- a. When visiting an establishment/business/etc. off campus, the Iowa Central employee will adhere to Iowa Central's safety practices unless the location requires additional safety protocol.
- b. Iowa Central employees are required to wear face covering.
- c. Iowa Central employees will practice social distancing.
- d. Trainings conducted by Iowa Central employees will adhere to the maximum guidelines that are provided by the State and size of the room doing the training.

g. Off-campus Operating Protocol for Employees

- i. Off-campus in-person meetings should follow proper social distancing and adhere to current CDC and State guidelines.
- ii. Upon return to campus or center from any off-campus activity, faculty and staff should follow Iowa Central COVID-19 guidance located in this plan.

h. Residence Life Protocol

- ii. Lobby areas will have furniture rearranged to allow for social distancing.
- iii. Laundry rooms are available, but social distancing must be practiced and sanitize high touch surfaces after use.
- iv. Face coverings are required when outside of room/apartment.
- v. Employees working will wear appropriate PPE.
- vi. Quarantine and isolation rooms are established at Main Campus, East Campus, La James, and possibly local hotels.
- vii. Increased sanitation in common areas.
- viii. The use of signage, social media, email, etc. will be used to communicate with students.

Move-in Specific:

- ix. Move in times will be staggered to allow for fewer individuals arriving at the same time.
- x. No more than two individuals/guests will be allowed to assist students with their move-in process.

i. Cafeteria Protocol

- i. Cafeteria is open to students living on campus, charter school students, and employees.
- ii. No more than eight students will be allowed per table. Tables will be placed with 6 feet distancing between the tables.
- iii. Social distancing will be enforced by security and Great Western Staff during meal times.
- iv. Great Western is requiring their staff to have daily staff health checks and requiring their staff to wear PPE.
- v. If a student refuses to comply with Iowa Central guidelines during meals, Security will remove the student.
- vi. Commuter and employees can use the Triton Zone for meals.

i. Athletic Protocol

- i. Daily screening will occur for athletes.
- ii. Outdoor Athletic Events: Spectators welcome, face covering required and social distancing.
- iii. Additional information can be found in Student-Athlete Return to Athletics Protocol. This document will be published as a separate document.

j. Activity Protocol

- i. Activities will be conducted virtually until further notice.

k. Health Services Protocol

i. Office Protocol

1. The office is open for walk ins. Calling ahead for appointments is encouraged.

2. Proper PPE will be worn by staff and students while in the office. Each student will be properly screened prior to appointment. Proper cleaning procedures will take place between students.

ii. **After Hours Health Concerns Protocol**

- a. Contact campus security at 515-574-1000. They will contact the school nurse if needed.

iii. **Protocol for Students Testing Positive or Direct Exposure to COVID-19**

Off-campus

- a. Do not attend class or any activity on campus.
- b. Immediately notify the College nurse by calling 515-574-1047.
- c. The College will coordinate with the Webster County Public Health Department for assistance with contact tracing and further recommendations.
- d. Student will be required to isolate at home for at least 10 days from the start of symptoms if testing positive and quarantine for at least 14 days if exposed to a positive. Direction will be provided from their health care provider, school nurse and health department.
- e. Student will be encouraged to contact instructors concerning class attendance because of COVID-19 issues.
- f. Students are responsible to notify instructors for dates they will not be in face to face class. Instructors will also be notified through the class attendance system if a student is not to attend face to face class.

On-Campus Housing Student

If an on-campus housing student tests positive or have been in direct contact to an individual who has COVID-19:

- a. Do not attend class or any activity on campus.
- b. Immediately notify College nurse (515-574-1047)
- c. The College will coordinate with the Webster County Public Health Department for assistance with contact tracing and further recommendations.
- d. Student will be required to move into in specified housing or can choose to go home to isolate or quarantine for at least 10 days if testing positive and quarantine for 14 days if testing positive or in close contact with a positive case. Direction will be provided from their health care provider, school nurse and health department.
- e. Student will have all meals delivered to their room if in isolation. Students in quarantine on main campus will be allowed to eat in designated area and designated time at the cafeteria, but the noon meal will be delivered to the students in their designated room Monday-Friday.
- f. Student will be continually checked by College staff and staff contact information will be provided to the student while in quarantine or isolation.
- g. If a student does not have transportation, the College will provide transportation following Iowa Central guidelines.

Student Showing Symptoms

If a student is showing symptoms of COVID-19 or does not feel well:

- a. Do not attend class or activity on campus.
- b. Contact your health care provider or public health department. Students are required to contact the College nurse at 515-574-1047.
- c. If tested for COVID-19, self-isolate and do not attend class or any campus activity until results are known.

iv. Protocol for Employees Testing Positive or Direct Exposure to COVID-19

- a. **Do not come to work.**
- b. If you are displaying symptoms and have a reason to believe that you have been exposed to COVID-19, or if you have tested positive for the virus, please notify the College nurse and your Vice President over your area immediately. There is no need to contact the School Nurse for illness unrelated to COVID-19.
- c. The Webster County Public Health Department, in conjunction with the College will conduct the contact tracing investigation. This includes notifying and follow up with close contacts. If you have questions contact the Webster County Public Health Hotline at 515-227-7153. When talking with health officials please remember to let them know co-workers and students that you have come in contact with so they can do proper contact tracing.
- d. If exposed to a positive case, you will be asked to stay home for at least 14 days. If testing positive yourself, you will be asked to isolate for 10 days.

COVID leave is only to be used in the situations listed on the Intranet under the COVID-19 section. This includes vaccine administration and recovery time.

- e. These are decisions that supervisors, Vice Presidents, and Cabinet will make with information that they are presented by health officials, School Nurse, and the employee.
- f. Some of the determination in if you need to work from home will be the answers you provide to the following questions.
 - i. Was everyone wearing face coverings properly?
 - ii. Did anyone in your household test positive for COVID?
 - iii. Did you have contact within 6 feet for more than 15 minutes without face coverings being worn properly?
- g. We will work with each individual because every situation is different.
- h. Employees need to understand the College will not provide details of everyone's situation – as the information is confidential. **We need to assume the virus is everywhere and take proper precautions.**
- i. The employee's direct supervisor, College nurse and Vice President will be notified and will serve as the liaisons to the employee.

v. **Transporting Students to Appointments.**

- a. If a student does not have transportation to the clinic, pharmacy, hospital or quarantine/isolation housing we will be using the security vehicle and staff will have the proper PPE and/or social distancing. A plexiglass barrier is in place

between the front and back seat of the security vehicle.

- b. Security staff will be required to wear face covering.
- c. Staff will be required to wipe down vehicle after the transport operation is completed.

vi. Food Pantry Protocol

- a. The food pantry is open to walk-ins. Appointments are not needed, but face coverings are required.
- b. School Nurse or Counselor will open the pantry, manage the number of students using the pantry at the same time, and clean after student leaves the pantry.
- c. The Food Bank of Iowa will continue to deliver the 3rd Wednesday of each month to the AST building.

I. Custodial Services

Safety of employees, students, and visitors is the upmost concern and must be adhered to at all times. Any employee conducting cleaning/sanitizing/disinfecting must be trained in all aspects of safety.

Custodial Staff primary function will be to keep high traffic and common area's cleaned. Staff will be required to clean and sanitize their areas at the beginning and end of the day. This is a change to our normal operation as we need to focus on common areas. More guidance is below on procedures.

i. Cleaning Procedures:

1. Office Areas

- a. Employees will be encouraged to clean and sanitize their work area. Custodial staff will disinfect those areas.
- b. Avoid using someone else's phone, desk, office or

other work tools and equipment, whenever possible.

- c. Areas will be supplied with cleaning products, and wipes. When running low on supplies, request more supplies from the maintenance department by submitting a work order. PPE will be provided to employees as needed for cleaning and sanitizing.
- d. At the beginning of the day, staff will be required to wipe down surfaces within their office.
- e. During the day, staff should wipe down surfaces after somebody has been in their office space. If a staff member, please ask them to wipe down the area that they had contact with during the meeting.
- f. At the end of the day, staff will be required to wipe down surfaces within their office.
- g. Do not spray sanitizer directly on phones, keyboards, computer mouse or touch screens. Spray on paper towel and then wipe surfaces.

2. Meeting Rooms

- a. Staff will be required to wipe down surfaces at the conclusion of their meeting.

3. Common Spaces

- a. During the day custodial staff will assist in wiping down those areas, this includes high touch surfaces that include door handles, drinking fountains, and restrooms. Employees are also encouraged to wipe these high touch surfaces as needed throughout the day.

4. Classrooms

- a. Employees/Students will be required to use the provided cleaning supplies that are in the room, to clean and sanitize their work surfaces/area at the beginning and end of each class period. Custodial staff will disinfect those areas nightly.
- b. Do not spray sanitizer directly on phones, keyboards, computer mouse, computer screens or any other electronics. Spray on paper towel and then wipe surfaces.
- c. Put in a work order to refill supplies.

5. Large Assembly Areas (Auditoriums)

- a. Users will be required to use the provided cleaning supplies that are in the area/room, to clean and sanitize their work surfaces/area at the beginning and end of each class period. Custodial staff will disinfect those areas nightly.
- b. Do not spray sanitizer directly on phones, keyboards, computer mouse, computer screens or any other electronics. Spray on paper towel and then wipe surfaces.
- c. Put in a work order to refill supplies.

6. College Vehicles

- a. Cars/Vans
 - i. If you use a College vehicle the following will be required:
 1. Sanitize the vehicle before and after use; that includes wiping down keys/key fobs, exterior touch surfaces (door handles, latches), interior touch surfaces (hard seats, arm rest, door handles, seat buckles, light and air controls, doors and windows, radio, and grab handles). Remove all

garbage from vehicle prior to returning.

- ii. Upon vehicle return, maintenance staff will clean and disinfect the interior of vehicle.

b. Buses

- i. Will be limited to required usage and approved by the Vice President and Cabinet.
- ii. Cleaning will be required by using group before, during, and after use: that includes wiping down keys/key fobs, exterior touch surfaces (door handles, latches, cargo area), interior touch surfaces (hard seats, arm rest, door handles, seat buckles, light and air controls, doors and windows, radio, grab handles, and sweep and mop floor). All garbage needs to be removed at the time the bus is returned. Upon return, maintenance staff will clean and disinfect the exterior and interior.

