

# Iļisaġvik 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.	M-F, 8:30a-5p, including lunch	M-F, 8:30a-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 the 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>A sanitization schedule will be posted in common/high traffic areas. After gatherings, the room will be sanitized using sanitization stations.</p> <p>Operations/protective measures will be reevaluated by Administration and Student Services at least every 14 days.</p>
<b>Masks</b>	Required	Required	Required	Required
<b>Staffing</b>	<p>Essential employees monitoring and responding to emails, 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 employees will be determined by Department supervisors.</p>	<p>Administration permits telework for those whose tasks support that type of work.</p> <p>In general, all staff and faculty are to work full-time in-person.</p>	<p>All employees will return to their regular schedule.</p> <p>Continue to monitor local, regional, and statewide mandates.</p>

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<p><b>Students</b></p>	<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.</p> <p>Internships as regularly scheduled.</p>
<p><b>Classes</b></p>	<p>Classes continue via distance delivery.</p> <p><b>**Only classes that can be delivered at a distance.</b></p> <p>No in person classes.</p>	<p>Classes continue via distance delivery.</p> <p><b>**Exceptions to be coordinated and approved by the Dean of Academic Affairs.</b></p>	<p>In person enrollment in classes maxed at 10 students (max size does NOT include distance students).</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 distance..</p>
<p><b>Residential Living Area (RLA)</b></p>	<p>RLA are deep cleaned on a regular schedule.</p> <p>RLA is closed.</p>	<p>RLA are deep cleaned.</p> <p>RLA is closed.</p> <p>Student Services has a designated quarantine and isolation location.</p>	<p>RLA single occupancy.</p> <p>RLA restricted to short term training student needs.</p> <p>Mid-semester, students may opt-out of RLA and will be pro-rated for their RLA expenses.</p> <p>North Slope/State of Alaska residents only.</p> <p>A designated quarantine site will be identified once full-time RLA students are accepted.</p>	<p>RLA single occupancy.</p> <p>Open to any full-time student.</p> <p>RLA has a designated quarantine and isolation station.</p> <p>RLA students must provide proof of vaccination or negative COVID test results. If not vaccinated, students must quarantine for 10 days.</p>
<p><b>Cafeteria</b></p>	<p>Closed</p>	<p>Closed</p>	<p>Limited services TBD.</p>	<p>Fully operational for students and employees. Open to the public will be determined by leadership.</p>

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<b>Programs</b>	No programs	Virtual programming only.	Virtual programming is preferred.  Summer Camps- A blend of in-person and virtual camps offered.	In-person programming.
<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.	Reinstate in-person meetings, large groups ok.
<b>Children in the Workplace</b>	Not allowed.	Not allowed.	Not allowed.	Not allowed.
<b>Transportation</b>	None	Limited van operations to support students and employees.  Carpooling/pooled vehicles for staff who are required to work on campus.	Transportation services are operating full time from 8am-5:30pm.  Additional cleaning of vehicles during this period.	Regular transportation schedule.  Additional cleaning of vehicles during this period.
<b>Cash Handling</b>	No payments accepted.	Payments accepted over the phone via credit card.	All methods of payment accepted.	All methods of payment accepted.
<b>Transmission Mitigation</b>	Limit close person contact.	Limit close person contact.	Vaccination is strongly encouraged.  All employees must practice good hand hygiene techniques, i.e., frequent hand washing, wearing masks and practice social distancing.  Employees who have symptoms (i.e., fever, cough, or shortness of breath) must immediately notify their supervisor and stay home.  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.  Supervisors/Divisions will need to establish a frequent disinfecting schedule of employee	Vaccination is strongly encouraged.  All employees must practice good hand hygiene techniques, i.e., frequent hand washing, wearing masks and practice social distancing.  Employees who have symptoms (i.e., fever, cough, or shortness of breath) must immediately notify their supervisor and stay home.  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.  Supervisors/Divisions will also need to establish a frequent disinfecting

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			workstations and encourage good hand hygiene.	schedule of employee workstations and encourage good hand hygiene.
<b>Travel</b>	<p>No Iḷisaḡvik sponsored travel approved.</p> <p>Employees who travel for personal reasons will be required to follow Iḷisaḡvik College travel guidelines, state and local mandates.</p> <p>No exceptions.</p>	<p>No Iḷisaḡvik sponsored travel approved.</p> <p>Exceptions must be approved by President.</p> <p>Employee Personal Travel: Employees who travel for personal reasons will not be required to quarantine if fully vaccinated and have no symptoms.</p> <p>If not vaccinated, employees must quarantine for 10 days or provide negative COVID-19 test results to HR.</p> <p>Employees must provide a negative COVID test result prior to returning to work. Employees must use annual leave or leave without pay while waiting for results.</p>	<p>Iḷisaḡvik sponsored travel approved on a case-by-case basis.</p> <p>Employee Personal Travel: Employees who travel for personal reasons will not be required to quarantine if fully vaccinated and have no symptoms.</p> <p>If not vaccinated, employees/students must quarantine for 10 days or provide negative COVID-19 test results to HR. Employees must use annual leave while awaiting their results.</p> <p>Employees must provide a negative COVID test result prior to returning to work. Employees must use annual leave or leave without pay while waiting for results.</p> <p>Rapid tests will be approved on a case-by-case basis.</p>	<p>Iḷisaḡvik College travel ban lifted.</p> <p>If an employee/student is fully vaccinated and has no symptoms, quarantining upon arrival is not required.</p> <p>If not vaccinated, employees/students must quarantine for 10 days or provide negative COVID-19 test results to HR. Employees must use annual leave while awaiting their results.</p> <p>Employees must provide a negative COVID test result prior to returning to work. Employees must use annual leave or leave without pay while waiting for results.</p> <p>Rapid tests will be approved on a case-by-case basis.</p>