


# Iļisaġvik College COVID Response Plan




<b>Purpose:</b>	To provide high level guidance			
<b>Principles:</b>	<b>Safety, Compliance, Quality &amp; Access</b>	<b>Direction to College Community, Agility</b>	<b>Fiscal Responsibility, Coordination</b>	
	<b>Phase 1 – Closed</b>	<b>Phase 2 – Telework</b>	<b>Phase 3 – Limited Operations</b>	<b>Phase 4 – Fully Operational</b>
<b>Hours</b>	None	None, Essential Staff checking on campus.	M-Th 12-5p	M-F, 9a-5p, including lunch hour
<b>Operations/ Facilities</b>	No in-person service. All campus related buildings are closed to the public. ie: Partner Sites, Gym, etc.	No in-person service. All campus buildings closed to the public. ie: Partner Sites, Gym, etc.	<p>Campus buildings open to public with limited hours. Face coverings will be worn by employees and visitors to campus buildings in communal spaces.</p> <p>Gym remains closed.</p> <p>Cleaning will be increased pertaining to the high traffic areas following CDC guidelines.</p> <p>Partner Site operations determined on a case by case basis.</p>	<p>Fully staffed on campus. Facilities open during regular working hours.</p> <p>Maintain increased cleaning procedures following CDC guidelines.</p>
<b>Staffing</b>	<p>Essential employees monitoring and responding to e-mails, priority projects/reports. Payroll continued, M&amp;O checking on facilities.</p> <p>Refer to position status to determine if your position is Essential, Work From Home, or Clear.</p>	<p>All employees available by phone and email. Checking regularly. Employees are informed by supervisors about responsibilities while working from home.</p> <p>Expectation that if an employee is called into work, they are able to get to work within a reasonable timeframe.</p> <p>Essential staff working from offices: HR, BO, IT, M&amp;O.</p>	<p>Administration continues to encourage telework/working from home for those whose tasks support that type of work.</p> <p>Some staff will be working from the office during open hours, and telework during non-open hours.</p> <p>Other staff may be working regular work hours from the office due to the nature of their positions. Supervisors will drive who is needed on campus and telework, make sure staff have appropriate work space, with appropriate distancing.</p>	<p>Staff return to regular schedules (most of whom work) of 8:30a-5pm.</p> <p>Will monitor local, regional, statewide mandates regarding social distancing.</p>


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<b>Students</b>	<p>Virtual Support services.</p> <p>Classes online.</p> <p>Internships on hold.</p>	<p>Virtual support services.</p> <p>Classes online.</p> <p>Internships on hold.</p>	<p>Virtual Student support is increased and encouraged.</p> <p>Student resources and support provided through SSC (ex: tutoring) will continue through a virtual platform.</p> <p>SSC On-call phone: 907-319-8742.</p> <p>Small group student support is available if needed while practicing appropriate social distancing.</p> <p>Internships under discretion of supervising staff member.</p>	<p>Student support programming is in person and offered via distance for those students outside of Barrow.</p> <p>Internships as regularly scheduled.</p>
<b>Classes</b>	<p>Classes continue via distance delivery.</p> <p>**Only classes that can be delivered at a distance.</p> <p>No in person classes.</p>	<p>Classes continue via distance delivery.</p> <p>**Only classes that can be delivered at a distance.</p> <p>No in person classes.</p>	<p>In person enrollment in classes maxed at 10 students (max size does NOT include distance students).</p> <p>Classes, which can be delivered via a distance without too much interruption, will continue to be offered in that format.</p> <p>Short-term WFD courses will be offered with a requirement for students and instructors to face coverings and to practice social distancing.</p>	<p>All classes offered at “normal” delivery – in person and via a distance.</p> <p>Face covering wearing is optional.</p>


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<b>Dormitories</b>	<p>Dormitories are deep cleaned.</p> <p>Students can decide if they remain on campus, or return home. Moved into single occupancy.</p> <p>Student Success Center has a place designated for quarantine and isolation.</p>	<p>Dormitories are deep cleaned.</p> <p>Students can decide if they remain on campus, or return home. Moved into single occupancy.</p> <p>Student Success Center has a place designated for quarantine and isolation.</p>	<p>Dorms single occupancy.</p> <p>Dorms restricted to North Slope/State of Alaska residents only.</p> <p>Student Success Center has a place designated for quarantine and isolation.</p>	<p>Dorms double occupancy.</p> <p>Open to any full-time student.</p> <p>Student Success Center has a place designated for quarantine and isolation.</p>
<b>Cafeteria</b>	Closed	Closed	Closed	Fully operational. Follows any CDC guidelines.
<b>Programs</b>	No programs	Virtual programming only.	<p>Virtual programming is preferred. In person programming would require face coverings and appropriate social distancing.</p> <p>No in person programs that are minor child-centric.</p> <p>Can facilitate virtual programs *ie: Summer Camps.</p>	<p>In-person programming. Face coverings optional.</p> <p>Will monitor local, regional, statewide mandates regarding social distancing.</p>
<b>Meetings</b>	No meetings.	Virtual meetings only.	Virtual Meetings are recommended. If meeting in person, no more than 10 people in a meeting, and must follow social distancing requirements and wear face coverings.	<p>Reinstate in-person meetings, large groups ok.</p> <p>Will monitor local, regional, statewide mandates regarding social distancing.</p>
<b>Children in the Workplace</b>	Not allowed.	Not allowed.	Not allowed.	Return to normal operation as per Iñisaġvik College’s Employee Handbook.


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<b>Transportation</b>	None	None	<p>During limited hours of operation, open for staff, students, and public. Face coverings are required and must be worn by passengers prior to entering the van.</p> <p>Additional cleaning of vehicle during this period.</p> <p>Transportation hours will be 10AM - 6PM (with the last van run at 5:30PM).</p> <p>Carpool: if staff are carpooling face coverings should be worn.</p>	Regular transportation schedule.
<b>Cash Handling</b>	No payments accepted.	Payments accepted over the phone via credit card.	Payments accepted over the phone via credit card.	All methods of payment reinstated.

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<b>Transmission Mitigation</b>	Orders to stay at home.	Orders to stay at home.	<p>All employees must practice good hand hygiene techniques, i.e., frequent hand washing, using hand sanitizer made of at least 60% alcohol.</p> <p>Employees who have symptoms (i.e., fever, cough, or shortness of breath) must immediately notify their supervisor and stay home.</p> <p>Employees who are well but who have a sick family member at home with COVID-19 symptoms must notify their supervisor and follow CDC recommended precautions.</p> <p>Supervisors/Divisions will need to establish frequent disinfecting schedule of employee workstations and encourage good hand hygiene.</p> <p>Practice and encourage social distancing of 6 feet.</p>	<p>All employees must practice good hand hygiene techniques, i.e., frequent hand washing, using hand sanitizer made of at least 60% alcohol.</p> <p>Employees who have symptoms (i.e., fever, cough, or shortness of breath) must immediately notify their supervisor and stay home.</p> <p>Employees who are well but who have a sick family member at home with COVID-19 symptoms must notify their supervisor and follow CDC recommended precautions.</p>

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<b>Travel</b>	<p>No Iḷisaġvik sponsored travel approved.</p> <p>Employees who travel for personal reasons will be required to follow state and local mandates. No exceptions.</p>	<p>No Iḷisaġvik sponsored travel approved.</p> <p>Employees who travel for personal reasons will be required to follow state and local mandates. No exceptions.</p>	<p>No Iḷisaġvik sponsored travel approved.</p> <p>Iḷisaġvik will follow all of the current local and State of Alaska travel mandates.</p> <p>Employee Personal Travel: Employees who travel for personal reasons will be required to follow state and local mandates.</p> <p>Quarantine: 14 day quarantine upon return.</p> <p>Test upon arrival: The employee obtains a SARS-CoV2 PCR test upon arrival to Utqiāġvik at Samuel Simmonds Memorial Hospital that shows the employee is negative for COVID-19 and the result is provided to Iḷisaġvik HR Department. HR MUST clear the employee to return to work.</p>	<p>Iḷisaġvik College travel ban lifted.</p> <p>No quarantine required for personal travel outside of Barrow.</p> <p>Will monitor local, regional, statewide mandates regarding travel.</p>