



ICCTA Return to Campus Fall 2020 Survey

August 7, 2020

1. At your college, which category of classes is most likely to be negatively affected by COVID-19?

Answer	0%	100%	Number of Responses	Response Ratio
Credit classes			2	16.6%
Adult education classes			1	8.3%
Vocational classes			8	66.6%
Other			1	8.3%
No Responses			0	0.0%
Totals			12	100%

Comments:

- Corp Ed
- The Vocational classes are those most likely to be in the 139 on-campus classes that we are offering for Fall 2020.
- It's really hard to say at this point but all of our classes are likely to be negatively affected by Covid.
- Classes that require hands on.
- Most instruction has moved to remote or on-line. Class sizes for vocational classes have been reduced.
- All have been affected. I do not have the most recent information; however, we offered no Adult Ed during the summer. Fall will be remote, with some hybrid (to do labs) and for truck driving, welding, etc.
- We did find for summer and actual uptick in online registration for remote gen ed credit classes for transfer for students who could take those remotely.
- Distancing keeps the college from providing classes in larger numbers. Time prevents the classes repeating in a timely manner.
- All slots are filled but at a lower number.

2. In Illinois, COVID-19 cases have been increasing as of late. How concerned are you in your district regarding a second wave and a retreat to Phase 3 or lower before a vaccine is found?

Answer	0%	100%	Number of Responses	Response Ratio
Very concerned			9	75.0%
Slightly concerned			3	25.0%
Neutral			0	0.0%
Slightly unconcerned			0	0.0%
Not at all concerned			0	0.0%
No Responses			0	0.0%
Totals			12	100%

Comments:

- We continue to monitor our communities and COVID-19 case numbers. This encompasses multiple counties and we keep abreast of all data.
- Plans have been made. Precautions are in place for students, staff, and instructors with underlying health concerns.
- Kankakee Community College has plans to move back to Phase 3 or Phase 2 at any time during the semester. I feel the vaccine reports are encouraging.
- I think we are all concerned and are trying to have alternate plans available.
- The President is the best source for details.
- The college is aware and is taking the proper precautions.

3. Is your district looking into layoffs or employee reductions currently?

Answer	0%	100%	Number of Responses	Response Ratio
Yes			2	16.6%
No			5	41.6%
Likely			5	41.6%
No Responses			0	0.0%
Totals			12	100%

Comments:

- We have had part-time staff and some retirement/resignations which may not be replaced.
- Unfortunately. We are trying to do as much as we can via early retirement options and not filling those positions.
- The local review of business shows openings posted. Large retails are active. Skill jobs are available.
- We have not had to do that so far but it could be likely.
- Not at this point but will have to be revisited as the current semester gets underway.

4. As a trustee, what are your 3 largest concerns with students returning to campus?

Answer	0%	100%	Number of Responses	Response Ratio
Safety of students and college personnel			12	100.0%
Ability to offer the mix of classes students need			9	75.0%
Students taking a semester off			4	33.3%
Contact tracing and risk management			3	25.0%
Student life			3	25.0%
Sports			0	0.0%
Requirements to wear face masks			2	16.6%
Totals			12	100%

Comments:

- All
- This "gap year" is a concern for students who may never return to post-secondary education. Only 28% of our classes will be face-to-face, with the rest of the offerings online.
- Some students will not want to wear the masks.

- In my discussions with students, the first two items listed.
- After the election and a true look at reliable COVID-19 numbers are reported, many safety fears can be released.
- Have appropriate and flexible instructional delivery methods available to students. Students who plan to take the semester off may have issues with the delivery systems. We will need to offer instructional tutors to team with the student to adapt to the system.
- All of the above are of great concern. However, you asked for 3!!!

4. What do you believe are the 3 largest challenges that your college faces in the upcoming semester?

Answer	0%	100%	Number of Responses	Response Ratio
Communicating with students and prospective students what is being offered and in what class format			5	41.6%
Implementing Return to Campus guidelines			6	50.0%
Keeping up on the constant state of changing guidelines			8	66.6%
Offering the right mix of in-person and online classes that students will want			8	66.6%
Second wave of COVID-19			6	50.0%
Local businesses in your district operating in a diminished capacity or not surviving			1	8.3%
Decrease in local jobs market			0	0.0%
Totals			12	100%

Comments:

- Clear communication with F2F, hybrid, and online class offerings is difficult. The frustrations of an ever-changing plan of attack regarding COVID makes planning anything 3-4 months in advance very difficult. We have a Return to Campus brochure which has been shared with ICCTA staff. Students are asked to complete self-wellness checks.
- A decline in enrollment and corresponding loss of tuition dollars is also a huge concern.
- We are concerned about local businesses. Some of the jobs our students would do while going to school are not available.

8. Other comments? Please share them here.

- Overall uncertainty is a constant challenge.
- The lack of reliable, high-speed and affordable Internet in southernmost Illinois is a difficult barrier for students to overcome. This is especially difficult when the transition from face-to-face to online or zoom classes happens quickly.
- Greatest needs and greatest challenges change daily. Enrollment is slow, summer school is just ending. There is a rush to end first semester at Thanksgiving.
- Constant cleaning is expensive, but we do it for the health of all.
- The fall out will not be known until end of winter.



Operations, Learning and Service Delivery
Fall 2020 Plan
August 8 – December 31, 2020

Operations, Learning and Service Delivery – Fall 2020 Plan

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NOTE: This plan may be modified throughout the Fall 2020 semester.

Operations, Learning and Service Delivery: Fall 2020 Plan (8/8/2020 – 12/31/2020)

OVERVIEW

FALL 2020 PLAN GOALS

- Uphold public health responsibilities to contain and slow the spread of the coronavirus (COVID-19)
- Maintain the health and well-being of CLC students, employees and community members
- Ensure business continuity and high-quality learning and services for students
- Provide a fluid plan that allows for adjustments as needed, based on internal College needs or relevant data, redirection from the State of Illinois or Lake County Health Department, Illinois Board of Higher Education (IBHE) or Illinois Community College Board (ICCB)

SOURCES INFORMING CLC PLANNING AND PROTOCOLS

- **Public Health:** Centers for Disease Control & Prevention (CDC), Illinois Public Health Department (ILPHD), Lake County Health Department (LCHD), emerging scientific data
- **State of Illinois:** Governor Pritzker's executive orders and RESTORE Illinois Plan
- **Higher Education:** Illinois Community College Board (ICCB), American College Health Association, Occupational Safety & Health Administration
- **College of Lake County:** Board of Trustees, Emergency Operations Team and Workgroup, subject matter experts, employees

BACKGROUND INFORMATION

The coronavirus (COVID-19) pandemic, declared in March 2020, prompted CLC to transition to an alternative learning delivery model for faculty and students and a remote work environment for employees for the duration of the Spring 2020 semester. A Return to Campus / Summer Boost Transition Plan was facilitated from May 18 through August 7, 2020.

This Fall 2020 Plan for Operations, Learning and Service Delivery will be in place from August 8 through December 31, 2020. However, this plan is a working document and dependent on emerging conditions may be modified to maintain the goals outlined above. The Fall 2020 Plan aligns with the RESTORE Illinois Plan Phase 4– Revitalization, ensures the implementation of health and safety measures in operational, learning and service delivery, and sets restrictions and limitations to ensure a safe environment in accordance with state and local guidelines. The Emergency Operations Team (EOT) will monitor the operational, service and delivery components identified in the plan on a weekly basis.

Components of the Fall 2020 Plan

- Methods to maximize the health and safety of employees, students, and community on all CLC campuses, based on public health guidance and in alignment with the RESTORE ILLINOIS plan including:
 - Reduced occupancy levels to minimize the number of employees and students on campus and to allow for physical distancing through the following:
 - College unit schedules, with virtual and in-person hours.
 - Limiting access to CLC campuses to specific groups.
 - Requirements for the use of health and personal protective equipment (PPE) by employees and students.
 - Health monitoring protocols and processes, disinfecting and cleaning procedures, and recommended workspace modifications.
 - Fall 2020 Learning Delivery Schedule with approximately 79% of classes delivered virtually. In-person classes account for approximately 22% of classes delivered (13% traditional in-person and 9% hybrid, or in-person with online components). Numerous 16-week classes revised to run in 8-week schedules to provide flexibility and late-start options.
- Indicators will be monitored to determine any adjustments or modifications to the plan.

Communicating Adjustments to the Fall 2020 Plan

Modifications to the Fall 2020 Plan will be communicated in the following ways:

- **Employees:** All-College emails, Chat sessions and other communication from direct supervisors.
- **Students:** Multiple modalities, including email, website, faculty announcements, and social media.
- **Public:** Updates posted to the CLC website, social media and video signage and sent via mass notification systems (including Emergency Closing System), email, and news releases.
- **CLC COVID-19 Resources:** Routine updates to COVID-19 resources posted on the CLC website.

Monitoring the Fall 2020 Plan

The CLC Emergency Operations Team (EOT) will closely monitor evolving scientific data related to COVID-19, as well as guidance and data points from a variety of health agencies and organizations (see Sources Informing CLC Planning and Protocols, listed above).

If local health conditions change rapidly, the EOT will hold emergency meetings to recommend modifications to the Fall 2020 Plan. Modifications to the Fall 2020 Plan will be communicated to stakeholders in a timely manner by the College President or designee through the methods outlined above. The College President will consult with the Board Chair and keep the Board of Trustees apprised of modifications to the plan as needed.

Collecting and Reporting Data

To make informed decisions regarding the Fall 2020 Plan, the EOT will review state and local data collected by CLC Health Services at its weekly meetings. If significant changes arise in the data points listed below, the EOT will hold emergency meetings to review new data and recommend modifications to the Fall 2020 Plan.

Monitoring Indicators

CLC will move forward or backward within the phases of this plan, depending on guidelines provided in the Governor's RESTORE Illinois Plan for the North Suburban Region..

Indicators that may cause the College to return to prior phases:

- A sustained increase in the number of confirmed cases on CLC campuses
- A sustained rise in the positivity rate in Lake County
- A significant outbreak in the North Suburban Region
- Governor mandate for the state of Illinois to return to a prior phase of the RESTORE Illinois Plan that does not allow for in-person instruction

COLLEGE-WIDE HEALTH AND SAFETY GUIDELINES:

Part 1, CLC Employees

To keep the CLC community safe, it is critically important that employees understand and follow the guidelines in this Fall 2020 Plan. For the purposes of this plan, employees are defined as full-time, part-time and flex-time staff, full-time and part-time/adjunct faculty, and student workers.

The EOT has developed practical health and safety guidelines to maximize safety of all CLC employees who will be reporting to work on campus and to mitigate the spread of COVID-19 as much as possible.

EMPLOYEES: Before You Arrive on Campus

- **Complete PPE Training:** Training must be completed by August 14, 2020 or before reporting to campus, whichever is sooner. Access PPE Training on the Employee Self-Service (PeopleSoft site) by selecting the Compliance Training tile. Use your CLC login to access the Safe Colleges portal.

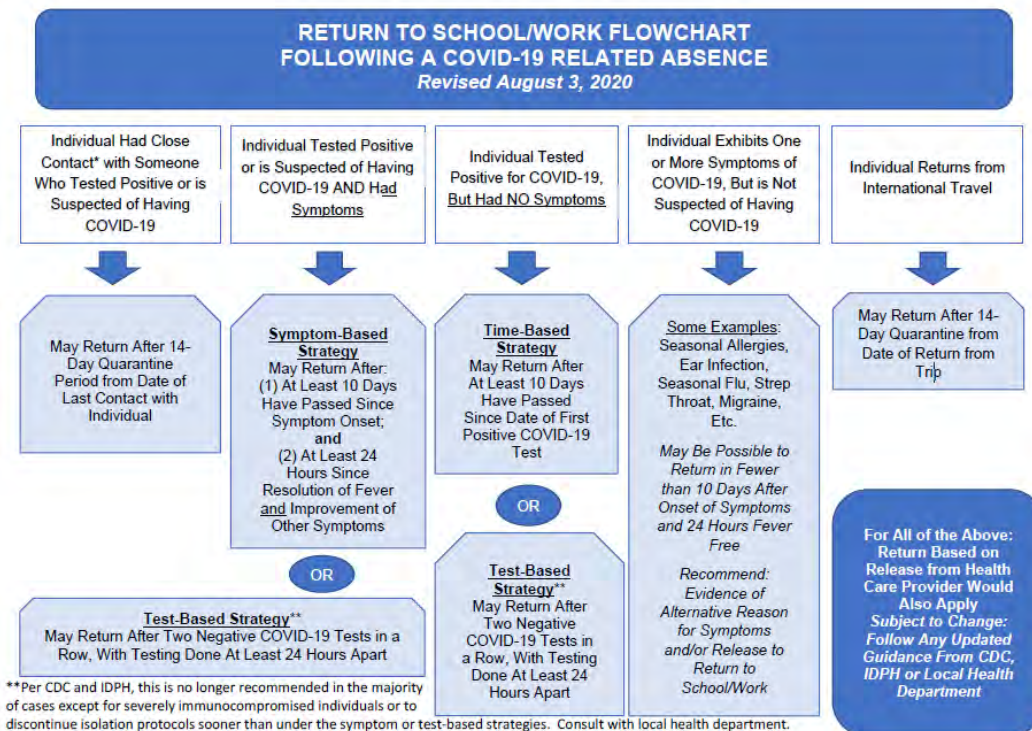
- **Discuss with Human Resources any medical conditions that may require accommodations:** Employees with a medical condition that impedes the ability to wear a face mask for an extended time or the ability to be on campus should contact Human Resources at 847-543-2065 to discuss possible accommodations. Medical documentation will be required.

- **Perform a Daily Personal Health and Wellness Check**
 1. Use the Health and Wellness checklist provided in PPE Compliance Training (listed in #2 below), to assess your personal health status, including an assessment of your temperature and respiratory functions.
 2. If you have any of these symptoms, it is your responsibility to stay home:
 - Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Chills;
 - Fatigue;
 - Muscle and body aches;
 - Headache;
 - Sore throat;
 - New loss of taste or smell;
 - Congestion or runny nose;
 - Nausea and/or vomiting;
 - Diarrhea; or
 - Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH).

- **To report that you are experiencing COVID-19 symptoms, have had a positive COVID-19 test result, or are concerned about “close contact” (as defined below) exposure to COVID-19:**
 1. You are encouraged to contact your primary care provider.
 2. You are required to contact Michelle Grace, BSN RN, Director of Health Services (847-543-2064, covid19concerns@clcillinois.edu). Provide information regarding close contact in the voicemail or email. The Health Center Director (or designee) will normally contact you within 12 hours to obtain pertinent information and provide guidance for next steps.
 3. You are required to notify your supervisor of your absence.

4. Refer to Flowchart 1 below for guidelines about returning to work if you are experiencing COVID-19 symptoms, have tested positive for COVID 19, or had close contact with someone who tested positive or is suspected of having COVID-19. These guidelines are subject to change.
 5. **Definition of “close contact”:** For COVID-19, Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”
- **Know the protocol for reporting cases involving students:**
 1. If a student reports to a CLC employee that they are experiencing COVID-19 symptoms, have concerns about close contact (see above definition) exposure to COVID-19, or have tested positive for COVID 19, the CLC employee who receives this notice should immediately contact Michelle Grace, BSN RN, Director of Health Services (847-543-2064, or covid19concerns@clcillinois.edu).
 2. Employee must include any known close contact information in the voicemail or email.
 3. The Health Center Director (or designee) will normally contact the student within 12 hours to obtain pertinent information and provide guidance for next steps. See Flowcharts 1 and 2 for more details.
 - **Know the protocol for quarantine and return-to-work for confirmed positive cases of COVID 19 (see Flowchart 1):**
 1. Individual will quarantine at home for an appropriate period based on scenario in Flowchart 1 per CDC.
 2. The CLC Health Center Director will comply with notice obligations to LCHD or other health agencies regarding COVID 19 events at the College.
 3. Assigned personnel from the COVID Concerns Team will interview the person who tested positive for COVID 19 and begin the process to identify possible exposure to individuals at the College.

FLOWCHART 1. RETURN TO SCHOOL/WORK FLOWCHART FOLLOWING A COVID-19 RELATED ABSENCE

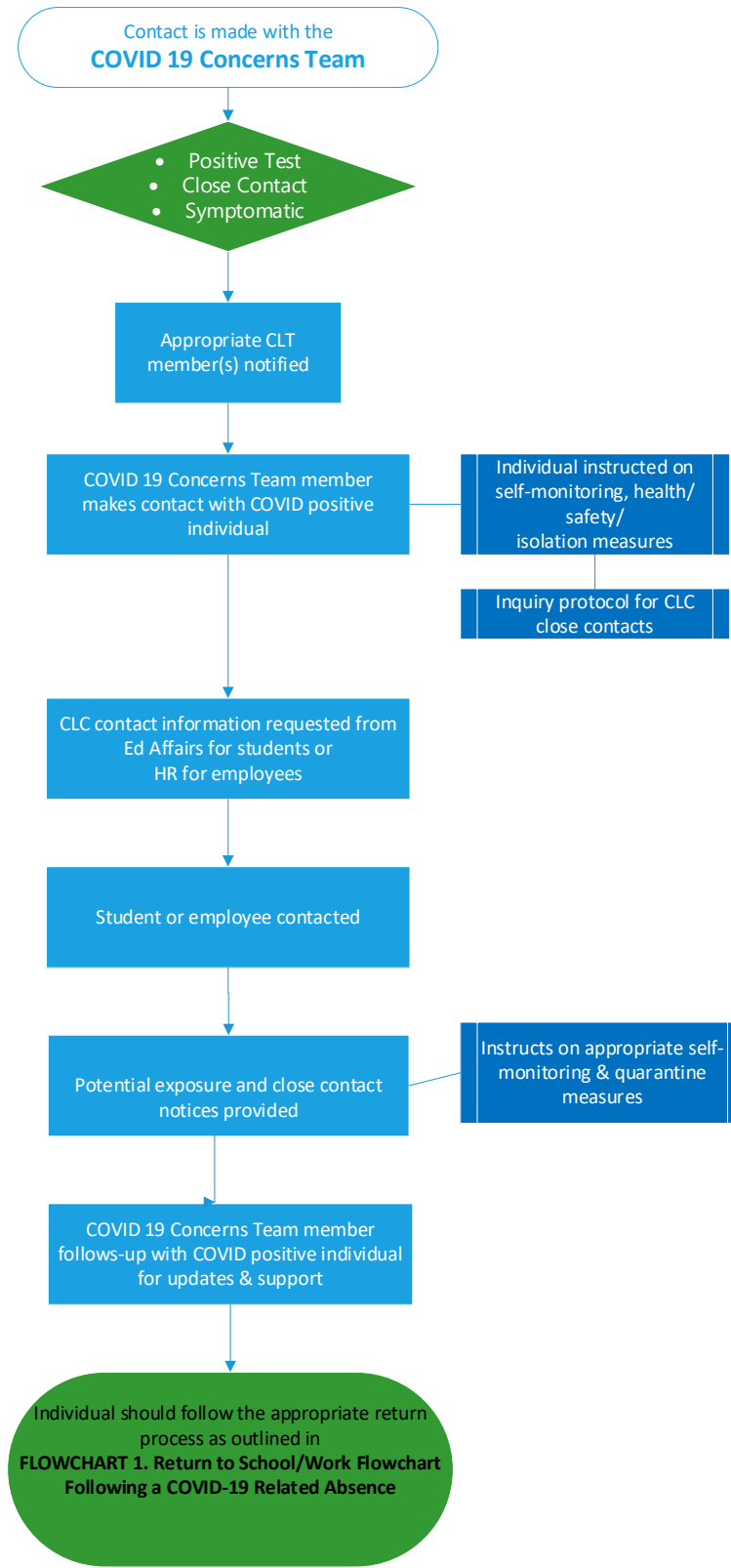


Employees: The College’s procedure implementing this general guideline can be found on the CLC Employee [Benefits portal](#) under My Resources.

Students: TBD

** For COVID-19, Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”*

FLOWCHART 2. COVID 19 EVENT REPORTING AND FOLLOW UP PROCESS



EMPLOYEES: When You Arrive on Campus

- **Wear a face mask:** You must be wearing a face mask to gain access to campus or have approval of accommodation by Human Resources prior to arriving to campus (see Prior to Arriving to Campus).
 1. Disposable masks are available at all entry points.
 2. Every employee will receive two CLC-branded face masks (distributed in workspaces by your supervisor); employees are responsible for the maintenance and care of these face masks. Additional CLC-branded face masks can be purchased in the CLC Bookstore.
 3. Employees can bring and use their own masks that fully cover their nose and mouth and meet appropriate professional standards for the work environment. Bandanas are not considered appropriate masks for CLC guidelines.

- **Know whether you are assigned to work on campus:** To limit the number of people on campus and to provide for physical distancing, campuses will be accessible only to the following individuals:
 - employees performing contractual or assigned work
 - students registered for classes
 - prospective students with appointments (no more than two guests; must be wearing masks)
 - vendors and visitors with appointments

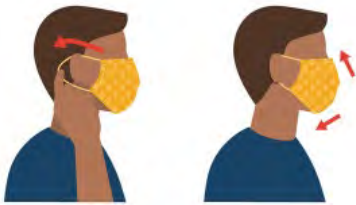
- **Use appropriate campus entry points:** To control access to campus, entry points are limited. Employees, students and vendors will be required to use the doors designated at each campus (see Table 1).
 1. Entry points will be monitored during operational hours by a CLC Greeter. It is the greeter's responsibility to welcome and guide individuals, monitor compliance with wearing appropriate face mask, and monitor the flow of individuals within entry spaces.
 2. Employees may use badge access to enter campus doors.
 3. These campus buildings will maintain their own entry points:
 - Adult Education
 - Athletics / PE Center (Note: The PE Center will be accessible only to staff athletes and coaches during the fall semester.)
 - Auto Collision Repair
 - Horticulture
 - Building E (Police Department, CLC Foundation, WPDI)
 - University Center of Lake County

TABLE 1. CAMPUS ENTRY POINTS

GLC Entry	LSC Entry	SLC Entry	Requirement for Entry
A1 – Science Building Mon-Sat 6:45 am-10 pm	S3 - 33 N. Genesee Mon-Thurs 7:30 am-10 pm	V3 - Door Mon-Thur 7:30 am - 10 pm	All: Confirmation of mask per guidelines ID may be requested Masks distributed at entry if needed Employees: essential task related to fall semester in-person services Students: student access limited to the following; enrolled in fall classes, accessing academic support or services, access to study spaces or prospective students by appointment Vendors/Visitors: required to complete a daily health screening form and provided with a visitor's badge
T1 – Technology Building Mon-Fri 7:30 am-9 pm Sat 7:30 am-2 pm	Fri 7:30 am -4:30 pm Sat 7:30 am-2 pm	Fri 7:30 am -4:30 pm Sat 7:30 am-2 pm	
M1 – Main Entrance Mon-Fri 7:30 am-9 pm Sat 7:30 am-2 pm	G2 Door at 1 N. Genesee Mon-Thurs 7:30 am – 10 pm		
E1 – Campus Police Mon-Fri 7:30 am-9 pm Sat 7:30 am- pm	Fri 7:30 am -4:30 pm Sat 7:30 am-2 pm		
After Hours: D1 – use CLC Police call box for entry			

EMPLOYEES: While You Are On Campus

- **Watch your physical distancing.** Maintain six feet from others whenever possible.
- **Wash your hands frequently using soap and hot water or use an alcohol-based hand sanitizer when soap and water are not available.** Hand sanitizer stations are placed throughout campus.
- **Wear a face mask over the nose and mouth.** Wearing a mask is required while walking through any public or shared spaces, whether or not others are present, to contain the spread of airborne particles. This requirement follows Illinois executive orders to wear masks while spending time indoors in public spaces.



Wear your face mask correctly:

- Wash your hands before putting on your face mask
- Put face mask over your nose and mouth and secure it under your chin
- Adjust your mask to fit snugly against the sides of your face
- Make sure you can breathe easily

Face masks may be temporarily removed while on campus when you are:

- Eating or drinking in designated spaces is recommended. Eating or drinking in classrooms should be kept to a minimum. Please replace your mask after sips and bites to keep others safe. Use of a straw that can be inserted under a face mask is preferred.
 - Working alone in an individual office space with a door closed
 - Working or sitting outdoors when physical distance of six feet is maintained
- **If you begin to feel that you are experiencing COVID-19 symptoms while you are on campus, please communicate with your supervisor that you are leaving the campus then follow the protocols described in previous sections.**

PPE Accountability Processes for Employees: Each employee has personal responsibilities to follow CLC requirements regarding PPE.

Face mask compliance:

- **Step 1: Individual Action.** If you observe an employee not wearing appropriate PPE, you may kindly remind them of the face mask requirement for the safety of our campus community and ask them to put on their face mask if you feel comfortable doing so.
- **Step 2: Refer to Supervisor.** If the employee refuses to comply with the college-wide mandate, let your direct supervisor know so they can address it with the appropriate supervisor. If your supervisor is not available, contact Human Resources at 847-543-2065. Supervisors are responsible for speaking with their direct reports regarding this requirement. Failure to comply will be considered a violation of College policy and procedure.

Disinfecting workspaces:

- Clean and disinfect your own work area at the end of your shift; supplies (disinfecting spray bottle and paper towels) will be provided by Facilities.
- Be sure to clean high-touch surfaces, including desks, counters, doorknobs, light switches, printers, copy machines, phones, keyboards, and sanitize work areas after eating meals.
- Supplies will be provided by Facilities through general monitoring of spaces in daily cleaning. To request more cleaning supplies, please call Facilities at 847-543-2080.
- Primary workspaces for faculty will be classroom locations. Details for classroom cleaning protocols are addressed in the Learning Spaces section below.

Learning Space Protocol:

- **Adjusting classroom capacity:** Fall 2020 learning spaces will have signage on the exterior door noting the capacity limit.
 - RESTORE Illinois Phase 4 guidance provides for occupancy rates of 50% or no more than 50 individuals gathered in one space; room capacity limits are based on physical distancing guidelines of 6 feet. Enrollment for each class will be limited to meet guidelines and maintain physical distancing.
 - This applies to both credit and non-credit classes.
- **Providing PPE Kits:** A PPE Kit will be located in each learning space that will be used to deliver fall classes. Room location changes must be communicated to custodial to ensure a Kit is in the new location. Custodial team members will replenish PPE Kit items as needed when cleaning the space after each class. PPE Kits include these items:
 - 1 box face masks
 - 1 box medium gloves
 - 1 box large gloves
 - 1 hand sanitizer pump
 - 1 spray bottle of disinfectant
 - Multi-fold paper towels
- **Cleaning Protocol:** Ample time will be allotted before and after each scheduled class, during which time custodial team members will clean and sanitize surfaces and replenish the PPE Kit in the classroom. Custodial team members will note cleaning times on logs posted in each classroom.

COLLEGE-WIDE HEALTH AND SAFETY GUIDELINES:

Part 2, Students

To keep the CLC community safe, it is critically important that employees understand and follow the guidelines in this Fall 2020 Plan. The information in this section is designed for students; however, there is also critical information that employees should understand, so they can support and guide students as they comply with CLC's guidelines.

Top Priority: Ensuring Positive On-Campus Experiences for All Students

Priority number one is maintaining a student-focused culture in the implementation of this plan. All CLC employees, whether working on campus or remotely, are encouraged to make every effort to create a welcoming and positive experience for CLC students. Flexibility in policy and practices, in and out of the classroom, will be needed to accommodate operations, learning and service delivery during this semester that ensure the best outcomes for students.

On-campus access for students will be limited to:

- students actively enrolled in fall semester classes
- students accessing academic support or services
- students who need quiet study spaces
- student workers assigned to on-campus activities
- prospective students, by appointment (no more than two guests; must be wearing masks)

Student activities, clubs, and student government will continue to be conducted virtually.

STUDENTS: Before You Arrive on Campus

- Be aware of PPE training requirements:
 - CLC is creating a PPE awareness campaign for students about the importance of washing hands, wearing face masks, and watching for physical distancing. CLC will showcase PPE training videos on digital monitors on campuses and by communicating general reminders via email, social media, and signage.
 - View CLC's PPE Training video. Faculty will provide a link to this video and will show it during the first class. Students who are absent will receive the link through Canvas or email from the instructor.
 - All students enrolled in a Fall 2020 class (whether the class is delivered in person or virtually) will be required to complete the Student COVID-19 Self-Certification and Verification Form, which can be accessed through the student portal.
- If you have a medical condition that impedes your ability to wear a face mask for an extended time, please contact the Office for Students with Disabilities (OSD) at (847) 543-2474 or email OSD@clcillinois.edu to discuss possible accommodations and receive documentation.
- **Perform a Daily Personal Health and Wellness Check.**
Complete a daily health and wellness check, including taking your temperature and assessing your respiratory functions (such as shortness of breath or difficulty breathing – see complete list below). Watch for communications of this expectation through an orientation video, reminders in Canvas, class syllabi, social media, exterior door signage and email communications.

If you have any of these symptoms, you should stay home:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills; *(list continued on next page)*

- Fatigue;
 - Muscle and body aches;
 - Headache;
 - Sore throat;
 - New loss of taste or smell;
 - Congestion or runny nose;
 - Nausea and/or vomiting;
 - Diarrhea; or
 - Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH).
- **To report that you are experiencing COVID-19 symptoms, have had a positive COVID-19 test result, or are concerned about “close contact” exposure to COVID-19**, please contact Michelle Grace, BSN RN, Director of Health Services (847-543-2064, covid19concerns@clcillinois.edu) for further guidance. We highly encourage students to use the Health Services resources to help navigate their COVID-19 concerns.
 - **Definition of “close contact”**: For COVID-19, Centers for Disease Control (CDC) define a “close contact” as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”

STUDENTS: When You Arrive on Campus

- Campus entry and access points for students are the same as for employees. See Table 1.
- Students must follow the PPE requirements as outlined for employees in the previous section, including wearing face masks, maintaining physical distancing whenever possible, and washing hands frequently. (Contact OSD [847-543-2474, email OSD@clcillinois.edu] to discuss possible accommodations for face masks.)
- Campus spaces have been reconfigured to help individuals maintain six feet physical distancing in classrooms and campus spaces. Class sizes will be limited, and class start and end times will be staggered to minimize hallway traffic. Separate entry and exit doors will be designated when possible.

PPE Accountability Processes for Students

If you encounter a student who is not wearing a face mask, if you feel comfortable, you may remind the student that the College requires all individuals on campus to wear a face mask while on campus. Students who are non-compliant with the request to wear a face mask and do not have a documented accommodation may be referred to the Student Conduct Officer Ken Kikuchi, 847-543-2545 or kkikuchi@clcillinois.edu. CLC employees and students can report concerns regarding repeated non-compliance by completing a Report an Incident form: https://clcillinois.me-advocate.symplcity.com/public_repot/index.php/pid639486.

The following process will be used by CLC to manage compliance of PPE requirements for students:

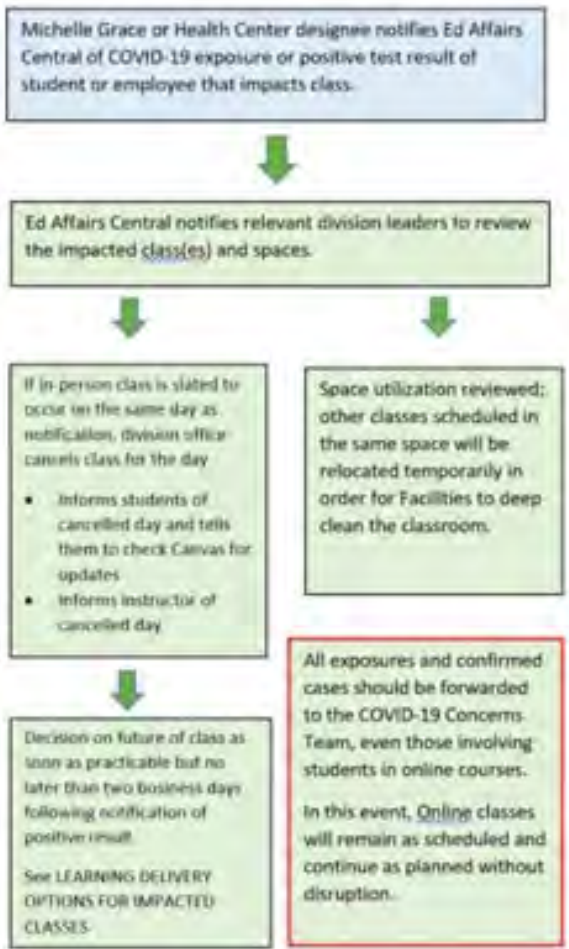
- **Actions taken if students decide to not wear or take off PPE during class sessions**
 - Inform the student that for the safety of everyone on campus, everyone, including faculty and staff, is required to wear a face mask over their nose and mouth. (Contact OSD at 847-543-2474 or email OSD@clcillinois.edu to discuss possible accommodations.)
 - Remind the student that CLC has established this college-wide mandate, which follows Illinois executive order, to wear masks while indoors (with exceptions for eating and drinking and for medical reasons). **Faculty members:** This requirement should be included in the class syllabus as expected classroom behavior.
 - Inform the student that ignoring this mandate will be viewed as being disruptive to the class and not complying with the directives of the College.

- As such, the instructor can do the following:
 - Direct the student to leave the classroom and not return until the following actions:
 1. Student complies to wearing a mask or
 2. Student meets with the division dean to discuss reasons for not complying with the mask mandate
 - If the student refuses to leave the classroom, faculty or staff may contact CLC Police for assistance.
 - If the student continues to be non-compliant after meeting with the dean or CLC Police, the student can be referred to the Student Conduct Office for adjudication. The Student Conduct Officer will meet with the student and address the behavior as a potential violation of school policy and/or procedure.
- **Actions taken if a student repeatedly disregards direction from faculty or staff with regard to wearing PPE or physical distancing**
 - As with any violation to the Student Rights and Responsibilities Procedures (SRRP) Standards of Conduct, the Student Conduct Office will meet with the student to mediate the concern and/or issue a sanction as needed.
 - Any CLC employee or student can report a student's behavior by completing a Report an Incident form found here: https://clcillinois-gme-advocate.symplicity.com/public_report/index.php/pid639486?
- **Recommendations for faculty**
 - As with any behavior expectation in the classroom, review mask requirements with students.
 - Include CLC's statement about wearing a mask while on campus in course syllabus, show the student PPE video on the first day of class, and review expectations during class.
 - Note that students taking classes virtually may access campus to study. Thus, PPE videos should be included in virtual classes as well.
 - Be sure that CLC's mask mandate is posted inside and outside of the classroom.
 - Keep CLC's Health Center and Counseling and Psychological Services (CAPS) contact information available and make referrals if you have questions about health matters that arise during class.
 - If a student notes that they have ADA and HIPAA concerns without also providing documentation of accommodation(s) from CLC OSD, immediately refer them to OSD at (847) 543-2474 or email OSD@clcillinois.edu to assess next steps. Do not inquire about the student's medical/health status.
 - Use a Syllabus Statement to reinforce COVID-19 Safety Guidelines for in-person Fall 2020 classes. The statements below are examples to consider including in the class syllabus.
 - Campus entrance is limited to students enrolled in in-person, hybrid, or virtual fall semester classes. All students coming to campus must adhere to CLC safety guidelines to protect themselves and fellow students from COVID-19.
 - Before arriving on campus, students will need to complete the required safety module available in the Canvas site for the course.
 - At each campus' designated entry points, students will need to state that they are registered in a fall semester class and show a photo ID.
 - Students must wear face masks that cover the mouth and nose while on campus in any shared space, whether or not others are present, to contain the spread of airborne particles. Masks must meet educational environment standards. Disposable masks will be provided at designated entrances. This requirement follows Illinois executive orders to wear masks while spending time indoors in public spaces.
 - Students should practice physical distancing by staying six feet apart in classrooms and campus spaces.
 - Students should wash their hands regularly and use hand sanitizer frequently.
 - During class, students should keep their own learning space clean using provided supplies.

Protocols for Reporting Student Cases, Quarantine, and Class Delivery Adjustments

- **Student Self-Reporting COVID-19 Symptoms or Positive COVID-19 Test to Faculty, Staff, or Health Services:**
 1. If a student reports to any CLC employee that they are experiencing COVID-19 symptoms, have concerns about close contact exposure to COVID-19, or have tested positive for COVID 19, the employee receiving the notice should inform the student of their responsibility to contact Health Services, using supportive language, and then immediately contact Michelle Grace, BSN RN, Director of Health Services (847-543-2064, or covid19concerns@clcillinois.edu). The student's contact information should be included in the email or voicemail.
 2. The Health Services Center Director (or designee) will normally contact the student within 12 hours to obtain pertinent information and provide guidance for next steps.
 3. If a student contacts Health Services directly and the faculty member has not already been informed, the CLC Health Center designee will notify the faculty member. The Health Center designee will also notify students enrolled in the same class in accordance with the established communication protocol, and the appropriate CLT member (as stated in Flowchart 2). Only relevant information will be disclosed. Faculty should not directly share information about COVID-19 symptoms or cases with their class unless directed by the Health Services Center Director.
- **Decision-Making and Process for In-Person Class Delivery Adjustments:**
 - Educational Affairs academic leaders (as noted in Flowchart 2) will work with Health Center representatives to evaluate the circumstances of potential exposure based on the information collected through the reporting process. If close contact to a confirmed positive COVID-19 case is disclosed and confirmed, all students and the faculty member will be notified within 24-48 hours and provided with guidance regarding health and wellness.
 - Class delivery adjustments will be managed through the Division offices, under the advisement of the Vice President of Education, including notification of class delivery adjustments to students and directions for further updates in Canvas. Division office staff will communicate decisions on future delivery of remaining classes as soon as is practical, but no later than two business days following notification of positive result and before the next scheduled class.
- **Flexible Learning Options:** Every effort should be made to accommodate and keep a student engaged in learning if they are quarantined due to COVID-19 symptoms or if they are generally not feeling well. Students will not be penalized for missing class sessions due to illness. The faculty and student should work mutually to design an alternate plan of learning for the time they may need to be absent from class.
- **Plan B Preparedness:** All instructors for in-person and hybrid classes should have a prepared plan for transitioning to virtual delivery and communicate the plan at the beginning of the semester to students through the syllabus or Canvas. For example, a 100% In-Person class may have to transition to Online Live. Announcements
- **Flowchart 3** indicates more details regarding the steps listed above:

FLOWCHART 3. COVID-19-IMPACTED CLASSES DECISION PROCESS



Learning delivery options for impacted classes

- Learning delivery options for impacted classes may include continuation of in-person class in same delivery mode or may transition to online delivery for a period of time or for the remainder of the term.
- Decisions for COVID-impacted classes will be proposed by the division dean and approved by the Vice President of Education or designee.

COLLEGE-WIDE HEALTH AND SAFETY GUIDELINES:

Part 3, External Partners (Vendors, Business Colleagues, Guests)

To keep the CLC community safe, it is critically important that everyone who visits CLC understands and follows the guidelines in this Fall 2020 Plan. The information in this section is designed for external partners with appointments; however, there is also critical information that employees should understand, so they can support and guide vendors, business colleagues and other visitors as they comply with CLC's guidelines. Employees should provide the visitor with College requirements in advance of the visit.

- **Visitor Health Screening:** To ensure a safe and healthy environment for our campus community, campus access for external community members is limited to vendors, business partners, and guests (limit of two) of prospective students with appointments.

Visitors are required to:

- Complete a **Visitor COVID-19 Self-Certification and Verification Form** at the entry point before being admitted entrance to the College.
- Follow health and wellness self-screening protocols used by employees and students, as described below.
- Wear a College-issued visitor's badge as verification of the health screening process.

Complete a daily health and wellness check (see list below), including taking temperature and assessing respiratory functions. If the vendor or visitor has any of these symptoms, they should stay home:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Fatigue;
- Muscle and body aches;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Congestion or runny nose;
- Nausea and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the Centers for Disease Control (CDC) or Illinois Department of Public Health (IDPH).

- **Prior to Arrival on Campus:**

The CLC representative coordinating the on-campus experience of a vendor or business colleague, is responsible for providing information regarding masks, PPE, personal health and wellness self-screening, and campus access via email before the vendor or colleague visits the campus.

- **Compliance:** The College reserves the right to prohibit individuals from entering the campus or to remove individuals who fail to comply with the requirements of this Plan.

General Campus Guidelines and Health-Related Resources

Campus Hours of Operation: 7:00 a.m. to 10:00 p.m., Sunday-Saturday

TABLE 2. HOURS OF OPERATION FOR FALL SEMESTER IN-PERSON SERVICES

DEPARTMENT/DIVISION	HOURS OF OPERATION FOR FALL SEMESTER IN-PERSON SERVICES	AVAILABILITY OF VIRTUAL SERVICES
Bookstore	Curbside pickup (JLC Door): August 17 to September 4, Monday-Thursday 10 am to 7 pm, Friday 10 am to 4:30 pm, Saturday (8/22 & 8/29) 10 am to 2 pm LancerZone: Monday-Thursday 7:45 am to 7 pm, Friday 7:45 am to 4:30 pm to 7:00 p.m., Friday 10 am to 4:30 pm, Saturday (8/22 & 8/29) 10 am to 2 pm	Online orders can be placed at www.clcbkst.com
Career & Job Placement Center	On-campus services by appointment on Thursdays 9 am to 4 pm (Grayslake Campus)	Remote services: clcillinois.edu/cjpc , (847) 543-2059, email: cjpc@clcillinois.edu
Campus Services	On-campus services, Mon-Fri 8 am to 4:30 pm	847-543-2089; email printing@clcillinois.edu , https://stores.pagedna.com/clcillinois/logout.cgi
College Readiness & Dual Credit	By appointment	Remote assistance, phone: (847) 543-2030, email: collegereadiness@clcillinois.edu
Community Programs & Personal Enrichment	By appointment	Remote assistance: (847) 543-2980, email: CPEinfo@clcillinois.edu
Counseling and Advising	Grayslake: On-campus services by appointment. Monday-Thursday 7:30 am to 7:30 pm, Friday 7:30 am to 4:30 pm Southlake and Lakeshore: virtual services	Remote services: 847-543-2060
Financial Aid	Monday-Thursday: 7:30 a.m. to 7:30 p.m. Friday: 7:30 a.m. to 4:30 p.m. On-campus services by appointment at the Welcome and One Stop Center in Grayslake. To schedule an appointment, phone: (847) 543-2062 or Email: finaid@clcillinois.edu	Providing live call services and email support: Monday-Thursday: 7:30 a.m. to 7:30 p.m. Friday: 7:30 a.m. to 4:30 p.m. (847) 543-2062, email: finaid@clcillinois.edu Escalated calls, voicemail and email inquiries will receive a response within 1 business day. Appointments can be conducted by phone or Zoom.
Food Service/Coffee Shop	Monday-Thursday 7 am to 8:30 pm, Friday 7 am to 2:30 pm	No virtual food service
Help Desk	Help Desk Window (In-Person) Prior to fall semester: Monday – Friday, 8 am to 4:30 pm Fall Semester: Monday – Tuesday, 8 am to 9 pm Wednesday – Saturday, 8 am to 4:30 pm	Providing live call services and web chat: Monday – Friday 8 am to 9 pm Saturday 8 am to 4:30 pm Call (847) 543-HELP or (847) 543-4357 *Students should select Option 2 and be prepared to answer identity verification questions such as the following: courses taken in previous terms, student ID number, grades, etc. Chat with Us (Students only) Help Desk Web Form (Faculty/Staff Only)
Human Resources	Mon/Wed/Fri: 8:30am-12:00pm Tues/Thurs: 1:00-4:30pm (By appointment outside these times) Employee IDs, parking passes, document drop-off, I-9 verification, College property return	Monday – Friday: 8:00am-4:30pm For remote services: Phone 847-543-2065 Email: hr.ask@clcillinois.edu Fax: 847-543-3065 (confidential documents)

DEPARTMENT/DIVISION	HOURS OF OPERATION FOR FALL SEMESTER IN-PERSON SERVICES	AVAILABILITY OF VIRTUAL SERVICES
International Education	Monday-Friday 8:00 am to 4:30 pm On-campus service available by appointment.	To schedule a virtual appointment, call 847-543-2069 (M-F 8am-4:30pm), or e-mail senriquez@clcollinois.edu
James Lumber Center	M-F office 8 am-4:30 p.m, Box Office 12-5 pm	Remote assistance, phone: (847) 543-2077, Box office, phone: (847) 543-2300
Judicial Services	By appointment	Remote assistance phone: (847) 543-2185, or email: judicialservices@clcollinois.edu
Library	Grayslake: Monday-Thursday 7:30 am to 9 pm, Friday 7:30 am to 4:30 pm, Saturday 9 am to 3 pm (no study rooms will be open) Southlake and Lakeshore: Monday-Thursday 8:30 pm to 7 pm Librarian availability by appointment as needed	Virtual Reference (through chat service) will be available during library hours in addition to online appointments. Visit https://researchguides.clcollinois.edu/libraryhome for hours and to schedule an appointment with a librarian.
Small Business Development Center & International Trade Center	By appointment	Remote assistance, phone: (847) 543-2033, or email IllinoisSBDC@clcollinois.edu
Registration Services	Monday-Thursday 7:30 am - 7:30 pm Friday 7:30 am – 4:30 pm On-campus service available by appointment.	Providing live phone services and remote email support: Monday-Thursday: 7:30 a.m. to 7:30 p.m. Friday: 7:30 am to 4:30 pm Phone: (847) 543-2061 Email: admissions@clcollinois.edu Voicemail and email inquiries will receive a response within 2 hours during business hours.
Student Recruitment and Onboarding	Monday-Thursday 7:30 am - 7:30 pm Friday 7:30 am – 4:30 pm On-campus service available by appointment.	Providing live phone services and remote email support: Monday-Thursday: 7:30 a.m. to 7:30 p.m. Friday: 7:30 am to 4:30 pm Phone: 847-543-2090 Email: admissions@clcollinois.edu . Voicemail and email inquiries will receive a response within 2 hours during business hours. Appointments can be conducted by phone or Zoom.
Student Records	N/A	Staff are available remotely: Monday-Thursday: 7:30 am to 7:30 pm Friday: 7:30 am to 4:30 pm. Voicemail: (847) 543-2015 Email: records@clcollinois.edu Voicemail and email inquiries will receive a response within 1-3 business days.
Testing	All testing by appointment only. Grayslake: Monday-Thursday 8 am to 9 pm, Friday 8 am to 4:30 pm, Saturday 9 am to 3 pm Lakeshore: Monday-Thursday 8 am to 9 pm, Friday 8 am to 4:30 pm, Saturday 9 am to 1 pm Southlake: Monday-Thursday 8 am to 8 pm, Friday 8 am to 4:30 pm, Saturday 9 am to 1 pm Last test given 2 hours before closing.	Visit https://www.clcollinois.edu/student-services/tutoring-and-academic-support/testing-center for information on available tests and scheduling.

DEPARTMENT/DIVISION	HOURS OF OPERATION FOR FALL SEMESTER IN-PERSON SERVICES	AVAILABILITY OF VIRTUAL SERVICES
TRIO Educational Talent Search	Monday-Friday 8:00 am to 4:30 pm On-campus service available by appointment.	TRiO staff will offer the following services via an alternative delivery model: <ul style="list-style-type: none"> • ZOOM Workshops featuring Time management, Study Skills, College Readiness, College Prep, e.g., Bootcamps in SAT Prep, Math and Essay-writing (not an all-inclusive list) • E-mentoring via Remind Text Messages, Emails, Free Conference Calls, and Phone calls (as appropriate) • Providing documents and worksheets, via Google docs, that facilitate e-learning • E-Tutoring via Zoom (select times and core subjects covered) • Virtual TRiO Awards & Recognition Ceremony for Top Scholars and CLC ETS Graduates If there are questions, please email ssandersfunnye@clcillinois.edu
TRIO Student Support Services	On-campus services by appointment. Monday-Friday, 9 am to 2 pm	Please call (847) 543-2755 or email TRIOSSS.ProgramInfo@CLCILLINOIS.EDU to schedule Zoom meetings.
Tutoring	Grayslake: Mon-Thurs 8 am - 8 pm, Fri 8 am - 4:30 pm, Sat 10 am - 2 pm Lakeshore & Southlake: Mon-Thurs 9 am - 7 pm	Tutoring is available online. Please visit: https://www.clcillinois.edu/student-services/tutoring-and-academic-support/tutoring to connect with a tutor.
Welcome and One Stop Center	Monday-Thursday: 7:30 am to 7:30 pm Friday: 7:30 am to 4:30 pm On-campus service available by appointment.	Providing live phone service and online support. Monday-Thursday: 7:30 am to 7:30 pm Friday: 7:30 am to 4:30 pm Phone: (847) 543-2085, then press #2 Email: info@clcillinois.edu Appointments can be conducted by phone or Zoom.
Workforce & Professional Development Institute (includes PD, TDS, & Admin)	By appointment	Remote assistance, phone: (847) 543-2990. or E-mail: wpdi@clcillinois.edu

Unit- and Department-Specific Hours of Operation and Communication Expectations

- Office staff must post hours of operation and virtual contact instructions on exterior office doors.
- Office staff must post instructions regarding procedures for in-person services used by students and other customers and update the information routinely.
- Post or place on the floor the following instructions for all in-person services:
 - Flow of service through the department, such as where the queue begins
 - Floor markers to guide physical distancing
 - Protocols for interacting with department staff, such as waiting to be called up for service, remaining behind plexiglass barriers during service, scheduling appointments for in-person services
- Unit Operational Practices for Fall 2020 are available; consult appropriate College Leadership Team member.

Workplace Environment: Where to Find Food and Water

- Bottled-water filling stations are available; there will be no access to water fountains.
- Employees may bring food from home in a personal cooler to be stored in their own workspace.
- For food deliveries, employees must meet the delivery person at a designated campus entry door; deliveries directly to offices are not allowed.
- **Café Willow**
 - Total capacity of the Café Willow dining area is 300 people, so capacity in Willow Café during Phase 4 will be limited to 50 people. Aladdin will assign a Safety Champion for each shift who will monitor the number of people in the Café.
 - The shift Safety Champion will clean and sanitize dining tables after each customer leaves the space.
 - Cashiers will clean and sanitize checkout counters and credit card terminals after each transaction.
 - CLC will place additional hand sanitizers in Café and the dining area.
- **Café Willow Coffee Shop:**
 - Coffee concept at this location will shift to “Featuring Starbucks,” offering Starbucks-branded drinks and retail items.
 - Café Willow Coffee Shop will offer premade sandwiches, salads, snacks, individually wrapped whole fruit, premade fruit cups and yogurt parfaits, individually wrapped bakery items and a variety of cold bottled beverages.
 - Breakfast options will be provided including but not limited to breakfast sandwiches, scrambled eggs, bacon and or sausage. Breakfast options will be available from 7:00 a.m. to 10:00 a.m.
 - No self-service coffee and condiment options will be offered.
 - Auxiliary Services is planning for new equipment on the coffee shop operations line to expand food options to students, faculty and staff. New equipment will allow additional offerings after 2:30 pm as customer traffic warrants.
- **Café Willow Servery** will remain closed to normal operations but will be a “pickup” location for food ordered through the Café Willow Coffee Shop counter. This process will provide for physical distancing and help control the number of staff members needed for food service operations. Offerings will include the following stations and may rotate on a weekly or daily basis:
 - Grilled Food Station, Chilaca and/or Pizza, International Fusion Station (varied offerings) –available daily
 - Deli Station – pre-ordered made-to-order sandwiches
 - Salad Bar – made-to-order salads by a food service attendant
- Starbucks location in the Atrium will remain closed until future notice.

- Food Service vendors will provide only single-use condiments, prepackaged disposable flatware; no reusable food or drink containers will be serviced at this time.
- Use of the Pepsi Spire fountain drink machine is suspended until Café Willow resumes normal operations.
- **On-Campus Vending**
 - CLC's on-campus vending program is 24/7 and designed to supplement on-campus food service and provide food options outside operating hours for food service.
 - Cold food machines will be filled with offerings that carry a longer shelf life. Cold food machines will complement food service operations and provide alternative food options and price points.
 - Auxiliary Services will notify vending partners of the requirement that all vending machines must be cleaned and sanitized before filling.
 - Vending machines will be returned to full service at the following campus locations:
 - Grayslake Campus**
 - A-Wing Lower Level
 - D-Wing 1st and 2nd Floors
 - T-Wing 1st and 2nd Floors
 - Building E
 - Building 4 Adult Education
 - Building 7 Athletics
 - L-Wing Atrium
 - Lakeshore Campus:** South Building 2nd Floor
 - Southlake Campus:** R-Wing 1st Floor

Bookstore

- The CLC Bookstore plan for Fall 2020 will follow retail guidelines outlined in the RESTORE Illinois Plan.
- **Grayslake Lancerzone** will serve the needs of students, faculty and staff for retail products, dining and gift cards, bus passes and personal shipping and faxing.

Campus Services

- Campus Services will operate Monday-Friday, 8:00 a.m. - 4:30 p.m.
- Continue safe package handling practices. No customer signatures will be required; Campus Services employees will sign customer's name and initial.
- Campus Services staff will deliver mail to designated stops on the Grayslake Campus as needed on a rotational basis (scheduled by Division, Department, or section of building). Regular hours of operation and specified area for mail delivery should be communicated to Campus Services supervisor to schedule regular mail deliveries.
- Mail delivery will remain as a pick-up option. No external employees are allowed to enter department. A plexiglass barrier is set up outside the door. Mail is put in bags and labeled by department for pickup.
- Mail delivery to the Southlake and Lakeshore campuses will be made twice per week, or per agreed upon service levels based on campus operations.
- Shipping and receiving will remain as a pickup option or contact Campus Services supervisor to schedule a delivery.
- All campus production printing services will be offered. Submit print jobs through the electronic print ticket submission system (<https://stores.pagedna.com/clcillinois/logout.cgi>).
- Paper and toner for on-campus copier machines will be filled on a daily basis. For immediate issues, call Campus Services at ext. 2089. If you are experiencing problems outside of normal hours of operation (8 am-4:30 pm), contact the CLC Help Desk.

Workplace Environment: Facilities Information

HVAC Upgrades and Adjustments

- Upgraded to higher efficiency filters with a Merv 13 rating
- Introducing as much outside air into the buildings as is possible and cleaning air handler coils frequently
- Installing Needlepoint Bipolar Ionization systems in specific air handlers, which will help purify the air even more
- Increasing the exchange rate of air per hour to provide the best indoor air quality possible

Custodial Cleaning Procedures

- CLC will follow [CDC Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Home](#).
- Facilities will conduct a deep clean of all campuses prior to opening the campus for fall semester, including extracting carpets and detailed cleaning in bathrooms, main areas and all surfaces. In addition, Facilities will clean classrooms and key touch points between classes (see **chart below**).
- Restrooms will be closed hourly to be cleaned and disinfected; soap and sanitizer dispensers will be checked and replenished during cleaning.
- Custodial staff is following a detailed cleaning and sanitation plan, which is on file in the Facilities Department. Spaces and touchpoints that will receive dedicated attention for sanitation are listed below.

<p>Classrooms/ Labs Electronics (computers, keyboards, phones, printers, remotes and Protector control panel) Desks/ Tables/ Chairs Switches Door handles and push bars Whiteboards/ Chalk boards Vacuum/mop floors Empty trash/ Recycling</p>	<p>Restrooms Closed periodically throughout the day to disinfect. Paper towel dispensers will be installed in restrooms that only have hand dryers. Empty trash Check and re fill product dispensers (soap, paper towels & toilet paper) Disinfect Toilets/urinals & Sinks Disinfect Dispensers and stall latches Mop Floor Disinfect door handles and ADA paddles</p>
<p>Kitchen/Cafeteria Empty trash Check and re fill dispensers Table tops and chairs. Switches Food contact surfaces Hand contact surfaces (serving counters, POS stations, Microwaves, door handles, turn styles, Condiment station and fountain drink machine.) Scrub and mop floors in dining area and back of house (Kitchen)</p>	<p>Offices, suites and conference areas Empty trash/recycling Electronics (Computers, keyboards, phones, printers/copiers.) Desks Metal surfaces (file cabinet and overhead storage bin fronts) Light switches Vacuum floors Door Handles</p>
<p>Common Spaces Hallways/ common areas/ stair wells Exterior doors (disinfect door handles, push bars, ADA paddles interior and exterior sides) Trash/ recycling containers Hallway furniture and court furniture Railings and Door handles to Stairwells Elevators Hallway phones Vending machines (drink, food & gumball machines) ATM Machines Hallway copiers Light switches & hand sanitizer dispensers Vacuum/mop floors Courts, Common Areas and Dining areas will be reworked to encourage physical distancing.</p>	

Meetings on Campus and in the Community

- CLC meetings should be conducted virtually through the use of Zoom or MS Teams in an effort to provide an equitable practice of inclusion for those working remotely and for the safety for those working on campus.
- CLC employees performing College business at off-campus meetings are expected to follow the meeting location's protocols, as well as CLC's safety protocols, including wearing face masks in public spaces, maintaining six feet physical distancing, and washing hands frequently.
- OWL technology has been installed in the following locations on each to accommodate remote meetings:
- There is a limited supply of Webcam technology that will be distributed as prioritized by supervisors to support remote meetings from offices for on-site employees who may not have a computer with a camera.

Travel Guidelines

- All domestic and international non-essential travel for college purposes is cancelled until further notice.
- College travel that is deemed essential must be approved by the unit's CLT member.
- Remote attendance to engage in training and conferences is encouraged and preferred.
- On-campus employees are required to report personal international travel to any country on the Illinois Department of Public Health (IDPH) travel advisory or quarantine list to their supervisor. Employees traveling internationally will be required to complete a 14-day home quarantine upon return from their trip. Please check this [link](#) for continuing updates.
- College travel policies will be reviewed monthly.

Use of College Facilities

- Fall 2020 Plan follows the RESTORE Illinois [Phase 4 guidelines overview](#) for group sizes and facility usage by internal and external groups.
- All gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance.
- Requests for use of CLC Facilities by external groups will require the approval of College Leadership Team.

Questions? Contact your supervisor with questions regarding your work schedule or responsibilities or any other remote work concerns.

USEFUL LINKS AND HEALTH-RELATED RESOURCES

[Lake County Health Department: Coronavirus Disease 2019 \(COVID-19\)](#)

[Illinois Department of Public Health \(IDPH\): Coronavirus](#)

[Illinois State Coronavirus Website](#)

[Centers for Disease Control and Prevention \(CDC\): COVID-19](#)

[World Health Organization \(WHO\) Coronavirus disease \(COVID-19\) outbreak](#)

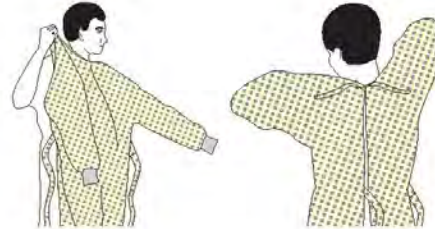
<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

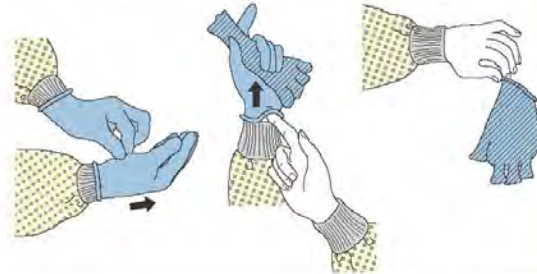


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

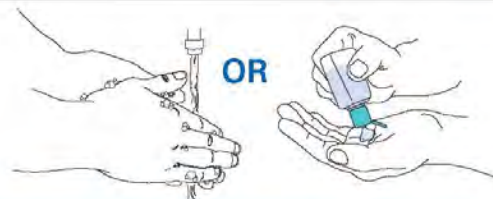


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**

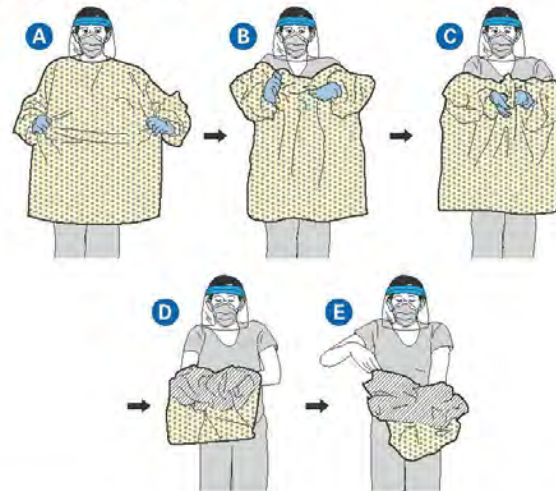


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

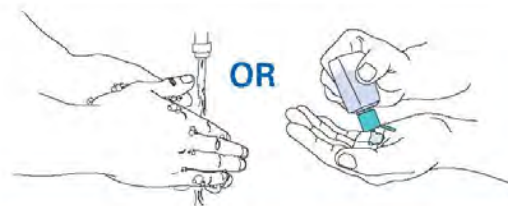


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



How to Remove Gloves

To protect yourself, use the following steps to take off gloves



1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

HEARTLAND COMMUNITY COLLEGE COVID-19 STANDARD OF CARE | PHASE 4 REVITALIZATION

Heartland Community College is conducting operations in accordance with the Illinois Office of the Governor's Restore Illinois Plan.

At each phase of this plan, the College has developed rules and procedures to protect the health of individuals and the community.

Under the Phase 4 (Revitalization) stage, the College is resuming some on-site operations for limited groups with safety precautions and procedures in place.

STUDENTS, EMPLOYEES AND GUESTS RESPONSIBILITIES FOR ON-CAMPUS ACTIVITIES INCLUDE:

- Persons are permitted on campus for approved activities while maintaining Illinois Department of Public Health safety guidelines.
- Activities are limited to groups of 50 or fewer individuals.
- Students, employees and visitors must wash or sanitize hands upon entry. Sanitizing supplies are provided to those entering buildings. Authorized personnel in buildings are expected to help sanitize common touch points in areas they have occupied.
- Face coverings of the mouth and nose are required on campus to help prevent spread of virus to surfaces and others.
- Social distancing rules of 6 feet or more apply.
- Cover your nose and mouth with a tissue to sneeze or cough and wash your hands immediately thereafter.
- Persons feeling ill or are exhibiting symptoms of a fever at or above 100.4°F, new onset cough, weakness or fatigue, sore throat, loss of smell or taste, should not come to campus.
- Employees are required to promptly notify the Executive Director of Human Resources if they have tested positive for COVID-19.
- Unless otherwise authorized by the Executive Director of Human Resources, employees who have tested positive can return to work upon certification from a health care professional that they are no longer actively infected.
- Students and employees must review the specific safety guidance and procedures for their area of operation (ie: classroom, workspace, lab, etc.) and comply. This specific guidance will be provided by instructors and supervisors.

Failure to comply with these standards may result in disciplinary actions.

Remember, these standards are implemented to protect the safety of all College community personnel, including yourself. Please comply and help us all remain safe.

HEARTLAND COMMUNITY COLLEGE COVID-19 STANDARD OF CARE | PHASE 4 REVITALIZATION

The College places a high priority on the safety and security of everyone in any College facilities. To that end, the College will continue to take reasonable precautions to help prevent the spread of the COVID-19 virus among the College community.

College responsibilities for on-campus activities include:

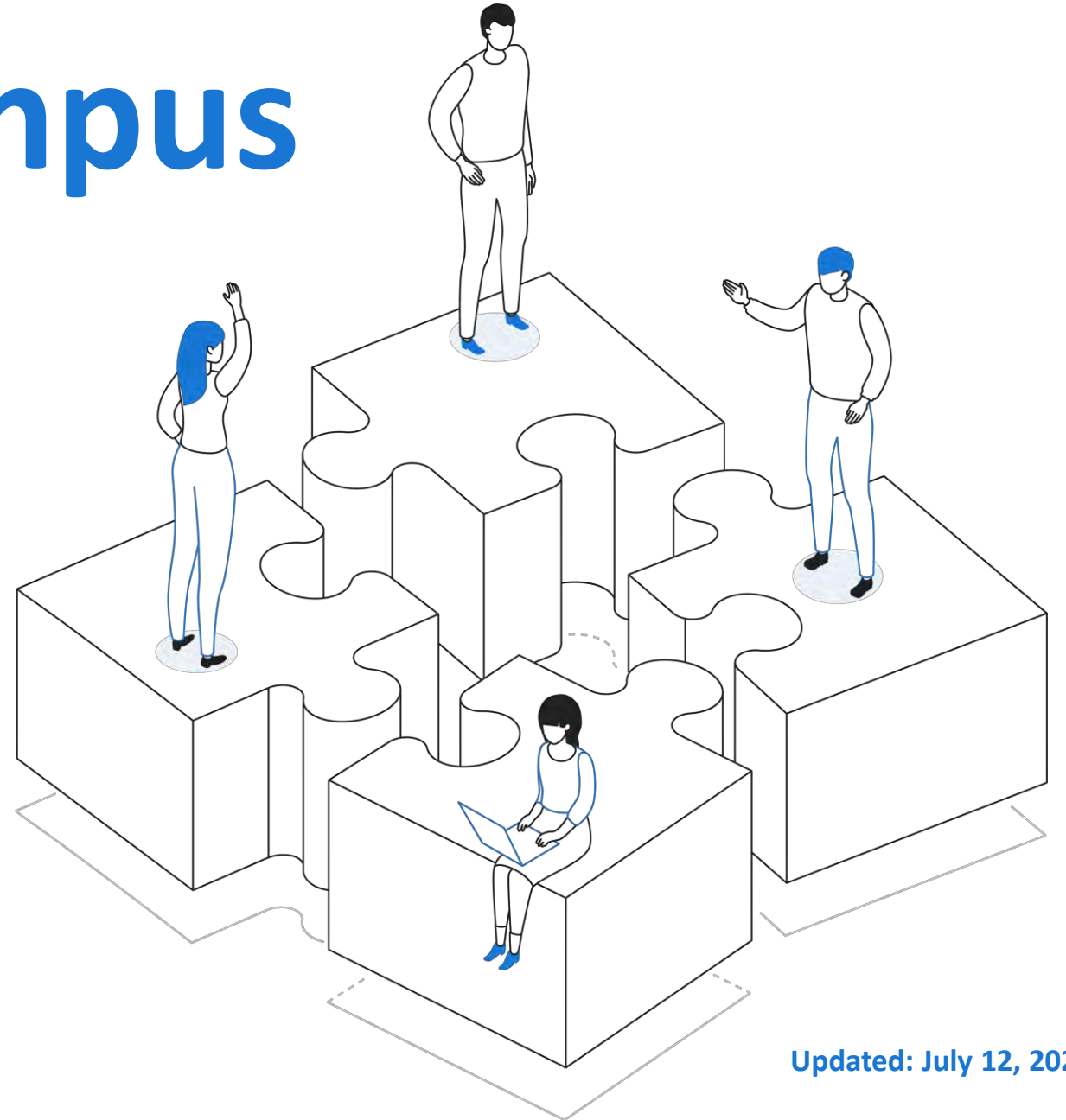
- Maintain joint response and recovery planning throughout the COVID-19 pandemic.
- Provide high quality educational programs allowing students to reach their desired goals and objectives.
- Maintain communications with local and state public health agencies.
- Enact appropriate safety guidelines recommended by local and state public health agencies.
- Limit access to the College to minimize opportunities for transmission of the virus.
- Comply with Gubernatorial Proclamations, Executive Orders, or other lawful orders.
- Reduce class sizes to ensure social distancing is available.
- Provide nightly deep cleaning and sanitizing of College facilities.
- Provide daytime cleaning and sanitizing after every class.
- Provide appropriate Personal Protective Equipment for those who may require it.
- Continue to communicate with the College community and provide periodic updates on the pandemic and response actions taken.
- Work with county health departments in completing contact tracing and other appropriate actions when a confirmed or suspected COVID-19 case affects the College community.
- **Do our best to keep you safe.**

As of July 6, 2020

Return-to-Campus Guide for Employees – Phase IV

Effective 8/3/2020

KISHWAUKEE COLLEGE



Updated: July 12, 2020

Welcome back!

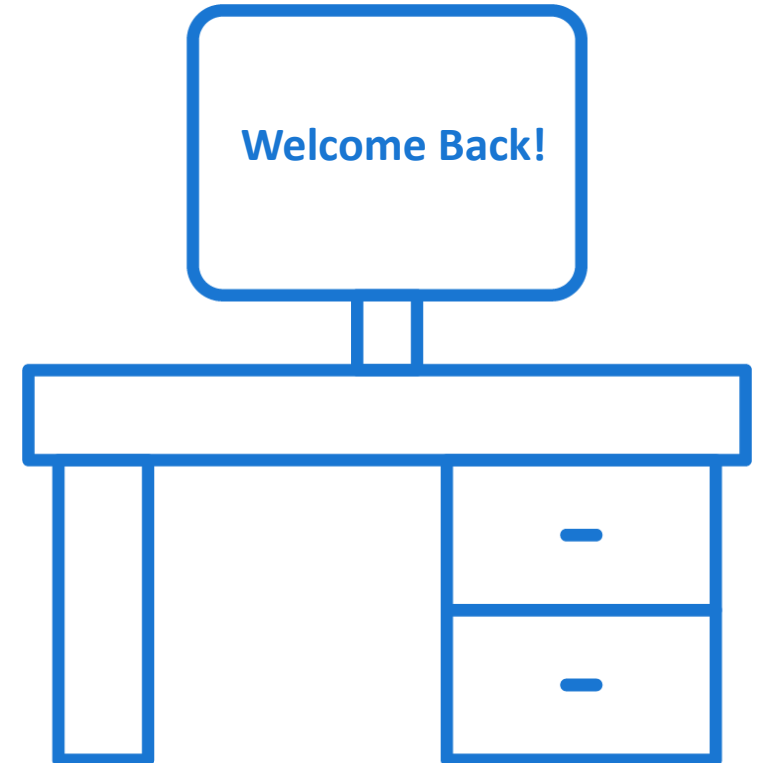
As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to College procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

Note:

- *Campus Hours of Operation are Monday thru Thursday 7:30 am -10:00 pm*
- *Entrance to campus will only be available through designated doors:*
 - *Door #6 will be open and staffed Monday thru Thursday 7:30 am-5:00 pm*
 - *Door #23 will be open and staffed Monday thru Thursday 4 pm-7 pm*
 - *Door #56 will be open and staffed on Thursday 4 pm-7 pm*
 - *Caukin will be open and staffed Monday thru Thursday 7:30 am-6:30 pm*
- *Disposable face coverings and sanitizer stations will be available at each open entrance*
- *Campus will be closed on Friday with employees working remotely unless given an on-campus work assignment*

Prior to Return to Campus:

- Complete the online “COVID-19 Trainings” that will be assigned by your supervisor. (HR will provide the available list of trainings).
- Review the “[Employee Daily Self-Screening](#)” form. You will need to answer these questions each day before coming to work on campus or at a Kishwaukee College offsite work location. Employees will not be turning this form into anyone at the College.
 - The “[Employee Daily Self-Screening](#)” form will be available on the [COVID-19 resources for webpage](#).
 - If the answer to any question of the self-screening form is “yes,” you should contact your health care provider, notify your supervisor, and not come to campus or any Kish facility.



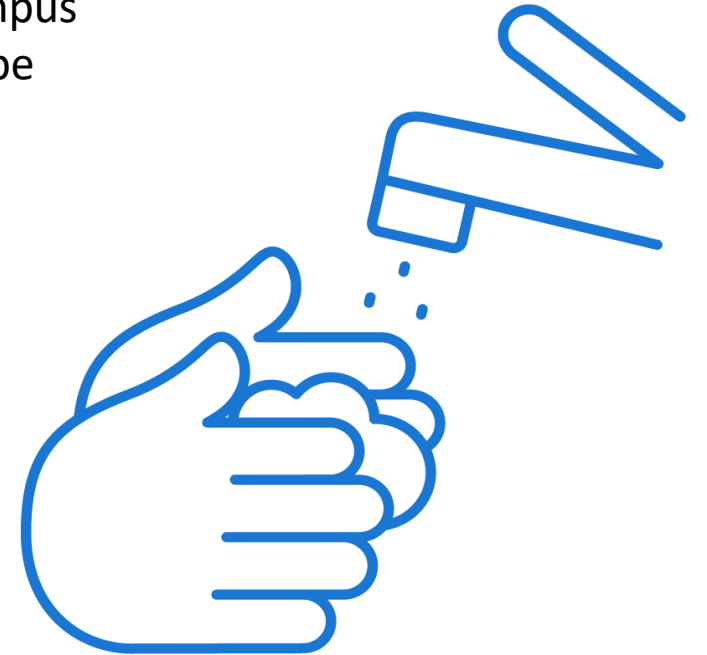
What we are doing:

- Anyone entering the building must self-screen for COVID-19 using the same self-screening questions for symptoms and possible exposure prior to entering the building as staff and must wear a cloth/disposable face covering while in the buildings.
- Common areas and frequently touched surfaces will be cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean in/clean out and disinfect shared areas such as breakrooms, copy machines, etc. throughout the workday.
- Classrooms will be cleaned throughout the day after each use. Each classroom will be provided a kit which includes cloth/disposable face coverings, sanitizer, and wipes to be used as needed. These kits will be checked daily and restocked as needed.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- On campus and remote work days have been modified to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Plexiglas has been installed in designated high traffic areas.
- College travel remains restricted to essential travel only.



What you can do:

- Stay home if you are sick. Employees not reporting to work, due to COVID-19 related reasons, are required to contact their supervisor and Human Resources. Information should be reported at www.kish.edu/filingareport.
- Maintain social distancing practices (minimum of 6 feet) in the workplace.
- Follow cleaning product instructions when cleaning your work areas. Keep your desk/office free of personal items for easy cleaning and use the sanitized/not sanitized placard. All cleaning supplies used on campus will be purchased by Campus Operations. Cleaning supply requests should be submitted to your Supervisor to be ordered from Magnolia Jones in Campus Operations.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing and avoid touching your face.



What you can do (cont.):

- When on campus you must wear a cloth/disposable face covering. Anyone not complying will be asked to leave campus and can be referred to the Amy Campbell, Security Office or Dariana Lee, Director of Student Success. Contact Human Resources with questions regarding wearing of cloth/disposable face coverings.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your supervisor if you have concerns about behaviors of others in the workplace.
- If you have a specific concern due to circumstances such as a health condition that places you or someone in your household at high risk, contact Human Resources.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Will I continue to work from home?

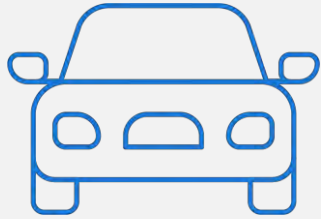
Per CDC guidelines which states that no more than 50% of the workforce should be returning at one time, we will gradually phase in employees returning to campus. As employees return to campus if there is a legitimate reason for continued remote work, inform your supervisor and contact Human Resources for additional information.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as infection control cleaning, employee self-health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using the LOTS bus or other transportation may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your supervisor.



What services and department hours of operations will be available on campus for Fall 2020?

The Contact Us & Campus Hours page on the website will be updated to reflect individual department fall operations, such as: services available online or virtual; by appointment; or available by walk-in during specific hours. A member of the Marketing Department will follow up with areas by August 3 to verify department services. Contact Us information can be found at www.kish.edu/contactus

The Early Learning Center opened on 7/6/20 for a maximum of 10 children per day.

Frequently Asked Questions, cont.



What are the operational hours and procedures for the Mail Room?

Members of the Senior Leadership Team, or their designee, will continue to coordinate mail delivery for their individual areas. Mail bins will be picked up by members of SLT or their designee Monday/Tuesday, 9-1, and continue to sort and forward mail to individual areas. Outgoing mail can be placed in the drop slot/bin located outside the back area of the bookstore, by the window counter.



What are the operational hours and services of the Bookstore?

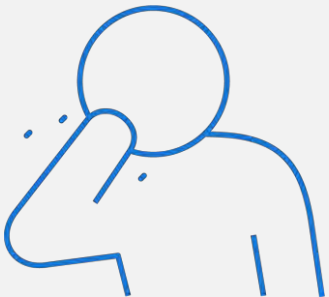
The Bookstore will be open Mon/Tuesday 9-2 and Wed/Thursday 11-5. Customers in the Bookstore will be limited in number and shopping time. The Bookstore will have increased offerings of grab n' go food and beverage items. Kish Café and vending machines will not be available for the Fall semester. Students will be encouraged to order fall books online for mail delivery or on-campus pick-up. The Bookstore will accommodate evening requests on an as needed basis, please contact Tara Richardson at trichardson2@kish.edu to make arrangements.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

All employees, students, and visitors will be required to complete a daily self-screening set of questions regarding COVID-19 symptoms before entering or working on campus or at any Kish location. Everyone will be required to answer the same questions, anyone refusing to answer health screening questions will not be permitted entry into the building. Employees unable to work their assigned on-campus duties because of COVID-19 related issues, may use eligible leave time. Please see the Board Policy manual and/or your collective bargaining agreement regarding use of paid and unpaid leave for these absences.



What should I do if I feel sick?

Employees who feel ill should notify their supervisor per College procedure and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave associated with the Families First Coronavirus Act if applicable. Contact Human Resources for more information on available paid time off.

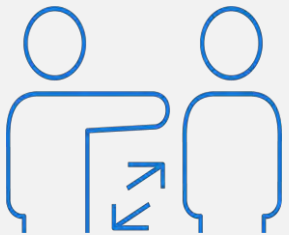
Frequently Asked Questions, cont.



Do I have to wear a cloth/disposable face covering at work?

Employees are required by a state, local order, and College procedure to wear a cloth/disposable face covering and any other necessary PPE equipment while at work in areas where they may come in contact with other employees. Employees in positions with frequent person-to-person contact are required to wear cloth/disposable face coverings at all times. If you are in your office/desk space alone, you may remove your mask if you can maintain the 6ft social distancing guideline. If you have a medical condition that restricts you from wearing a cloth/disposable face covering, please speak with Human Resources.

***The College will supply all employee's with one washable cloth mask covering.**



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. Some may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for social distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your supervisor can provide you with guidance specific to your role.

Frequently Asked Questions, cont.



Where do I take lunch or breaks?

The cafeteria sitting area will be open and we encourage employees to utilize our outside seating. Cloth/disposable face coverings can be removed in the cafeteria area or outside when practicing social distancing. Please use the clean-in/clean-out model with wipes provided in the space. There are refillable bottle coolers that are hands-free and it is preferred that we utilize those whenever possible. Please plan to bring your own water or beverages as vending machines will not be available. Beverages and snacks will be available at the Campus Bookstore during limited hours.



Can I use the refrigerators and microwaves in kitchenette areas?

Employees may use the refrigerators and microwaves with clean-in/clean-out procedures only. Coffee makers, toasters, and water dispensers will continue to be available for use with clean-in/clean-out procedures after each use. Please bring your own utensils and dishes as dishwashers will not be available for use and dishes left on the counters/sinks will be disposed of as they cannot be sanitized.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

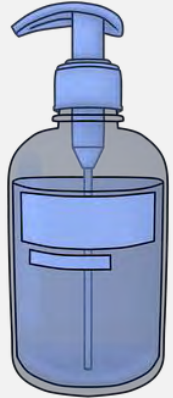
Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately work with the appropriate county health department to inform all employees of the possible exposure. For employees who have been identified as being potentially exposed, the county health department will be notified and the employee will be sent home and asked to work remote and self-quarantine for 14 days. No leave time will be required to be used. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



What other changes have occurred or may happen?

Employees on the College's Health Plan will have the costs for COVID-19 testing covered by insurance through August 31, 2020

Frequently Asked Questions, cont.



What benefit changes have occurred and may affect me?

Flexible Spending Accounts

- Health Flex Spending Accounts(FSA) and Dependent Care Assistance Plan (DCAP) may allow employees to apply unused amounts for plan years (or grace periods) ending in 2020 to expenses incurred through Dec. 31, 2020 and the carryover limit for Health FSA is increased from \$500 to \$550. If you are using FSA or DCAP accounts please check with Human Resources for changes.
- Over-the-counter medical products have been reinstated as eligible expenses for HSAs, certain HRAs and FSAs without a prescription

What changes will occur for accessing my office or workspace?



- Most instructional content for Fall of 2020 will be delivered online with limited content being delivered on campus. Faculty will be primarily working remotely. Most staff will have a work assignment split between on campus and working remotely.
- Faculty and staff working remotely, and those employee working on campus, will have access to their offices/individual work spaces, but should follow the guidelines for daily self-screening prior to coming to campus and practice all other COVID-19 related policies and safety procedures, including the wearing of cloth/disposable face coverings while on campus.

Frequently Asked Questions, cont.



How to help maintain mental well-being during this time.

1. Keep a Routine
2. Get a Good Night's Sleep
3. Spend Time Outside
4. Leverage the Power of Technology
5. Don't Obsess Over the News
6. Practice Positivity and Gratitude
7. If you are feeling extreme stress, anxiety or other strong emotions, please reach out to Kishwaukee College's Employee Assistance Program (EAP) for assistance. Information is available on the College's COVID-19 Employee Resources webpage.

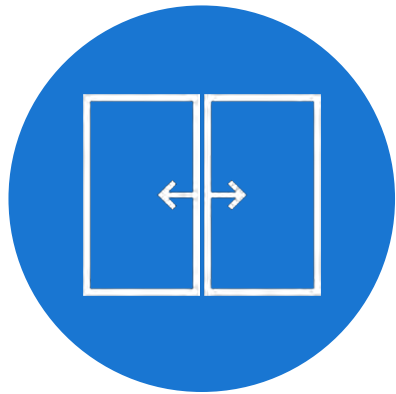


What happens if we have to revert to a previous Phase?

The College reserves the right to modify Phase IV Guidelines or revert to any previous Phases as deemed necessary based upon new Disaster Proclamations, Executive Orders, or recommendations from state and federal agencies including the CDC and IL Department of Public Health. The College will notify students and employees of any changes in Phases.

Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances to keep our workplace safe going forward. Some of the changes you may see at any of our worksites include:



Specific designated entry ways



Zoom Meetings



Motion-sensor lighting, closing off of unoccupied areas.



Employee Self Checks for Body temperature and symptoms.



Elevator buttons or signs stating one person in the elevator at a time.

Southeastern Illinois College
Extra-Curricular COVID-19 Risk Mitigation Plan
For 2020-2021



Southeastern Illinois College has engaged significant time and resources in planning and executing a return to campus plan in accordance with state and national guidelines and mandates. One final major area of safety we have engaged is in the extra-curricular arena in the age of COVID-19. This plan aligns with the master return to campus plan.

This document explains how the College stands in regard to each major activity on campus, academic and athletic, that present varied challenges. The Centers for Disease Control and Prevention assesses risk for sports and relevant close contact activities (e.g., theater) this way:

- Lowest Risk: Skill-building via exercises at home
- Increasing Risk: Team-based practice
- More Risk: Within-team competition
- Even More Risk: Full competition between teams from the same local geographic area
- Highest Risk: Full competition between teams from different geographic areas

The Centers for Disease Control and Prevention says that if organizations cannot keep in place safety measures such as masks and social distance during competition, those organizations should consider alternative venues for performance. Mass transit like a bus is discouraged by the state limiting travel on buses to essential trips only.

Coaches/sponsors are required to become familiar with SIC's Return to Campus Plan for Phase Four which allows for limited student life activities to some extent.

Major variables (not exclusive for decision-making) provide a logic for evaluation of activities:

	Outdoor	Indoor
No/low contact	Low Risk	Increased Risk
High contact	More Risk	High Risk

Administrators have worked closely with our legal team and insurance underwriter as well as health and safety resources on a waiver for participation in certain instances. We continue to follow the law and mandates that could affect this potential requirement making them null and void potentially. Our situation is a fluid one, and more restrictions may be engaged in the name of safety. Conversely, we may loosen restrictions if, for example, a vaccine became readily available and effective.

NJCAA, Phi Rho Pi, Phi Theta Kappa, and other organizations that issue protocols will be considered and engaged as cross-referenced with IDPH, Centers for Disease Control and Prevention, regulatory bodies and officials, as well as College safety measures. Safety will be a primary consideration.

Below are the initial plans of action for the major student activities and teams at Southeastern. Clubs are addressed in the Return to Campus Plan for Phase Four.

- Music: We will cancel live, large performances this year; some possible solos or distance duos/trios and such may be held while respecting IDPH and Centers for Disease Control and Prevention. No more than 50 in VPAC theater IF anything live is done; we are discouraging this.
- Theatre: We will cancel large performances, particularly musicals and large cast plays; some small performances that will respect Centers for Disease Control and Prevention and IDPH guidelines may be allowed with no more than 50 audience members; these are tentative plans as we are discussing “going dark” on the stage for a specified amount of time. Some virtual performances may be an option since we have students on scholarship.
- Speech Team: We have postponed travel and traditional tournaments; the possibility of virtual speech and debate (in real time) is being explored. Tournaments at any later date should be closer to home. No overnights allowed unless prior arrangements arranged.
- Phi Theta Kappa (PTK): We have postponed travel and traditional student events; the possibility of virtual engagements exists. Face-to-face activities at any later date should be closer to home. No overnights allowed unless prior arrangements arranged.
- Phi Beta Lambda (PBL): We have postponed travel and traditional tournaments; the possibility of virtual competition exists. Tournaments at any later date should be closer to home. No overnights allowed unless prior arrangements arranged.
- Archery: We plan to continue the archery team as is but without travel to far distances; travel will be limited to a small number of members who can rotate going to tournaments; tournaments on campus can adhere to Centers for Disease Control and Prevention and IDPH guidelines; students could drive themselves with a signed waiver (proof of insurance required if another competitor rides with them). Costs could not be borne by the college without prior approval, but would have to come from the team’s existing budget. Tournaments should be closer to home. No overnights allowed without prior approval. For indoor archery, we have to limit the building for viewing.
- Bowling: We plan to continue the bowling team as is but without travel to far distances; travel will be limited to a small number of members who can rotate going to tournaments; students may sign a waiver to drive themselves; we could rent cars for each of them but that is too costly;

students could drive themselves with a signed waiver (proof of insurance required if another competitor rides with them). Costs could not be borne by the college without prior approval, but would have to come from the team's existing budget. Tournaments should be closer to home. No overnights allowed unless prior arrangements arranged. Any out of state travel creates challenges as may have to default to Illinois standards.

- Model Illinois Government (MIG): We have postponed travel and traditional tournaments; the possibility of virtual competition exists. Tournaments at any later date should be closer to home. No overnights allowed unless prior arrangements arranged.
- Shooting: We plan to continue the shooting team as is but without travel to far distances; travel will be limited to a small number of members who can rotate going to tournaments; students may sign a waiver to drive themselves (proof of insurance required if another competitor rides with them); Costs could not be borne by the college without prior approval, but would have to come from the team's existing budget. Tournaments should be closer to home. No overnights allowed unless prior arrangements arranged.
- Baseball and Softball: We plan to reduce the fall season as it is a mostly spring sport; this is a non-contact sport and masks can be worn for when contact is closer (e.g., at bat with catcher). In terms of travel, students may sign a waiver to drive themselves (proof of insurance required if another player rides with them); we could rent cars for each of them but that is too costly. Tournaments should be closer to home. No overnights allowed unless prior approval is given.
- Basketball (M and W): Given that this is a full contact sport occurring indoors with a higher propensity for virus spread than any other sport or extra-curricular, the season will be postponed. Masks and other social distancing requirements are not applicable for competition/practice and that absence would place the institution in direct violation of state mandates. There are literally no mitigation strategies available when it comes to games, scrimmages or regular practices. Players can't wear a mask or maintain social distance. To do so would require intense testing measures and checks that would have to be rigorous and costly. Gov. Pritzker's Return to Campus Plan states: "Athletics: In Phase 3 and Phase 4, institutions may return certain student athletes to campus, in alignment with NJCAA (or other appropriate organization) and conference guidelines,

while following all social distancing and health practices as otherwise outlined in this document.” Masks and social distancing cannot be ensured in practice nor games. Our underwriter recommends suspending basketball for this year as the risk is simply higher for this activity. Player safety and liability coverage would be concerning. Southeastern will continue to honor scholarships or releases for LOIs. Coaches will not be penalized nor lose stipends due to this situation.

Extra-Curricular Mitigation Plan Form

DIRECTIONS: This form is to be completed at least two (2) weeks before the scheduled event(s). For seasonal or inclusive planning long-term and/or repeatable events, this form should be filled out in detail at before the beginning of school and an appointment with the appropriate dean and other administrative staff as appropriate to discuss mitigation strategies.

Coach/Sponsor: _____ **Title:** _____

Team/Activity Oversight: _____ **Date Submitted:** _____

Please provide in detail the mitigation strategies for the areas that are pertinent for your activity or team. Consider variables in the Return to Campus Plan, such as:

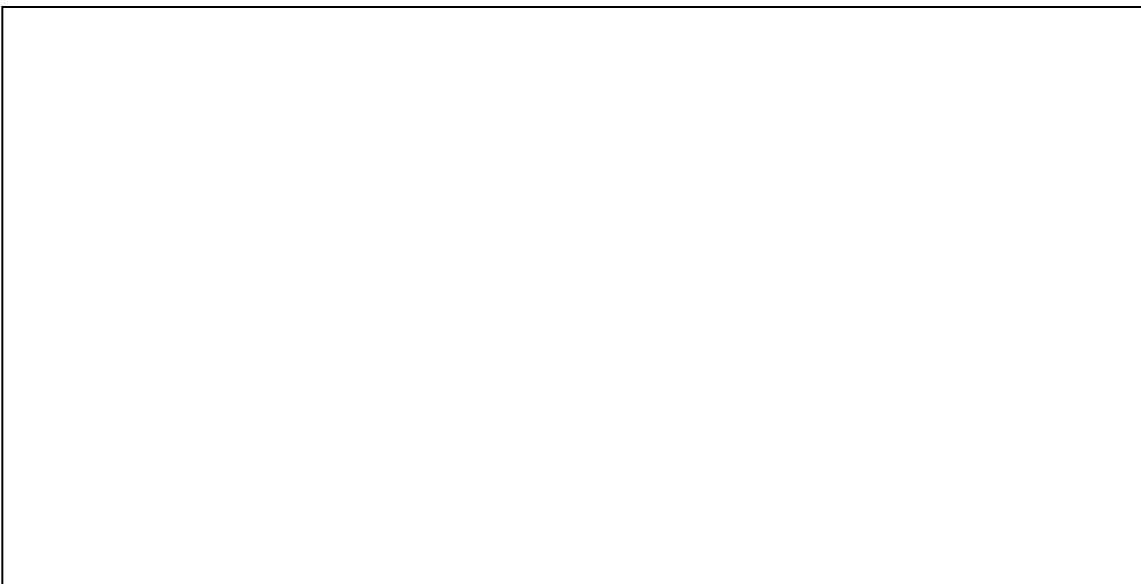
- Use of Masks
- Practice of Social Distance
- Crowd Limitation (50 or fewer in IL under Phase 4; 10 or fewer in Phase 3)
- Sanitizing
- Handwashing
- Travel Precautions, Overnight Lodging, Spectators, Budget Impact, etc.
Higher risks are to be avoided, such as overnight lodging.

1. Mitigation Strategies for Practice:

2. Mitigation Strategies for Travel (if applicable):



3. Mitigation strategies for activity engaged:



Add sheets if needed for more detail on safety measures.

In special situations and not for overnight, students MAY be able to drive themselves for School travel but ONLY with prior approval and a liability waiver. Anyone who shares a ride must also fill out a liability waiver.

Administrative Approval:

_____ Approve or Deny (circle one) _____
Staff Responsible for Activity Date

_____ Approve or Deny (circle one) _____
Cabinet Executive Dean for Activity Date

_____ Approve or Deny (circle one) _____
Executive Dean of Administrative And Business Services Date

_____ Approve or Deny (circle one) _____
President Date