



**Fall 2020 Operational Plan**  
**Remaining In Phase III, Limited Operation**  
**Announced: July 29, 2020**

**Please Note:** For further clarification or information about the Fall 2020 Kick Off Plan, please review *Ilisaġvik College's COVID Response Plan*. We remain in Phase III, Limited Operations. This means that all requirements from Phase III continue such as face coverings when interacting with others, or in communal spaces on campus.

**Instruction**

- All Academic classes, including labs, to be held via distance delivery
- Vocational Education classes in-person, limit 8 students social distancing
  - Some part of classes may be offered via distance delivery to limit in-person, hands on time
- Industrial Safety
  - Village in-person Instruction only, IF Village requests
  - Reviewing classes that can be taught via distance delivery
- CDL/Heavy Equipment classes in person, limit 8 students social distancing
  - Some part of classes may be offered via distance delivery to limit in-person, hands on time
- WFD Classes
  - Continue current mandate to not offer any in-person classes
  - Will re-visit end of August to determine next steps
  - Will offer classes via distance delivery if possible
- AE/GED
  - Distance Delivery available
  - Limited to one on one tutoring sessions (Barrow and Villages)
  - LRC use by appointment
- Overload credits will be paid at max for Fall 2020 semester (up to 4.5 cr), if the annual max credit is not met

**Students**

- Laptops Available to check out
- Increased Internet Access for Barrow based students, expected implementation August 2020
- \*Internet stipends- ALL Students (funding pending)
- Kindle Fires to be provided to students (40)
- Early Alert System, Student Communication, Updated Contact information
  - In development

- LRC & Browerville Center Open by Appointment – Virtual, or in person for specific needs
- Distance Delivery Orientation, updated and communicated to all students
- Implement a “Request for Emergency Student Aid” application process through Financial Aid
  - Implemented August 2020
- President will send a letter to all incoming students to welcome them and note what we are doing to keep them healthy and safe during COVID
- Internships- Virtual preferred, in person with President approval
- Reminder to everyone... **“There is no wrong door”** for a student to enter. Everyone is a recruiter and everyone is a supporter/encourager of student success at Iḷisaġvik. If a student connects with you please help that student connect to the right person, and consider following up with that student to make sure they were assisted. We all need to be intentional in our interactions with students to help them succeed in these unprecedented times.

### **Dormitories**

- Open on a case by case basis. Potential Dorm residents will be vetted by Dean of Students. A list of recommended residents will be forwarded to the President for review and approval. We are focused on if the student can be successful under current circumstances.
  - 10 Max students
  - Students will be required to remain in Barrow during their tenure at the dorms for Fall 2020, unless there is an emergency which takes them outside of the community.
- SSC will be ordering mini fridges & microwaves for Dorm Rooms to lessen contact between dorm residents.
- Iḷisaġvik will contract with ASNA or AC for meals for dorm students
- Strict kitchen prep/cleanup/storage
  - Night Monitor Cleans every night
- FAQs have been drafted and sent to all potential dorm students. This document outlines arrival process for testing and clearance.
- Upon acceptance into the dorms, each student will sign an “Acknowledgement of No Travel Unless Emergent” form

### **Cafeteria**

- To remain closed. Will re-visit September 15<sup>th</sup>
- Contract Janitorial to clean cafeteria (ASAP)

### **Quarantine Site**

- Itinerant House: 5644 C Street. 3 bedroom, 1 bath unit. Each bedroom has the ability to be locked from the inside.
- Researching additional options

### **Bookstore**

- Closed to the Public
- Accessible via phone, Currently testing an option to communicate/purchase online
- Orders packaged and mailed or dropped off to homes in Barrow (contact-less delivery option)

### **Public Access**

- Limited, Monday-Thursday 12-4p
- Outside of those hours Iñisaġvik employees will be available by appointment
- Door 5 will be unlocked and accessible
  - \*All doors can be unlocked with Employee Key
- All visitors must check in at front desk
  - Visitors will sign in & be required to answer COVID related questions
- Buildings 361, 362, 363, 364, 365, 366 are closed to the public and locked
  - Accessible by appointment
  - \*All doors can be unlocked with Employee key
- Temperature checks, pending (threshold 100.4)
- For all person to person interactions, COVID questions will be asked
  - \*These questions will be sent in early August to all employees
- Cameras have been placed outside of all buildings and monitors are inside so staff can see who is outside. This will allow staff to let people in the locked doors when appropriate.

### **Transportation**

- Will run as necessary, coordinating with classes being held
- Face coverings must be worn (transportation has some to provide if a person does not have one)
- If a person refuses, they will not be permitted to ride the van
- The van driver will be cleaning between runs
- There is a limited number of passengers allowed on each van run, depending on the vehicle being used at the time

### **Orientation**

- Virtual—Calendar invites to follow
  - Tuesday August 18<sup>th</sup> we shall re-name “The Day of Zoom”
    - AM Admin
      - Welcome
      - Department Presentations & Updates
      - Employee Handbook Review
      - Emergency Action Plan Review
    - PM Recognitions, UI related discussion

- Sometime during the week offer CPR/1<sup>st</sup> Aid via Zoom
  - Advance sign up
- Training on Accessibility and Document creation in regards to our requirement to be accessible to individuals with disabilities—including our website, syllabi, forms, etc.

### **Registration**

- Online & Via Zoom
- Online Registration is OPEN
- 1-1 by appointment if needed for non-tech users
  - Please remember if you are meeting with an individual in person, ask the COVID Questions.
- Process for book delivery for students will be implemented. More information to follow.

### **Call to Work August 17, 2020**

- Supervisor Driven
  - If telecommuting: logs required, leave required when not working
- Please note: There is an expectation that all employees are called back to work August 17<sup>th</sup>, 2020. Depending on the employee and the position they hold, this may mean being called back to work on campus, it may mean telework status for some employees who are not based in Barrow OR whose jobs do not require them to be on site at this time. We understand that there is still a lot of uncertainty around safety, health and families at this point in time. We want to be flexible and understanding. We want everyone to be safe. As an institution we have employees who must return to work in order to accomplish important tasks that cannot be accomplished off campus. We have other employees whose tasks can be accomplished off campus and will continue to telework. We recognize this is a gray area. We ask that everyone be understanding as we all work through the situation we find ourselves in.
- Reminder: if you are called back to work on site, testing capabilities in Barrow may be limited, so please plan accordingly.

### **Other**

- Iļisaġvik will follow ALL NSB requirements regarding contractor travel to the North Slope