

# Iḷisaġvik College COVID Response Plan



*Purpose: To provide high level guidance*

	<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.	Monday-Friday 12-5pm or by appointment	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 required for employees and visitors to campus buildings in communal spaces. Limited access to the gym.</p> <p>Cleaning will be increased for the common/high traffic areas with staff utilizing the sanitization stations.</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 2x per day for the common/high traffic areas.</p> <p>Operations/protective measures will be reevaluated by Administration and Student Services at least every 14 days.</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 permits telework/working from home for those whose tasks support that type of work.</p> <p>In general, all staff are to work full-time in-person, with the exception of faculty and adjunct faculty, who may be full-time telework, part-time in-person class with limited class sizes or a blended schedule.</p> <p>The van driver is available from 8am - 5:30pm daily Monday-Friday.</p>	<p>Staff return to regular schedules (most of whom work) of 8:30a-5pm.</p> <p>Will monitor local, regional, statewide mandates.</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 and offered in-person tutoring when available. 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 and approved on a case by case basis.</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>**Exceptions to be coordinated and approved by Dean of Instruction.</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 wear 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 but strongly encouraged.</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.</p> <p>Student Success Center has a designated quarantine and isolation location.</p>	<p>Dorms single occupancy.</p> <p>Dorms restricted to short term training student needs.</p> <p>North Slope/State of Alaska residents only.</p> <p>A designated quarantine site will be identified once full-time dorm students are accepted.</p>	<p>Dorms double occupancy.</p> <p>Open to any full-time student.</p> <p>Student Success Center has a designated quarantine and isolation location.</p>
<b>Cafeteria</b>	Closed	Closed	Closed	Fully operational. Follows 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 practices.</p> <p>No in person programs that are minor child-centric.</p> <p>Summer Camps 2021- A blend of in-person and virtual camps offered.</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, social distancing requirements and face coverings should be practiced all the time.	<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 Iḷisaḡvik College’s Employee Handbook.

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<b>Transportation</b>	None	<p>Limited van operations to support students and employees.</p> <p>Carpooling/pooled vehicles for staff who are required to work on campus.</p>	<p>Van driver is operating full time from 8am-5:30pm. Face coverings are required and must be worn by passengers prior to entering the van.</p> <p>Additional cleaning of vehicles during this period.</p> <p>Carpool: if staff are carpooling face coverings are required.</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 home as possible.	<p>Orders to stay at as possible.</p> <p>**Employees who are identified by supervisor as essential</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> <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> <p>Supervisors/Divisions will also need to establish frequent disinfecting schedule of employee workstations and encourage good hand hygiene.</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 Iḷisaġvik College travel guidelines, state and local mandates.</p> <p>No exceptions.</p>	<p>No Iḷisaġvik sponsored travel approved.</p> <p>Exceptions must be approved by President.</p> <p>Employees who travel for personal reasons will be required to follow Iḷisaġvik College travel guidelines, state and local mandates.</p> <p>Quarantine: 10-day quarantine upon return.</p> <p>or</p> <p>Employee obtains a SARS-CoV2 PCR test 72 hours prior to departure, <b>or</b> after arrival to Utqiaġvik. The employee may return to work upon first initial negative SARS-CoV2 PCR clearance.</p> <p>Employees, after receiving results from either a 72-hour-before-departure PCR test, or a PCR test upon returning to Utqiaġvik, must submit results to HR before returning to work.</p> <p>Rapid tests will be approved on a case-by-case basis.</p>	<p>Iḷisaġvik sponsored travel approved on a case-by-case basis.</p> <p>Employee Personal Travel: Employees who travel for personal reasons will be required to follow Iḷisaġvik College travel guidelines, state and local mandates.</p> <p>Quarantine: 10-day quarantine upon return.</p> <p>or</p> <p>Employee obtains a SARS-CoV2 PCR test 72 hours prior to departure, <b>or</b> after arrival to Utqiaġvik. The employee may return to work upon first initial negative SARS-CoV2 PCR clearance.</p> <p>Employees, after receiving results from either a 72-hour-before-departure PCR test, or a PCR test upon returning to Utqiaġvik, must submit results to HR before returning to work.</p> <p>Rapid tests will be approved on a case-by-case basis.</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>