



# SOUTHEAST Technical College

## PLAN TO REOPEN CAMPUS



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As we move forward together amid the COVID-19 pandemic, Southeast Technical College is committed to providing students, faculty and staff with a safe educational and work environment. The goal of this plan is to minimize the opportunities for the transmission of COVID-19 while maintaining strong academic and student support services. These efforts will require the full cooperation of our leadership, faculty, staff and students.

This plan was developed through the collaboration and input from employees across our campus and led by our COVID-19 Task Force. As we look ahead at a strategic, phased reopening of our campus, we must all do our part to protect the health and wellbeing of our fellow employees and students. We encourage everyone to take personal responsibility in following the plan's guidelines, as only through a collective, cooperative effort can we help protect our campus community.

Southeast Tech will phase in a return of faculty, staff and students in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and campus cleaning protocols. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No employee should return to campus without direct supervisor authorization.

The following phases and protocols will serve as a guide for Southeast Technical College as we reopen campus to faculty, staff, students and the public.

# TIMELINE FOR RETURN TO CAMPUS

## PHASE 1

(June 1 – July 2)

Limited staff on campus.  
Buildings closed to the public.  
Prepare campus for reopening.

## PHASE 2

(July 6 – July 31)

Expansion of staff on campus.  
Begin phased opening of  
campus to the public by  
department area.

## PHASE 3

(Aug 3)

All buildings  
open to the public.

## PHASE 1

Limited staff on Campus. Buildings closed to the public. Prepare campus for reopening.

### GOALS

- Bring back to campus identified supervisory personnel and some staff in a very limited capacity.
- Allow facilities, custodial staff and supervisory personnel time to prepare buildings and develop plans for occupancy.
- Follow social distancing as recommended by the CDC and South Dakota Department of Health.
- Follow federal, state and city orders related to the COVID-19 outbreak.

### OVERVIEW/ DIRECTIVES

- Summer courses will remain online.
- Beginning in June, directors and supervisors will return to campus offices on a limited basis to assist with preparing offices and service areas for on-campus activity.
- Directors and supervisors will develop operation plans as to when staff will be asked to return to campus.
- Some staff may be asked to return to campus to assist with planning and preparing offices for reopening.
- Staff who are asked to return to campus will be notified by their supervisors, and only those who need to be on campus to directly support reopening will be asked to return. All other employees will continue to work remotely.
- Academic programs offering clinical/internship opportunities will review and approve protocols for returning students to clinical and internship sites. Students returning to clinical placements will need to complete the following:
  - Watch a PPE and COVID-19 tutorial prepared by Southeast Tech healthcare personnel and pass a short quiz regarding information presented in the tutorial or be approved by faculty to receive a waiver.
  - Review a disclaimer and sign a release of liability form before being allowed to return to a clinical or internship experience.
  - Faculty supervising clinicals or internships will need to contact clinical sites or internship supervisors to confirm that they are still accepting students and are taking appropriate safety precautions and providing students with PPE.
- All faculty, staff and administrators returning to campus must abide by the protocols outlined below (e.g., symptom monitoring, masks, physical distancing, etc.).
- No gatherings larger than 10 employees will be permitted – gatherings will require adherence to social distancing requirements and PPE usage.
- Campus buildings will remain closed to the general public.

# PHASE 1

## Preparation and Planning for Campus Reopening

During Phase 1, departments/areas will plan and prepare facilities for opening to additional employees and the public. Departments should assess office environments and meeting rooms and institute measures to physically separate and increase distance between coworkers and the public, such as the following:



- Place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees/public moving through the space.
- Remove shared resources (e.g., community pen holders and pens, magazines in main office areas, etc.).
- Develop COVID-19 response cleaning protocols.
- Determine buildings' points of entry.
- Develop protocols for employee virus symptom monitoring consistent across campus.
- Install plexiglass barriers where necessary.
- If you work in a personal office, only one person should be in your office unless the required 6 feet of social distancing can be consistently maintained. If more than one person is occupying a room/office, face masks/coverings should be worn at all times.
- Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, meeting rooms, classrooms, breakrooms, in restrooms, etc.) where social distancing is not possible.
- Order additional PPE, sanitizing wipes and sprays, hand sanitizer, infrared temperature thermometers, plexiglass barriers, social distancing signage (floor decals, etc.) and temperature monitoring kiosks to be available for Phase 2.
- Modify Avera Symptom Reporting form for use by Southeast Tech employees.
- Consult with local community health officials to review Southeast Tech's Plan to Reopen Campus for additional guidance regarding strategies to reduce the spread of the coronavirus.
- Work with local and state health officials to determine course of action for any confirmed case on campus to determine future course of action.



# PHASE 2

Expansion of staff on campus. Begin phased opening of campus to the public by department area.

## GOALS

- Bring additional staff back to campus.
- Reduce points of entry to campus buildings.
- Implement COVID-19 response cleaning protocols.
- Implement campus strategies for the reintroduction of staff and students.
- Ensure continuity of safe housing.
- Reopen childcare services on a limited basis.

## OVERVIEW/ DIRECTIVES

- Online instruction continues for summer session.
- Staff who are to be recalled to campus will be notified by their supervisors. Others will continue working remotely. Do not return to work until notified.
- Provide cloth face masks for employees.
- Employees are to wear face masks at all times in campus public settings where social distancing is not possible. This includes, but is not limited to, common workspaces, lobbies, common public areas, hallways, stairwells, meeting rooms, classrooms, breakrooms and restrooms.
- Members of the public will be required to wear face masks upon entering a Southeast Tech building.
- Faculty and staff who are instructed and/or authorized to return to campus are required to conduct symptom monitoring every day before coming to campus or upon their arrival at work. It is their personal responsibility to do so.
- Employees must be free of ANY symptoms related to COVID-19 to report to work.
- Employees must document their self-monitoring assessment when they report to work by completing the form on the myTech portal.
- Preparation for on-campus activity continues with installation of plexiglass barriers, social distancing signage, etc.
- Access to campus buildings will be restricted and limited to main entrances to allow more frequent cleaning of common use areas.
- Local community health officials will tour campus to review implementation of planning efforts.
- Provide mental health support for employees and students experiencing distress due to the impact of COVID-19.
- Work in close collaboration with local public health officials to ensure continuity of safe housing for residents living on-campus.
- Discuss and confirm on-campus housing plans and procedures to help protect against the spread of COVID-19.
- Develop contingency plan for residents of on-campus housing that may have been in close contact with a confirmed case of COVID-19 or on-campus housing residents that are COVID-19 positive, including temporary housing locations, so they can self-quarantine and monitor symptoms.
- Southeast Tech will provide sanitizing wipes or spray disinfectant to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, phones) can be wiped down before use.
- Scarbrough Childcare Center reopens on a limited basis to provide childcare services for faculty, staff and students.

# PHASE 3

All buildings open to the public.

## GOALS

- Minimize to the degree possible opportunities for the transmission of COVID-19 while maintaining strong academic and student support services.

## OVERVIEW/ DIRECTIVES

- Open campus for traditional face-to-face classes.
- Develop/Implement classroom social distancing strategies (using technology and scheduling).
- Increase available distance learning technology in classrooms.
- Minimize lecture-based course time on campus.
- Adjust lab schedules where possible (complete lab instruction by Thanksgiving when possible).
- Emphasize the importance of accurate student attendance.
- Limit the sharing of tools or other equipment, when possible. Clean before and after every use.
- Provide hand sanitizer, disinfecting wipes and/or disinfecting spray in all classrooms.
- Campus Housing and Scarbrough Childcare Center plans for reopening are completed and available for the campus community to review on the Southeast Technical College myTech portal.
- Off-campus, academic offerings will adhere to the guidelines of the off-campus location. (concurrent/dual credit locations, Huron, etc.)

## STAFF RETURN TO CAMPUS FOR REOPENING



- Staff will be informed by their immediate supervisor regarding when and under what circumstances they are to return to work. Do not return to work until notified.
- Remote work may continue in some circumstances. Remote work must be approved by the immediate supervisor.
- Alternating Day/Week schedules may be implemented for some offices to limit the number of individuals and interactions on campus, reducing the opportunity for infection and spread. Your supervisor will discuss any alternating schedules with you.
- Employees that may be higher risk for COVID-19 infection and are requesting alternative work arrangements should contact the Human Resources Department. Conditions include: HIV, asthma (moderate-to-severe), chronic lung disease, diabetes, serious heart condition, chronic kidney disease being treated with dialysis, severe obesity, immunocompromised and pregnancy (while pregnancy seems to have the same risk as adults who are not pregnant, pregnancy can create changes that may increase the risk of some infections).

# HEALTH & SAFETY PROTOCOLS FOR REOPENING

## EMPLOYEE AND STUDENT REQUIREMENTS

\*All Employees returning during Phase 1, 2 and 3 will be required to maintain the following protocols:

### SYMPTOM MONITORING

**NOTE:** Managers and supervisors are reminded they have an obligation to protect the privacy of employee health information.

- Complete a “Southeast Tech Symptom Monitoring Checklist” form DAILY upon arrival to campus by logging into the myTech portal. Monitoring includes:
  - Symptom Check: Do you have a cough or shortness of breath/difficulty breathing? Have you recently lost your sense of taste or smell? Do you have chills, muscle aches, headaches, diarrhea or a sore throat?
  - Temperature Check: Do have a fever of 100.4 or higher?
  - Contact: Have you been in close contact with someone who has tested positive for COVID-19? (Close contact is defined as closer than 6’ for a sustained period of 10 minutes or more or having been coughed or sneezed on).
- Temperature Check: Prior to or upon arrival to the campus, all employees will conduct a temperature check. Discuss with your supervisor how this check will be conducted.
- Employees who answer “yes” to any of the screening questions or have a temperature upon arrival for work will:
  - Stay/Go home. Do not report to work.
  - Call your supervisor and report your symptoms. Contact the Human Resources Office to discuss time off.
  - Contact your healthcare provider for further guidance and/or the South Dakota COVID-19 Information Line at 1-800-997-2880.
  - Quarantine as necessary and according to instructions from a healthcare provider.
  - Continue to update your supervisor on your condition.
  - If you test positive for COVID-19, follow the guidelines in this document titled “Southeast Tech Campus Response to Positive COVID-19 Infection on Campus.”

## FACE MASKS & COVERINGS

Southeast Tech is a face mask–required institution. Southeast Tech is committed to providing a safe environment for all members of our community. To honor that commitment, the health and safety of our students, faculty, staff and guests must be a top priority. Face masks/coverings have been proven to reduce the spread of COVID-19 to others; therefore, they are important in our efforts to minimize the risk of the spread of COVID-19. It is our expectation that all members of our community (faculty, staff, students and guests) will wear face masks/coverings when interacting with others on campus, including situations where other protective measures (e.g., plexiglass shields) are in place. We acknowledge that the use of face masks is inconvenient and will affect the way we work, teach and learn. However, we believe these inconveniences are outweighed by our desire to protect our community, especially those who are most vulnerable to the virus. Face mask/coverings do not, however, substitute for social distancing; therefore, maintain social distancing guidelines as much as possible.

Southeast Technical College face mask use requirements include the following:

- Employees, students and the public are to wear face masks when interacting with others on campus. This includes, but is not limited to, classrooms, lab areas or events held indoors, common workspaces, public areas, hallways, stairwells, meeting rooms, breakrooms and restrooms.
- Face mask/coverings do not need to be worn while outdoors, when alone in a private study area, office or workspace or when eating/drinking in Paavo’s dining areas.
- We understand that it may take some time to adjust to this expectation. Employees, students or community members who forget to bring a mask with them to campus will be given a disposable, one-time use mask to wear for the day. These masks will be available at multiple locations around campus.
- Face shields may be used by faculty who are providing on-campus instruction. Social distancing practices should be maintained when lecturing/teaching as much as possible.
- Employees may need to remove masks to speak with/instruct individuals who are deaf/hearing impaired.
- All employees and all students will be provided with one cloth face covering from Southeast Tech (discuss this with your assigned supervisor). Homemade cloth face coverings that abide by CDC and other public health recommendations may also be worn.
- Individuals who refuse to wear a mask (after being offered one) are expected to leave the area. These individuals may return once they adhere to the expectations regarding face mask use. These individuals will be responsible for any resulting work or class time missed in addition to any missed work or class assignments.
- Employees will be provided with training on the proper use and cleaning of face masks. Training will be provided by Southeast Technical College and will also be available for all students.
- Employees who cannot wear a face mask/covering due to medical or other reasons should contact the Human Resources Office for possible accommodation measures.
- Students who cannot wear a face mask/covering due to medical or other reasons should contact Steve Herr, Student Disability Services Office, [Steve.Herr@southeasttech.edu](mailto:Steve.Herr@southeasttech.edu) for possible accommodation measures.

## WORKING IN OFFICE ENVIRONMENTS

Employees working in office environments are required to follow these protocols:

- Maintain at least 6 feet social distance from others whenever possible. Rearrange chairs, desks and equipment to achieve the 6 foot social distancing requirement.
- Wear a face mask/covering at all times while in a shared work space/room or in the presence of others.
- Use your own computer, phone, headset and equipment – do not use other employees' equipment.
- Restroom usage should ensure physical distancing is maintained.

## CAMPUS MEETINGS

Convening in groups represents a high risk of viral transmission. Therefore, adjustments to campus meetings should be made as follows:

- When feasible, hold meetings using online collaboration tools (e.g., Microsoft Teams).
- Consider whether the communication can be provided through other means, such as email, phone or text messaging.
- In-person meetings are discouraged. When held, maintain social distancing practices and include no more than 10 participants within the meeting location (or less if meeting room is small). Remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing.

## BREAK ROOMS/FOOD

- Avoid gathering in Break Rooms. If used, observe occupancy limits and maintain 6 feet social distancing within the room.
- Eating alone is encouraged.
- Wipe down the table, chair, microwave, refrigerator and other items you have touched once you are done.
- Do not use common break room food and beverage items (e.g., shared coffee pots, shared water pitchers, etc.).
- Do not use reusable kitchenware (e.g., forks, plates). Replace with disposable options.

## EMPLOYEE CLEANING AND DISINFECTING PROTOCOLS

- Disinfecting wipes or spray will be provided to faculty and staff for use in offices.
- Sanitize/disinfect private work areas frequently throughout the day, including office computer equipment (keyboards, monitors, mouse, etc.), desks, light switches, work tables, phones, copiers, doorknobs, handles, etc.
- Cleaning/disinfecting is required at the end of each shift.
- Clear desk and table surfaces in personal offices and workstations as much as possible to aid in cleaning.
- Disinfect fax machines, copiers and printers in common areas before and after each use.



## PERSONAL HYGIENE AND SELF CARE

- Hand Washing
  - Wash hands frequently with soap and water for at least 20 seconds, especially after being in a public place, using the restroom or blowing your nose, coughing, sneezing or before and after eating.
  - Use hand sanitizer when soap and water are not readily available. Hand sanitizer must contain at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry.
  - Avoid touching eyes, nose and mouth with unwashed hands.
- Coughing/Sneezing
  - Cover mouth and nose with a tissue when coughing or sneezing or sneeze/cough into the inside of your elbow during those times when wearing a face mask/covering is not required (private settings).
  - Throw used tissues in the trash.
  - Wash hands immediately with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Mental and Emotional Wellbeing

Southeast Tech is committed to supporting your overall health and wellbeing. Visit the Southeast Tech website or contact the Human Resources Office for more information on resources to offer support and manage stress.



## SOUTHEAST TECH CAMPUS RESPONSE TO POSITIVE COVID-19 INFECTION ON CAMPUS

Southeast Tech will follow the guidance of national and local health officials in our response to a positive COVID-19 diagnosis on campus. Once a confirmed case on campus has been determined, the following actions will be taken:

### **CLEAR Affected Individuals from the Area:**

- Immediately separate faculty, staff and students with COVID-19 symptoms (such as fever, cough or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms and follow CDC Guidance for caring for oneself and others who are sick.
- Quarantine or Isolation – Employees and students who test positive for COVID-19 will be required to self-isolate at home until they have recovered.
- Quarantine for Exposure to the Virus – Those within close contact as indicated above will be required to self quarantine for a period of 14 days from the last date of exposure.

### **CLEAN Exposed Areas:**

- Closure of area - Areas used by a sick person will be closed and will not be used until after cleaning and disinfecting.
- Cleaning of area - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

### **COMMUNICATE to Affected Individuals, Campus and Public:**

- Contact Tracing – Public Health officials will conduct phone interviews with the individual who has tested positive to determine COVID-19 exposure to others (contact within 6 feet of infected person for a period of 10 minutes or more starting from 48 hours before illness onset until the time the infected person is isolated).
- Communication - In accordance with applicable federal, state and local laws and regulations, Southeast Tech will notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and/or other applicable laws and regulations.
- Southeast Tech will work with the State Department of Health to inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- Southeast Tech will further work to notify employees of the actions that have been taken, including sanitizing and cleaning efforts and remind other employees to seek medical attention if they exhibit symptoms.

**NOTE:** *An individual on campus testing positive for COVID-19 does not indicate a campus or building shutdown will be required. Southeast Tech will seek South Dakota Department of Health and Sioux Falls Community Health for guidance. The immediate space(s) in which the infected person was in will be deep-cleaned based on CDC protocols.*

### **COMING BACK to Work After Exposure to or Infection of COVID-19:**

**NOTE:** *Managers and supervisors are reminded they have an obligation to protect the privacy of employee health information.*

Employees whose symptom monitoring has resulted in them staying at home should only return to work after meeting **ALL FOUR** of the following criteria (based on CDC recommendations):

- No fever for 3 days without the use of fever-reducing medications
- An improvement in symptoms
- A minimum of 7 days have passed since the initial symptoms first appeared
- Discussed your health situation with your immediate supervisor and the Human Resources Office and determine a return to work date

## TRAVEL PROTOCOLS

Southeast Technical College's travel guidelines are as follows:

- Any college-sponsored domestic or international travel is prohibited until further notice.
- All in-state travel for college-related business or academic purposes is suspended until further notice, unless such travel is essential to the college and approved by the appropriate area Vice President.
- International travel for personal reasons is discouraged due to the pandemic. Please note you may be asked to self-quarantine/self-isolate for up to 14 days upon return.  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- If you must self-quarantine as required by the CDC guidelines, contact your supervisor and the Human Resources Office.

## CAMPUS FOOD SERVICE

Paavo's Food Service will provide more "grab & go" options and an adjusted seating arrangement to allow for greater social distancing.

## COMMUNICATION PROTOCOLS

Southeast Technical College's Marketing Office is developing a communication plan to educate and inform the campus with regards to new safety protocols in place. This includes emails, website updates, campus signage, social media, videos and Microsoft Teams meetings to ensure the campus community is aware of social distancing, the use of face masks, proper cleaning and hand hygiene and other COVID-19 protocols.

## STUDENT HOUSING

The student housing plan includes increased frequency of cleaning of common areas, continued social distancing in hallways, elevators, laundry rooms, study rooms and the Link. Dedicated rooms have been reserved for student quarantine, if necessary.

Housing communications with incoming residents regarding move-in procedures will begin with printed information mailed along with room/roommate assignments in early July. Residents will be assigned a move-in date and will be instructed to arrive between 8 a.m. and 5 p.m. Dates will be assigned to limit the number of people moving in on individual floors.

More detailed Southeast Tech Housing COVID-19 Procedures are available by contacting Andrew VanZanten at [Andrew.VanZanten@southeasttech.edu](mailto:Andrew.VanZanten@southeasttech.edu).



## REFERENCES & ATTESTATIONS:

**CDC Resuming Business Toolkit:** <https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html>

**CDC Guidance to Colleges and Universities:** <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>;  
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

**CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**Interim Guidance for Administrators of U.S. Institutions of Higher Education:** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

**AACC The Economics of a Mindful Return for Community College CTE Programming:** [https://www.aacc.nche.edu/wp-content/uploads/2020/04/EconomicsofaMindfulReturn\\_final\\_jw.pdf](https://www.aacc.nche.edu/wp-content/uploads/2020/04/EconomicsofaMindfulReturn_final_jw.pdf)

**ACHA Consideration for Reopening:** [https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

**SHRM Return to Work Guide for Employees:** <https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/return-to-work-guide-for-employees-.aspx>

**City of Sioux Falls Information and Guidance for Businesses:** <https://www.siouxfalls.org/covid19/business>

\*Southeast Tech would like to acknowledge guidance from the following higher education institutional web sites.

Oklahoma State University – Phased Reopening Plan

Vanderbilt University – Return to Campus Plan

University of North Dakota – Smart Restart Plan for Fall 2020