

**SHAWNEE COMMUNITY COLLEGE**

RETURN TO CAMPUS PLAN

June 2020

**SHAWNEE COMMUNITY COLLEGE**

**RETURN TO CAMPUS CHART**

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|  | **Phase 2 Flattening** | **Phase 3**  **Recovery** | **Phase 4 Revitalization** | **Phase 5 Restored** |

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| **INSTRUCTION** |  |  |  |  |
| Lecture Classes | Online | Online | Online | On Campus |
| Lecture/Lab Classes | Online | Lecture Online/Lab Online w/ enhanced simulation | Face to Face, Online, Zoom | On Campus |
| Lab Only Classes | Online | Lecture Online//Lab Online w/ enhance simulation | Face to Face, Online, Zoom | On Campus |

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| **STUDENT SERVICES** | Online | Online | Full on-campus service | Full on-campus service |

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| **PREVENTION** |  |  |  |  |
| Sanitizing and Disinfecting of High Touch Areas | Daily, in areas occupied by required staff | Daily, in areas occupied by staff | Classes and Lab spaces sanitized after each use. Work spaces sanitized daily. | Daily |
| Social Distancing | Enforced | Enforced | Enforced | Not enforced |
| Face Coverings | Required at all common areas | Required at all common areas | Required at all common areas | Not enforced |
| Hand Sanitizer | Provided on all campus facilities | Provided on all campus facilities | Provided on all campus facilities | Provided as Pre COVID-19 |
| Plastic Barriers | Installed | Being installed | In use | Uninstalled |
| Floor Markings | Installed | Being installed | In use | Uninstalled |
| Entrance | Only required staff on campus or with permission of College president | Students and staff will enter through security entrance | Students will enter through main entrance. Staff may enter though gym entrance. | All entrances open for use |
| Human Temperature Monitoring | Cannot enter without temperature monitor | Cannot enter without temperature monitor | Cannot enter without temperature monitor | N/A |
| Temperature Threshold | 100.4 | 100.4 | 100.4 | N/A |
| Timing if fever | Can return if symptom free & no fever for 72 hours | Can return if symptom free & no fever for 72 hours | Can return if symptom free & no fever for 72 hours | N/A |
| COVID-19 Symptom Questions | Signage on all entrance doors, common areas, and available as handouts | Signage on all entrance doors, common areas, and available as handouts | Signage on all entrance doors, common areas, and available as handouts | N/A |
| Handshaking | Not allowed | Not allowed | Not allowed | Allowed |
| Paper Towel Dispensers | In use. Hand dryers disabled. | In use. Hand dryers disabled | In use. Hand dryers disabled. | In use. Hand dryers usable |

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| **CONFIRMED POSITIVE COVID-19 CASE** |  |  |  |  |
| Cleaning | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | N/A |
| Communication | Email to all employees. Report to IDPH. | Email to all employees. Report to IDPH. | Email to all employees. Report to IDPH. | N/A |
| Contact Tracing | Conducted by HR and Southern 7 | Conducted by HR and Southern 7 | Conducted HR and by Southern 7 | N/A |

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| **UNCONFIRMED COVID-19 CASE** |  |  |  |  |
| With Symptoms | Stay at home & don’t work for 2 weeks | Stay at home & don’t work for  2 weeks | Stay at home & don’t work for 2 weeks | N/A |
| Without Symptoms | Work from home for 2 weeks | Work from home for 2 weeks | Work from home for 2 weeks | N/A |
| Cleaning | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | N/A |
| Communication | Only to those who have come in contact with unconfirmed person | Only to those who have come in contact with unconfirmed person | Only to those who have come in contact with unconfirmed person | N/A |
| Contact Tracing | Conducted HR and by Southern 7 | Conducted HR and by Southern 7 | Conducted HR and by Southern 7 | N/A |

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| **BUSINESS MEETINGS** | Virtual Only | Less than 10 people with social distancing enforced or virtual | Less than 50 people with social distancing enforced or virtual | N/A |

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| **TRAVEL** |  |  |  |  |
| Local | Allowed | Allowed | Allowed | Allowed |
| Regional | Allowed-Essential Only | Allowed-Essential Only | Allowed | Allowed |
| In state | Not allowed | Not allowed | Not allowed | Allowed |
| Out of state | Not allowed | Not allowed | Not allowed | Allowed |
| International | Not allowed | Not allowed | Not allowed | Allowed |

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| **ON CAMPUS STAFFING** |  |  |  |  |
| Main Campus | Remote Operations Only | Only Required Staff | Staggered staffing/Transitioning to full staffing per state guidelines | Full Staffing |
| Anna Extension Center | Remote Operations Only | Remote Operations Only | Staggered Staffing/Transitioning to full staffing per state guidelines | Full Staffing |
| Metro Extension Center | Remote Operations Only | Remote Operations Only | Staggered Staffing/Transitioning to full staffing per state guidelines | Full Staffing |
| Cairo Extension Center | Remote Operations Only | Remote Operations Only | Staggered Staffing/Transitioning to full staffing per state guidelines | Full Staffing |
| Vienna Extension Center | Remote Operations Only | Remote Operations Only | Staggered Staffing/Transitioning to full staffing per state guidelines | Full Staffing |

**SHAWNEE COMMUNITY COLLEGE**

**RETURN TO CAMPUS PLAN**

In March 2020, the Coronavirus, COVID-19, affected the entire world including Shawnee Community College located in southern Illinois. Shawnee Community College quickly responded moving to an online environment protecting the health and safety of the students and staff. Since that time, the College, the Shawnee community and all of Illinois was demanded to a stay-at-home situation where social interaction and free unrestricted movement was eliminated.

A plan has been formulated to assist the College in returning to campus. The plan was developed to coincide with Governor Pritzker’s 5 Phase Restore Illinois Plan. Also included were recommendations by the Center for Disease Control and Prevention, Illinois Department of Public Health, Illinois Community College Board, Illinois Board of Higher Education, and National Junior College Athletic Association.

The highest priority lends to the safety and security of everyone on Shawnee Community College campuses. For the safety of all, the College will consistently monitor the behaviors of students, employees, and anyone using campus facilities. All College employees are expected to help enforce the guidelines established by the College. Requesting voluntary compliance should always be the first action for any infraction.

**PHASE 1**

**RAPID SPREAD**

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| **DESCRIPTION**  The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful. |

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| **General Guidelines for Campus Operations** |
| * College is open for business but working remotely. All college facilities are closed. Employees work from home. On campus essential staff only, to provide security, monitor access to college property and provide sanitation services to college property. Home is considered their primary residence. At any other location, employee must have permission from Vice President to work from that location. |
| * Only approved employees may be on campus. |
| * Approved employees must enter and exit via east entrance, sign in and out with Security. |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * No visitors will be allowed in campus facilities. |
| * Paper towels should be used in restrooms. Hand dryers will be turned off. |
| * Water fountains will be disabled. Water bottle filling stations will be enabled. |
| * Campus fitness centers will be closed. |
| * No campus events will be held. |
| * Complete IT services will be provided by remote support. |
| * IT will assure stability and accessibility of the data center through remote areas. |
| * IT staff members will only be onsite if a situation requires it. |
| * Maintain Joint Response Team and Cabinet to monitor situation. |
| * All Fitness Centers are closed. |
| **General Guidelines for Extension Centers** |
| * Extension Centers will be closed. |
| **General Guidelines for Instruction** |
| * All classes will be conducted online with some instruction via Zoom. |
| **General Guidelines for Staff** |
| * Courses are online. Face-to-Face are postponed until Phase III |
| * Approved employees must enter and exit via east entrance, sign in and out with security. |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * Approved employees will be expected to verify they are free of COVID-19 symptoms. |
| * Virginia will answer SCC calls using connected phone. |
| * Meetings will be held utilizing Zoom. |
| * Tutoring services will be provided by phone, email or Zoom. |
| * Continuous advertisement of student support services by PR, instructors, and staff will occur. |
| * Non-essential travel is discontinued |
| **General Guidelines for Students** |
| * All classes will be conducted by remote learning only. |
| * All support services will be conducted by phone, email or Zoom. |
| * Book purchase and buy-back will be done by pre-order and drive-thru methods. |
| **General Guidelines for Athletics** |
| * Practices and competitions are suspended. |

**PHASE 2**

**FLATTENING**

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| **DESCRIPTION**  The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at a slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home, and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. |

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| **General Guidelines for Campus Operations** |
| * College is open for business but working remotely. All college facilities are closed. Employees work from home. On campus essential staff only, to provide security, monitor access to college property and provide sanitation services to college property. Home is considered their primary residence. At any other location, employee must have permission from their Vice President to work from that location. |
| * Only approved employees may be on campus. |
| * Approved employees must enter and exit via east entrance, sign in and out with Security. |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * No visitors will be allowed in campus facilities. |
| * Paper towels should be used in restrooms. Hand dryers will be turned off. |
| * Water fountains will be disabled. Water bottle filling stations will be enabled. |
| * Campus fitness centers will be closed. |
| * No campus events will be held. |
| * Complete IT services will be provided by remote support. |
| * IT will assure stability and accessibility of the data center through remote areas. |
| * IT staff members will only be onsite if a situation requires it. |
| * Maintain Joint Response Team and Cabinet to monitor situation. |
| * All Fitness Centers Closed. |
| * Temperatures will be taken for any essential approved employees entering the building with 100.4 being the temperature threshold. |
| **General Guidelines for Extension Centers** |
| * Extension Centers are to remain closed except essential personnel. |
| **General Guidelines for Instruction** |
| * All classes will be conducted online with some instruction via Zoom. |
| **General Guidelines for Staff** |
| * Approved employees must enter and exit via east entrance, sign in and out with Security. |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * Approved employees will be expected to verify they are free of COVID-19 symptoms. |
| * Campus receptionist will answer SCC calls using connected phone. |
| * Meetings will be held utilizing Zoom. |
| * Tutoring services will be provided by phone, email or Zoom. |
| * Continuous advertisement of student support services by PR, instructors, and staff (tutoring, accessibility, counseling, retention referrals). |
| * Non-essential travel is discontinued. |
| * Staff will be provided sanitizing supplies to use in their offices or work areas. |
| **General Guidelines for Students** |
| * All will be conducted by remote learning only. |
| * All support services will be conducted using phone, email or Zoom. |
| * Book purchase and buy-back will be done by pre-order and drive-thru methods. |
| **General Guidelines for Athletics** |
| * Practices and competitions are suspended. |

**PHASE 3**

**RECOVERY**

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| **DESCRIPTION**  The rate of infection among those tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. All gatherings limited to 10 or fewer are allowed. Face coverings and social distancing are the norm. |

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| **General Guidelines for Campus Operations** |
| * College is open for business but working remotely. All college facilities are closed. Employees work from home. On campus essential staff only, to provide security, monitor access to college property and provide sanitation services to college property. Home is considered their primary residence. At any other location, employee must have permission from their Vice President to work from that location. |
| * Only approved employees may be on campus. |
| * Approved employees must enter and exit via east entrance, sign in and out with Security |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * Deep cleaning and sanitizing of high touched and frequented spaces will continue to take place on all campus facilities. |
| * No visitors will be allowed in campus buildings. |
| * Paper towels should be used in restrooms. Hand dryers will be turned off. |
| * Water fountains will be disabled. |
| * When automatic door buttons are not available, doors will be propped open to avoid door handle touching. |
| * Campus fitness centers will remain closed. |
| * Plastic barriers will begin being installed. |
| * IT will begin equipping classrooms so that all instructors can use Zoom. |
| * Measuring and layouts of all classrooms, labs and potential educational areas to determine numbers of students possible for proper social distancing will be started. |
| * Continue to maintain Joint Response Team and Cabinet to monitor situation. |
| * No campus events will be held. |
| * Complete IT services will be provided by remote support and a staggered onsite staffing schedule. |
| * IT will assure stability and accessibility of the data center through remote areas. |
| * 1 person in the elevator at a time. |
| * No visitors will be allowed on campus facilities. |
| * Temperature will be checked, 100.4 being temperature threshold. |
| **General Guidelines for Extension Centers** |
| * Extension Centers will remain closed. |
| **General Guidelines for Instruction** |
| * All classes will remain online with some instruction via Zoom. FTF - the only way to complete the course is through face to face instruction with social distancing. Requires permission of VPAA. No internships. |
| **General Guidelines for Staff** |
| * Only approved employees may be on campus |
| * Approved employees must enter and exit via east entrance, sign in and out with Security. |
| * Approved employees must wear face covering when circulating around campus. Masks may be removed in offices when alone. |
| * Approved employees should practice social distancing when on campus. |
| * Approved employees will be expected to verify they are free of COVID-19 symptoms. |
| * Virginia will continue to answer SCC calls using connected phone. |
| * Meetings should be held utilizing Zoom. |
| * Tutoring services will be provided by phone, email or Zoom. |
| * Begin work on SEM 111 for “pandemic mode” – instruction and staff. |
| * Develop a set of clear expectations about student responsibility in regard to personal accountability, using PPE, consequences. (Instruction and staff). |
| * Continuous advertisement of student support services by PR, instructors and staff (tutoring, counseling, retention referrals). |
| * Non-essential travel is discontinued. |
| * Staff will be provided sanitizing supplies to use in their offices or work areas. |
| **General Guidelines for Students** |
| * All classes will be conducted by remote learning. |
| * Book purchase and buy-back will be done by pre-order and drive-thru methods. |
| * Students must wear masks while on campus at all times. |
| **General Guidelines for Athletics** |
| * Campus visits by recruits are limited to driving around campus not visiting building. |
| * Coaches can utilize the SCC virtual tour. |
| * Practices and competitions are suspended. |

**PHASE 4**

**REVITALIZATION**

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| **DESCRIPTION**  The rate of infection among those tested and the number of patients admitted to the hospital continues to decline. All gatherings of up to 50 are allowed, restaurants and bars reopen, travel resumes, childcare and schools reopen under guidance from the IDPH. Face coverings and social distancing are the norm. |

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| **General Guidelines for Campus Operations** |
| * College is open for business. Effective July 20, 2020, offices will be staffed at 50% while some employees will continue to work from home. Home is considered their primary residence. At any other location, employee must have permission from Vice President to work from that location. On August 1 the College will be open 100%. |
| * Deep cleaning and sanitizing of high touched and frequented spaces will continue to take place in campus facilities. |
| * Staff should self-monitor their health and not return to campus if ill. |
| * Paper towels will be used in restrooms. Hand dryers will be disabled. |
| * Water fountains will be disabled. Water bottle filling stations will be enabled. |
| * Doors will be propped open to prevent handle touching. |
| * Fitness center equipment will be configured for social distancing. |
| * Cleaning and sanitizing of fitness center will be conducted per IDPH guidelines. |
| * Access to main building will be to front entrance. |
| * Directional signage will be placed marking 6-foot spacing to maintain proper distancing. |
| * COVID-19 symptom signs will be placed on all entrance doors, bulletin boards, and common areas. |
| * Standing hand sanitizer holders will be placed in multiple places. |
| * Unused classrooms, labs, conference rooms and common areas will be cleaned, sanitized, and locked. |
| * Employees should regularly wipe down and sanitize their individual workstations or office with provided supplies. |
| * Bookstore will be open with a limited number of customers at a time and with proper social distancing. |
| * Rental and usage of College facilities by outside organizations is generally prohibited and can only be approved by the College president. |
| * Table and chairs in common areas will be removed to meet social distancing requirements. |
| * Game tables will be closed. |
| * Vending machines will be on for use. Signage will direct users to wipe down with provided sanitary wipes. |
| * Furniture in hallways will be distanced and taped. |
| * Cleaning services will be spraying all rooms on campus and at extension centers each evening. |
| * No children under 18 on campus unless enrolled in SCC academic program. |
| * Visitors will not be allowed in college facilities. |
| * Temperature will be checked, 100.4 being threshold. |
| * Virginia will continue to answer SCC calls using connected phone. |
| * Meetings should be held utilizing ZOOM |
| * Tutoring services will be provided by phone, email or ZOOM. Beginning July 20, 2020, testing services will be provided by appointment. |
| * Conduct SEM 111 for “pandemic mode” – instruction and staff. |
| * Student expectations will be publicly promoted using all media channels. |
| * The College will abide by the Families First Coronavirus Response Act. |
| * Employees are encouraged to minimize face-to-face meetings and personal interactions while on campus. |
| * Develop a set of clear expectations about student responsibility in regard to personal accountability, using PPE, consequences. (Instruction/staff) |
| * Ensure that Support Services (tutoring, counseling, retention referrals) are well advertised to students and known by all faculty. |
| * Continued utilization of telephone, email and video conferencing technology should be considered for personal interactions while on campus. |
| * Face masks and face shields will be sold in the Bookstore. |
| * SCC Library will be open to students with proper social distancing. Disinfecting and sanitizing will occur at intervals during the day and each evening. |
| * SCC Library staff will rotate at the front desk, maintaining social distancing, while the other is in the stacks or the workroom. One person will work with patrons and check out, other will complete admin computer work or item processing, filing, etc. If students are not on campus, Staff continue to work virtually and make appearances when needed. |
| * SCC Library -Open Monday through Thursday to students and community. 7:45 a.m. to 3:15 p.m. Staff will clean from 3:15 to 4:15. No evening hours. Staff may work on site or remotely on Fridays. |
| * SCC Library- Students will be allowed two hours on computer, subject to current usage levels. |
| * SCC Library- Maximum of 8 computer lab users at one time to maintain social distancing. Sanitizing between users. Two students in the first row of computers, one at each end to maintain the six-foot rule; two at the second grouping of eight computers; two more at the third grouping of eight computers all six feet apart; finally, two people at each end of the back row of computers. |
| * SCC Library- Have designated computer in the library for computer help with tv monitor and connections for students’ computers to connect (Huddle Space) to provide staff the ability to troubleshoot computer problems while maintaining a safe distance. Also, place signs that explain which computer to sit at if need assistance. |
| * SCC Library (Study Rooms) Limited to use of one or two people maximum at a time while maintaining social distancing. Sanitizing between each user(s). |
| * SCC Library- One-way traffic. Enter from H hallway door. Exit through door into J. Door into J will be locked, allowing exit traffic only. Signs placed on doors. |
| * SCC Library-Supply tables: Remove most supplies. Set out one pencil and pen, one stapler, one tape dispenser. Students may keep the pencil or pen they use and staff will replace items as necessary and sanitize stapler, etc., and wipe table after every use. Baskets will be removed. No scratch paper offered. |
| * Additional monitor at circulation desk to show patrons how to access library catalog, research databases, etc. Additional monitor for TLC to allow staff to show students, faculty, and staff things in Moodle while socially distancing. |
| * Continue to maintain Joint Response Team and Cabinet to monitor situation. |
| * A quarantine area will be established for students who arrive on campus or at Extension Centers and their temperature is above the threshold and need to wait on transportation home. |
| * Campus dining will be open with take-out options. |
| * Bottles of water will be sold ($0.50) at the Bookstore. |
| * Continue to provide laptops, Jetpacks, and other technology equipment to students as needed. |
| * Contact tracing will be provided with the assistance of the Southern Seven Health Department. |
| * Complete IT services will be provided using remote support and a staggered onsite staffing schedule. |
| * IT will assure stability and accessibility of the data center through remote access. |
| **General Guidelines for Extension Centers** |
| * Fitness center equipment will be configured to all for social distancing. |
| * Create schedule for fitness center users with cleaning time. |
| * When speaking with students about wearing masks and social distancing, employees will utilize positive verbiage and explain why the protective steps are being taken. |
| **General Guidelines for Instruction** |
| * On campus with social distancing and face masks. Options available for students to choose courses with either face-to-face, synchronous (Zoom), or asynchronous (Moodle only) delivery mode. Front load lab components as much as possible. Internships allowed. All FTF instruction for fall 2020 will be completed by Thanksgiving. Students can be asked to leave if they remove face masks. |
| * Sanitizing supplies will be available in labs/all classrooms to allow students to wipe down their seating location, work surface and/or equipment. |
| * All face-to-face course enrollment caps have been adjusted to allow for a 6-foot social distance between students. |
| * In the event we are required to return to Phase 3, all face-to-face courses will be converted to synchronous (ZOOM) delivery. |
| * Disposable keyboard covers will be used in computer labs. |
| * Lab equipment will be appropriately spaced in program labs to meet social distancing requirements for students. |
| **General Guidelines for Staff** |
| * When meeting with a student, only one student at a time. |
| * Beginning July 20, 2020, advisement may be provided face-to-face by appointment and practicing safety protocol. Advising may also be provided to students by phone, email or Zoom |
| * Testing Center will use keyboard covers. |
| * Disinfecting and sanitizing will occur between testers. |
| * Beginning July 20, 2020, testing and tutoring services may be provided by appointment. Tutoring services will be provided by phone, email or Zoom |
| * Face masks, provided by SCC, are required at all times except when alone in office. Employees may provide their own face covering. |
| **General Guidelines for Students** |
| * Students must wear face covering at all times while on campus. Some masks will be provided for free in the first few days of classes for students who do not have a mask. Masks and face shields will be sold in the Bookstore. |
| * Must wear face covering. Individuals with a documented disability that does not allow them to wear a cloth mask will be provided a clear face shield to wear while on campus. |
| * Students will attend SEM 111 (by both synchronous and asynchronous delivery modes dependent on phase. |
| **General Guidelines for Athletics** |
| * Athletes will be allowed to practice in accordance with IDPH, NJCAA, and GRAC guidelines. |
| * Indoor athletic events will continue, when allowed by IDPH, NJCAA and GRAC without fans present. Events will be live streamed. Only coaches, athletes, essential personnel (referees, scorekeeper, etc.) and media will be allowed in the facility. Social distancing and personal safety practices are required for all non-athletes. |
| * Outdoor athletic events will continue, when allowed by IDPH, NJCAA and GRAC, using appropriate social distancing. Stands will be closed and fans will be required to bring their own outdoor seating and ensure appropriate social distancing. Signage will be posted in closed areas. |
| * Campus visits by recruits are limited to driving around campus not visiting building. |
| * Coaches can utilize the SCC virtual tour. |

**PHASE 5**

**RESTORED**

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| **DESCRIPTION**  With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted and all businesses, schools, and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic. |

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| **General Guidelines for Campus Operations** |
| * All campus facilities will be open. |
| * Full college operations. College may decide to have employees work from home. Home is considered their primary residence. Any other location, employee must have permission from Vice President to work from that location. |
| * Continue to maintain Joint Response Team and Cabinet to monitor situation. |
| * All campus facilities will be open. |
| * Employees should self-monitor their health and not come to work if feeling ill. |
| * Large campus events will resume. |
| * IDPH and local safety guidance will be followed. |
| * Sanitizing supplies will be provided for continued sanitizing and disinfecting. |
| * Travel for college business will resume. |
| * Continue to provide laptops, Jetpacks, and other technology equipment to students as needed. |
| * Full IT services can be provided from any location. |
| * All campus facilities are open to public. |
| * Community use of campus facilities will resume. |
| **General Guidelines for Extension Centers** |
| * Extension Centers are open and operational. |
| **General Guidelines for Instruction** |
| * Options available for students to choose courses with either face-to-face, synchronous (Zoom), or asynchronous (Moodle only) delivery mode. |
| * In the event we are required to return to Phase 3, all face-to-face courses will be converted to synchronous (ZOOM) delivery. If we return to Phase 4, social distancing will resume in the classrooms. |
| * Instruction will be conducted as in modalities to draw the greatest number of students possible. |
| **General Guidelines for Staff** |
| * Employees will self-monitor health and not come to work if feeling ill. |
| * Employees will resume services to students and campus operations. |
| * Large recruitment and retention activities can resume. |
| **General Guidelines for Students** |
| * Students will be encouraged to use personal safety care: frequent handwashing, knowing the symptoms of illness, sanitize areas used |
| **General Guidelines for Athletics** |
| * Practices and competitions will resume. |
| * Student athletes will sanitize equipment after use. |
| * Recruitment activities will resume. |
| * Summer athletic camps will resume. |

**COVID-19 OPERATIONAL PROCEDURES**

1. Shawnee Community College administration will seek to provide hand sanitizer stations throughout campus, including, but not limited to, common areas, hallways, near entries and exits, and near bathrooms.
2. The College administration will post signs with instructions for handwashing procedures in all bathrooms.
3. The College administration will enforce social distancing of no less than 6 feet during times of heightened risk of exposure to COVID-19 during phases 1-4.
4. Employees will be responsible for self-monitoring for fevers, labored breathing, and other COVID-19-related symptoms.
5. SCC will follow the *Families First Coronavirus Response Act* as it relates to paid sick leave.
6. Symptomatic employees will be required to leave work. The College strongly suggests that those employees contact their primary care provider.
7. Symptomatic employees shall return to work after 14 symptom-free days.
8. Contact tracing will be conducted by the Southern Seven Health Department.
9. Employees identified as part of contact tracing may choose to work from home for 14 calendar days from the date of the email informing them of an infected co-worker. Should those employees choose to work from home, they will be required to keep daily logs of all activity. Full pay will continue as long as those employees continue to work, are not symptomatic, and have not tested positive for COVID-19.
10. In the event employees are tested for COVID-19 and the test results are positive, those employees must notify Human Resources as soon as possible. From the date of receipt of the positive test result, those employees will be considered on sick leave.
11. Employees who have received a positive test result will be required to remain off campus for no less than 14 symptom-free days from the date of receipt of the positive test result.
12. Employees who have received a positive test result shall not physically return to work until cleared by a medical provider. Those employees must provide written documentation to Human Resources. The documentation will be placed in the employees’ personnel files.
13. When possible, employees who are restricted from physically returning to work due to another employee’s illness shall continue to remotely work from home whenever possible and feasible with business operations. These individuals will be required to keep daily logs

of all activity. Any employee who tests positive for COVID-19 at any time must immediately report it to Human Resources.

1. Cleaning/sanitation supplies will be supplied for individual work spaces to employees.
2. In the event that an instructor is unable to remotely conduct class during an off-site absence, a substitute instructor will be used, if possible, so that instruction continues.