

# COVID-19 RECOVERY GUIDE



Iowa Western Community College

Current as of July 15, 2020

Ongoing evaluation of current operating practices, and implementation of new or changed policies will take place as needed or as the situation evolves.

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# FACILITY ENTRANCES AND MODIFICATIONS

- a. Signs on all entrances will read: Wearing of face coverings is required. Sanitize hands upon entrance and practice social distancing. If you have had exposure to a known or suspected case of COVID-19 or have symptoms DO NOT ENTER. Symptoms include fever, cough, chest tightness or shortness of breath.

# VISITORS TO CAMPUS

- a. Any vendors or visitors in college buildings will be required to adhere to the following protocols:
  - i. Wearing face coverings.
  - ii. Maintaining proper social distance.
  
- b. No visitors will be allowed into student housing or the cafeteria.

# HAND WASHING, SANITATION, FACE COVERINGS AND SOCIAL DISTANCING

- a. Everyone entering college buildings will be required to observe safety practices.
  - i. Hand washing or sanitation will be required when first entering buildings.
  - ii. Face coverings are required in common areas and required in classrooms, lab, offices and small spaces when two or more people are present.
  - iii. Social distancing (six foot spacing) will be required at all times.

# GENERAL OPERATING PROCEDURES

## A. Returning to College

- i. As the college gradually returns from fully online instruction and opens student housing and other student support buildings all employees and students will be required to follow the safety precautions outlined previously. Students and staff will be asked to furnish their own face covering.

## B. Individuals Not Permitted on Campus

- ii. Individuals experiencing any symptoms including: fever of 100.4, sore throat, cough or shortness of breath are not permitted on campus or centers.
- iii. Individuals who have had contact with someone who has tested positive for COVID-19 in the last 14 days are not permitted on campus or centers.

## C. Refusal to Comply with Guidance

- i. Employees and students who refuse to comply may have their building access privileges suspended. Warnings and corrective actions will be issued for non-compliance; students will be subject to Code of Conduct sanctions and employees will be subject to disciplinary action per Administrative Policy.
  - ii. Visitors who do not comply with the posted instructions will be denied access to buildings and asked to leave campus.

## D. Employee and Student Travel Guidelines

### i. Business Travel

- a. All non-essential business travel is suspended until further notice.
- b. Travel increases your chances of getting and spreading COVID-19
- c. All essential business travel should be conducted in a manner that is safe, including proper social distancing, hand washing, the use of face coverings, etc.

- d. Travel by mass transportation methods are places where it is hard to social distance and exposure to the virus can be increased. If these methods are used, please see the [CDC guidance](#) on considerations for different types of travel.
- e. If you come in close contact with someone who has tested positive for COVID-19 you may be required to quarantine for 14 days. Please contact Human Resources ([covidinbox@iwcc.edu](mailto:covidinbox@iwcc.edu)) for more information. If you develop COVID-19 related symptoms, please contact your physician and self-isolate until you are cleared by your physician to return to work. COVID-19 approved leave time (FFCRA) or sick/vacation (as applicable) will be required to be used; please complete the necessary paperwork with Human Resources. A physician's note may be required to return to work after quarantine or self-isolation
- f. All essential business travel is required to be approved by college President.

**ii. Employee Personal Travel (including vacation travel plans)**

- a. Travel increases your chances of getting and spreading COVID-19. All personal travel should be conducted in a manner that is safe, including proper social distancing, hand washing, the use of face coverings, etc. The CDC does recommend against all non-essential travel at this time.
- b. Travel by mass transportation methods are places where it is hard to social distance and exposure to the virus can be increased. If these methods are used, please see the [CDC guidance](#) on considerations for different types of travel.
- c. If you come in close contact with someone who has tested positive for COVID-19 you may be required to quarantine for 14 days. Please contact HR ([covidinbox@iwcc.edu](mailto:covidinbox@iwcc.edu)) for more information. If you develop COVID-19 related symptoms, please contact your physician self-isolate until you are cleared by your physician to return to work. COVID-19 approved leave time (FFCRA) or sick/vacation (as applicable)

may be required to be used, please complete the necessary paperwork with Human Resources. A physician's note will be required to return to work after quarantine or self-isolation.

### **iii. Student Travel**

- a. Travel increases your chances of getting and spreading COVID-19. All personal travel should be conducted in a manner that is safe, including proper social distancing, hand washing, the use of face coverings, etc. The CDC does recommend against all non-essential travel at this time.
- b. Travel by mass transportation methods are places where it is hard to social distance and exposure to the virus can be increased. If these methods are used, please see the [CDC guidance](#) on considerations for different types of travel.
- c. If you come in close contact with someone who has tested positive for COVID-19 you may be required to quarantine for 14 days. If you develop COVID-19 related symptoms, please contact your physician and self-isolated until you are cleared by your physician.

## **E. Cafeteria Operating Protocol**

- i. Seating has been limited to allow for social distancing. No more than six guests will be allowed per table. Tables have been spaced at six feet. That standard is also applied to the Reiver Room.
- ii. Full-time staff member will be assigned to monitor social distancing throughout the seating area. This person will also be responsible for immediate sanitizing of any table and chair when a guest has departed.
- iii. Face coverings are required by all staff members in the seating area during periods of service. Face coverings will be required by all kitchen staff members during periods of Culinary class work by students. Social distancing will be enforced in all areas at all times.
- iv. Currently all self-service is suspended at this time. Change will be made as allowed to provide the highest achievable level of service while insuring the safety of guests and staff.
- v. Single use disposables will be used for all items served in the café and will continue to do so until it is suitable to resume regular service items.



- vi. High touch items in common areas are being sanitized hourly during service periods by FBG. A check list that must be signed by the individual completing the listed tasks is available for inspection at any time.
- vii. Signage is posted on entry doors that no person with a fever or any symptoms of COVID-19 will be allowed on premises.
- viii. Employees are screened upon arrival daily for symptoms, and a touchless thermometer is used to check for fever. A log is kept in the office of the Foodservice Director. No personal information is recorded. Any employee who has a fever greater than 100.4° or has symptoms is excluded from the operation immediately.
- ix. Increased monitoring of handwashing is being done by all managers on duty.
- x. Employees have been provided with additional food safety training and have successfully completed the Servsafe Food Handlers test.
- xi. Contactless payment options are in place. Currently cash is not accepted.
- xii. Signage is in place advising customers to contact us if they have concerns regarding sanitation or social distancing.
- xiii. Hand sanitize stations are available for guests and staff.
- xiv. The floor in the entry way is marked with six-foot distancing measures. It will be expanded to the café and other areas when they open.

## **F. Residence Life Protocol**

### **i. Residential Spaces**

The safety of students residing on campus is of vital importance. Modifying previous norms and promoting behaviors that reduce the spread of the virus are critical to our residential population.

- a. The contract dates have been adjusted to August 13 – November 25, 2020, and January 10 – April 30, 2021.
- b. No guests will be allowed to visit residents in any housing facility. Visitation within the same facility will be permitted.
- c. Face coverings will be required when residents are outside of their room/suite/apartment.
- d. Lounge and lobby areas will have furniture rearranged to allow for social distancing. Gaming areas will be closed.

- e. Computer labs, laundry rooms, elevators, lounges and lobby areas will have a limited number of residents at any given time.
- f. Increased sanitation of the facility will take place.
- g. Residents will have their temperature taken each morning as they leave their housing facility.
- h. Any gathering will be limited to ten residents, with social distancing followed.

**ii. Move-In Specific Information:**

- a. Move in will take place August 13 – August 15, 2020.
- b. Move-in dates and times will be assigned to allow for fewer individuals in the facilities at a time.
- c. Room assignments and move-in dates and times will be emailed out mid-July.
- d. Two individuals/guests will be allowed to assist residents at move-in.
- e. Public Health nurses and staff will be present to take temperatures and ask a series of screening questions to residents and their guests. Students may be required to quarantine for fourteen (14) days per the request of the public health nurse.
- f. Residence Life Orientation will be online.

**ii. Quarantine and Isolation Spaces**

- a. Quarantine and isolation spaces are critical in the event of positive cases on campus. Several areas in the Reiver Village, Reiver Suites I and Reiver Suites II, have been designated as locations for residents who have contracted the virus to quarantine/isolate. Quarantine procedures will be available to residents who are exposed or test positive.

**G. Course Modality and Safety Protocol**

- i. All face-to-face courses have been modified to become Hybrid courses. Approximately 50% of the course is completed face-to-face and 50% is completed online.
- ii. The face-to-face component of a course will meet one day per week for the total contact hours required to equate to 50% of the course.
- iii. All courses/labs will have no more than 10 students meeting face-to-face at one time.

- iv. Social distancing (six feet) will be observed at all times in classrooms, labs and hallways.
- v. Visitors will not be allowed in classrooms or labs
- vi. To limit the number of people in the hallways at one time, students will not gather in a group nor will they sit in hallways before or after classes.
- vii. The use of face coverings is expected for students, faculty and staff during class, in labs, in offices and in small spaces when two or more people are present.
- viii. If a student refuses to comply with wearing a face covering during class/lab, the faculty member will call Security and have the student removed.
- ix. All equipment/machines will be sanitized after each use and at the end of the day.

#### **H. Contract Training Off-campus**

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

- i. When visiting an establishment/business/etc. off campus, the Iowa Western employee will adhere Iowa Western's safety practices unless the location requires additional safety protocol.
- ii. Iowa Western employee are required to wear face coverings.
- iii. Iowa Western employee will practice social distancing.
- iv. Trainings conducted by Iowa Western employees will adhere to the maximum 10 people guidelines.
- v. Proper hand washing and sanitizing procedures will be followed.

## **I. Off-campus Operating Protocol for Employees**

- i. Work requiring interaction with off-campus individuals or groups should be conducted via remote technology (such as video call or conference call) as a first option.
- ii. Off-campus in person meetings, if necessary, are limited to groups of no more than 10.
- iii. Upon return to campus from any off-campus activity, faculty and staff should follow Iowa Western COVID-19 guidance.
- iv. Any off-campus meetings or functions, if necessary, should be limited to Region 13 including the greater Omaha metro area. Essential work-related travel outside of this area requires approval from the college president.
- v. If a college owned vehicle is used to get to and from an off-campus event, the vehicle will be sanitized by the driver upon return to the college.

## **J. Protocol for Students Testing Positive or Direct Contact to COVID-19**

### **If a student tests positive to COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course virtually.
- ii. Immediately notify the College by completing the COVID-19 form found on ROC, under quick links.
- iii. The College will contact Pottawattamie County Public Health Department for assistance with contact tracing and further recommendations.
- iv. Student will be required to quarantine at their home for fourteen (14) days and must be non-symptomatic before returning to campus.
- v. Student may need to provide a release from their health care provider before their return to class.

**If an on-campus housing resident tests positive to COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course virtually.
- ii. Immediately notify their Residence Life Coordinator and complete the COVID-19 form on ROC, under quick links.
- iii. The College will contact Pottawattamie County Public Health Department for assistance with contact tracing and further recommendations.
- iv. Resident will be required to quarantine in a specified on-campus housing location or off-campus for fourteen (14) days.
- v. Resident who quarantine on campus will have all meals delivered.
- vi. Resident may need to provide a release from their health care provider before their return to class or assigned room.

**If a student has been in direct contact to an individual who has COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course virtually.
- ii. Immediately notify the College by completing the COVID-19 form found on ROC, under quick links.
- iii. Student may be required to self-quarantine for fourteen (14) days.
- iv. Student will be allowed to return to class after fourteen (14) days and must be non-symptomatic before returning to campus.

**If an on-campus housing resident has been in direct contact to an individual who has COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course virtually.
- ii. Immediately notify their Residence Life Coordinator and complete the COVID-19 form on ROC, under quick links.
- iii. Resident may be required to quarantine in a specified on-campus housing location or off-campus for fourteen (14) days, depending on symptoms and direction from their health care provider.
- iv. Resident who quarantine on campus will have all meals delivered.

- v. Resident will be allowed to return to class after fourteen (14) days and must be non-symptomatic.

**If a student is showing symptoms of COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course virtually.
- ii. Contact your health care provider or on-campus public health nurse.
- iii. If testing for COVID-19 is recommended, self-quarantine and do not attend face to face classes or any campus activity until the results are known.
- iv. Student will be allowed to return to class after fourteen (14) days and must be non-symptomatic.
- v. If testing is not recommended or the student receives a negative test result, the student may return 72 hours after non-symptomatic.

**If an on-campus resident is showing symptoms of COVID-19:**

- i. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course virtually.
- ii. Contact your health care provider or on-campus public health nurse.
- iii. Contact your Residence Life Coordinator.
- iv. If testing for COVID-19 is recommended, self-quarantine and do not attend face to face classes or any campus activity until the results are known.
- v. Resident may be required to quarantine in a specified on-campus housing location or off-campus for fourteen (14) days, depending on symptoms and direction from their health care provider.
- vi. Resident who quarantine on campus will have all meals delivered.
- vii. If testing is not recommended or the student receives a negative test result, the student may return 72 hours after non-symptomatic.

## **K. Protocol for Employees Testing Positive or Direct Contact to COVID-19**

- i. If an employee tests positive or has direct exposure to COVID-19 the college will follow [CDC guidance](#).
- ii. The employee will be required to quarantine at their home for fourteen (14) days.
- iii. Employee may need to provide a release from their healthcare provider before their return to work.
- iv. The college, in conjunction with the Pottawattamie County Public Health Department, will conduct contact tracing and inform employees and students who have come in contact with an infected person.
- v. The employee's direct supervisor and Human Resources will be notified and will serve as the liaisons to the employee. Please notify Human Resources using the email [covidinbox@iwcc.edu](mailto:covidinbox@iwcc.edu)