



COVID-19 Campus Exposure Procedure

Possible Exposure

1. If you believe you have had contact with an individual who may have tested positive for COVID-19, contact your **supervisor** immediately, or, if you are a student, contact Student Success Advisor/Residential Advisor Simon Aina.
2. Vacate campus premises promptly and self-isolate if you are an employee/visitor to the College, contact local health authorities and follow recommended guidelines.
 - a. If you are a dorm student, please follow Dorm procedures.

All Supervisors

1. All supervisors/employees who have been contacted about a possible or confirmed exposure, or have tested positive for COVID-19, follow these procedures:
 - a. **Contact Dean of Administration, Heather Dingman immediately.**
 - i. Direct line: (907) 852-1768
 - ii. IC Cell: (907) 319-8756
 - iii. Email: heather.dingman@ilisagvik.edu
 - b. Ilisagvik College contracted cleaners will then be notified to sanitize affected areas.
 - c. M&O will be contacted so that the area(s) can be closed to public access.
2. Contact Human Resources Executive Director Robyn Burke.
 - i. Direct line: (907) 852-1838
 - ii. IC Cell: (907) 319-8767
 - iii. Email: robyn.burke@ilisagvik.edu
 - a. HR will give further instructions on quarantine times and testing.

President's Office

1. President Wilhelm and/or her Executive Assistant will notify Ilisagvik faculty and staff of the exposure on campus via email. Updates will be provided as necessary.

Dorm Procedures:

- **No visitors will be allowed in the Iñisaġvik College Dorms. No exceptions**
- The only staff who will be allowed in the dorm wing is SSC Staff, and those who have a valid need to be in the wing (i.e. M&O, IT)
- No dorm residents will be allowed to ‘visit’ in town for purposes other than medical appointments or subsistence activities

Before Dorm Residents arrive in Barrow:

- Require they get tested in home community (negative results, they can travel to Barrow/positive results, they stay at home until recovered)
- Get tested right off the plane at the SSMH drive through
- Bug zap suitcases/wipe down hard surface items upon arrival
- Quarantine residents in the staff housing rooms at the rear of the building until test results come back as negative

If a Dorm Resident Gets Sick or is Exposed:

1. Notify Resident Advisor Simon Aina and Resident Life Manager Norman Edwards (if not already aware)
2. Either the Resident Advisor or Resident Life Manager will direct the exposed/infected person to a designated room in the Quarantine Zone in the staff housing behind the female wing. They will use the shared bathrooms in the staff housing.
3. Other dorm residents who were in contact with the exposed/infected person will be directed to quarantine in their respective rooms, unless they were in direct contact with said resident multiple times since exposure for more than 15 minutes each time, in which case they will quarantine in the Quarantine Zone.
4. Either the Resident Advisor or Resident Life Manager will notify the administrative staff to Include President Justina Wilhelm, Dean of Students Amanda Sialofi, HR Director Robyn Burke and, Dean of Administration Heather Dingman.
5. The Resident Advisor will contact ASNA about COVID testing. All residents who had contact with the exposed person will be tested.
6. Arrange for to-go boxes to be delivered during meal times.
7. The resident will participate in Teledoc appointments as required by local health authorities.
8. Students are expected to make arrangements with their professors.
 - a. Student residents who are asymptomatic are expected to continue with classes via distance learning.
 - b. Symptomatic students will be granted extensions as needed.
9. Clean Bathrooms and kitchen area daily.
 - a. Sanitize, disinfect and remove trash each day.
10. Continue for 2 weeks, or until COVID 19 Test results are negative.
 - a. If all results are negative, all residents may return to their room and normal schedule after the local health authority’s recommended quarantine period has elapsed.
 - b. If any test result is positive, the residents who tested positive will remain in the Quarantine Zone for the duration of ASNA’s process. Once a negative test result has been obtained, the resident may return to their room.



11. Before the person who at one point had a positive test result regains access to their original room, the room must be cleaned as follows:
 - a. Person who is cleaning must wear HazMat suit, gas-style mask and rubber gloves
 - b. Every hard surface wiped down with disinfectant
 - c. Carpets shampooed
 - d. All fabric surfaces that are machine washable (i.e. bedding, clothes, fabric backpacks) will be washed on the hottest setting allowed for the item. Positive COVID laundry will ONLY be laundered in the washing machine in the “Quarantine Zone”
 - e. The quarantine room must be cleaned with the same process

COVID Laundry:

1. Person doing laundry will wear disposable suit, gloves and mask
2. Wash on long wash or heavy duty on the hottest water advisable for the clothing with laundry soap and disinfectant
3. Dry on clothing’s recommended heat setting
4. Once items are removed from the washer, run an empty long wash or heavy duty cycle with hot water and 1 cup of bleach.
5. Wipe down the exterior of both the washer and the dryer
6. Remove the disposable suit, mask and gloves and place in a small plastic bag, seal it and then throw in the trash
7. Once items are dry, put in a clean plastic bag and return to the resident

