



COVID-19 OPERATIONAL PLAN VERSION 1.0



Iowa Central Community College
CURRENT AS OF NOVEMBER 20, 2020

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1. Facility Entrances and Modifications

- a. Visitors to campus will only be allowed to enter college buildings at designated visitor entrance and must first go to the visitor's check-in to complete screenings.

- b. Signs on all entrances will read: Wearing of face coverings is required in common areas. Sanitize hands upon entrance and practice social distancing. If you have had exposure to a known or suspected case of COVID 19 or have symptoms DO NOT ENTER! Symptoms include cough, fever, chills, muscle pain, shortness of breath or breathing difficulty, sore throat, loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, and diarrhea.

- c. Storm Lake, Webster City 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.
 - iii. Calling the college personnel, they are coming to meet with so that person can meet them at the appropriate exterior entrance to be admitted to the building.
- b. Absolutely no visitors will be allowed into student housing or the cafeteria. Visitors will not be allowed for social gatherings.
- c. The non-student and non-employee visitor check point will be at the Greehey Student Success Building. Signage at all other exterior doors will indicate how visiting guests can gain entrance to the buildings on the Fort Dodge Campus. Visitors at the Centers 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 required when first entering 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. The College is providing up to 2 free face coverings to each employee. 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 unusually symptoms including: Symptoms include cough, fever, chills, muscle pain, shortness of breath or breathing difficulty, sore throat, 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.
- iii. Individuals who have traveled internationally in the past 14 days are not permitted on campus or centers.
- iv. If they are a housing student they will be required to stay in their residential hall room.

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 is suspended until further notice.
2. Essential business travel:
 - a. In-state
 - i. Limited and Vice President Approval
 - b. Out of State
 - i. Limited and Cabinet Approval
 - c. International
 - i. None
3. Use of college vehicles
 - a. The College encourages employees to use their own vehicles for college business. Standard mileage rate will be provided.
 - b. Employees will have access to college vehicles but the following will occur:
 - i. Get approval from supervisor and Vice President.
 - ii. Request thru normal vehicle check out.
 - iii. 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 (including vacation travel plans)

1. All personal travel should be conducted in a manner that social distancing can be done at all times.
2. Travel by public mass transportation methods (examples: airplane, bus, train, subway) is not recommended. If you do, 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 the CDC's Considerations for Travelers – Coronavirus in the US. Follow the State and

Local restrictions in the area you are traveling. **Staying home is the best way to protect yourself and others from getting sick.**

iii. Student Travel

1. Personal Travel

- a. All travel should be conducted in a manner that social distancing can be done at all times.
- b. Travel by public mass transportation methods (example: airplane, bus, train, subway) is not recommended. If you do 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 the CDC's Considerations for Travelers – Coronavirus in the US. Follow the State and Local restrictions in the area you are traveling. **Staying home is the best way to protect yourself and others from getting sick.**

2. College Travel

- a. Will be restricted to requirements for coursework or athletic travel.
- b. All travel should be conducted in a manner that social distancing can be done at all times.

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. Active learning classes will be given priority for face-to-face meeting. Active learning courses include courses with hands-on labs, CTE, and health sciences.

- iii. All courses will be modified for the Spring semester. Courses may be Hybrid, containing a combination of delivery methods including Face-to-Face, Virtual, and/or Online.
- iv. All courses/labs will be modified to half capacity with social distancing based on the size of the space.
- v. Social distancing (six feet) will be observed at all times in classrooms, labs, and hallways.
- vi. Visitors will not be allowed in classrooms or labs.
- vii. To limit the number of people in the hallways at one time, students will not gather in a group nor will they sit in hallways before or after classes. We all will be monitoring hallways.
- viii. The use of face coverings will be required for students, faculty, and staff during class and lab, in hallways, and in offices when two or more people are present. In some classes this will be required and supplied to students.
- ix. If a student refuses to comply with Iowa Central guidelines during class/lab, the faculty member will call Security and have the student removed.
- x. The Instructor is responsible to make sure all surfaces/equipment/machines are sanitized at the beginning and end of each class period.
- xi. 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.
 - b. Will have a report time and will be required to take your temperature at home.

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, that will be provided by the college.
- 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. Maintaining proper social distancing and suggest to 50% of room capacity.
- e. Upon returning to campus from an off-campus activity, faculty and staff should follow Iowa Central COVID-19 guidance located in this plan.
- f. Any off-campus meetings, trainings, or functions should be limited to Region V service area. Essential work-related travel outside of this area requires approval from Cabinet.

g. Off-campus Operating Protocol for Employees

- i. Work requiring interaction with off-campus individuals or groups should be conducted via remote technology as a first option.
- ii. Off-campus in person meetings, if necessary, should follow proper social distancing and adhere to current CDC and State guidelines.
- iii. 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.
- iv. Any off-campus meetings or functions should be limited to Region V. Essential work outside area and in-state require

Vice-President approval. If out of state it requires President approval.

h. Residence Life Protocol

- i. No guests will be allowed.
- ii. Any gathering will be limited to 10 residents unless further guidance for State of Iowa, with social distancing.
- iii. Lobby areas will have furniture rearranged to allow for social distancing.
- iv. Laundry rooms will be available, but social distancing must be practiced and sanitize touch surfaces after use.
- v. Face coverings are required when outside of room/apartment.
- vi. Employees working will wear appropriate PPE.
- vii. Quarantine and isolation rooms are established at Main Campus, East Campus, La James, and possibly local hotels.
- viii. Increased sanitation in common areas.
- ix. The use of signage, social media, email, etc. will be used to communicate with students.

Move-in Specific:

- x. Move in times will be staggered to allow for fewer individuals arriving at the same time.
- xi. For each move in session, school nurse and athletic training staff will take temperatures and ask a series of screening questions to students and their guests. Students may be required to quarantine for 14 days per the request of the college nurse or athletic training staff.
- xii. No more than two individuals/guests will be allowed to assist students with their move-in process

i. Cafeteria Protocol

- i. Cafeteria is only open to students and employees.
- ii. Warren Hunt Conference Rooms will be closed until further notice for outside groups and campus groups. This will be used for additional student seating.
- iii. Seating will be limited to 50% of normal operating capacity. No more than eight students will be allowed per table. Tables will be placed with 6 feet distancing between the tables.
- iv. Athletic Teams will be assigned meal times and enforced by coaching staff.
- v. Social distancing will be enforced by security and Great Western Staff during meal times.
- vi. Great Western is requiring their staff to have daily staff health checks and requiring their staff in wearing PPE.
- vii. If a student refuses to comply with Iowa Central guidelines during meals, Security will remove the student.
- viii. Commuter and employees can use the Triton Zone for meals.

j. Athletic Protocol

- i. Athletes will be phased into work out plans.
- ii. Daily screening will occur for athletes.
- iii. Additional information can be found in Student-Athlete Return to Athletics Protocol. This document will be published as a separate document.

k. Activity Protocol

- i. Activities will be conducted with proper social distancing.
- ii. Additional guidance will be provided on performances upon receiving more guidance.

I. Health Services Protocol

1. Office Protocol

- a. The office is open for walk ins. Calling ahead for appointments is encouraged.
- b. If COVID-19 symptoms are present, call the office first and do not come in unless asked to do so after phone triage by the nursing staff.
- c. 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.
- d. If staff or faculty are sending a student to be seen by the college nurse they will call the nurse prior to sending any student.

2. After Hours Health Concerns Protocol

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

3. 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 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.

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) or housing (515-574-1086).
- c. The College will contact the Webster County Public Health Department for assistance with contact tracing and further recommendations.
- d. Student will be required to isolate in specified housing for at least 10 days 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 have all meals delivered to their room.
- f. Student will be continually checked by College staff and staff contact information will be provided to the student while in quarantine.
- g. Student must provide a negative test from their health care provider, college nurse, or health department before their return to class (campus housing). If a student tests positive twice and it has been 20 days since symptoms started and symptoms have improved with 24 hours symptom free, the student can come back to housing.
- h. If a student does not have transportation, the college will provide transportation following Iowa Central guidelines.

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, public health department and/or college nurse.
- c. If tested for COVID-19, self-isolate and do not attend class or any campus activity until results are known.
- d. If student have tested positive for COVID-19 they will be allowed to return to class after negative test results, or it has been 10 days since the start of symptoms, or they are asymptomatic and are fever free for 24 hours without the use of fever reducing medications.

4. 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. If you hear of a co-worker that you feel did not properly report contact, contact college nurse and your Vice President over your area.
- 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 you need to contact the Webster County Health Hotline at 515-227-7153. When talking with health officials please remember to let them know your co-workers and students that you have come in contact with so they can do proper contact tracing.

- d. From time to time we are going to ask people to stay home for a period of time and/or quarantine for 14 days, depending on symptoms and direction from their health care provider and college nurse. COVID leave is only to be used in the situations listed on the Intranet under the COVID-19 section.
- e. These are decisions that supervisors, Vice Presidents, and Cabinet will make with information that they are presented by health officials, college 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?
 - ii. Was there a barrier in place?
 - iii. Did you have contact within 6 feet for more than 15 minutes?
- 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.

5. Transporting Students to Appointments.

- a. If a student does not have transportation to the clinic, pharmacy, hospital or quarantine housing we will be using the security vehicle and staff will have the proper PPE and/or social distancing.
- b. Security staff will be required to wear face covering, that includes mask and face shield.
- c. Staff will be required to wipe down vehicle after the transport operation is completed.

6. 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 and clean after student leaves the pantry.
- c. Students will use the pantry one at a time as the space is too small for proper social distancing.
- d. The Food Bank of Iowa will continue to deliver the 3rd Wednesday of each month to the AST building.

m. Custodial Services

- i. 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.
- ii. 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, during, and end of the day. This is new to our operation as we need to focus on common areas. More guidance is below on procedures.
- iii. Cleaning Procedures:
 1. Office Areas

- a. Employees will be required 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. If anyone is in an area, employee must put the door tag on inside of the office either on the inside doorknob or on desk.
- d. Areas will be supplied with cleaning products, wipes, and trash can liners. When running low on supplies, request more supplies from the maintenance department. PPE will be provided to employees as needed for cleaning and sanitizing.
- e. At the beginning of the day, staff will be required to wipe down surfaces within their office.
- f. 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.
- g. At the end of the day, staff will be required to wipe down surfaces within their office. Pull their trash and put in the nearest dumpster.
- h. 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. Vehicles

- a. Cars/Vans
 - i. Vehicles will be limited because additional cleaning procedures will be required. You are strongly encouraged to use your personal vehicle and be reimbursed for mileage.
 - ii. 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).

- iii. Upon vehicle return maintenance staff will clean and disinfect the interior of vehicle. That vehicle will be out of service for 24 hours.

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).
- iii. Upon return, maintenance staff will clean and disinfect the exterior and interior. The bus will be out of service for 24-48 hours.