

Hutchinson Community College

Recovery Playbook:

Version 2, May 7, 2020

The following is a Phased approach to reopening Hutchinson Community College. These guidelines should be followed at a minimum.

Phase I Guidelines	
Timeline	To begin on May 4, 2020
Legal Disclaimer	<ul style="list-style-type: none">All locations will print and include a Legal Disclaimer recognizing the risk of working, operating, and entering the facility. <p>All staff members and patrons that choose to use Hutchinson Community College facilities are doing so on a voluntary basis. All staff members and patrons recognize the risk in coming to Hutchinson Community College and interacting with other patrons, guests, and staff.</p> <p>No person with a fever of 100 or greater, or with symptoms of COVID-19 may enter the facility. By entering our facilities, you acknowledge that Hutchinson Community College is not liable for the spread or transfer of any virus or illness as a result of being on the property.</p>
Restrictions for this phase:	<ul style="list-style-type: none">Some forms of physical social distancing are still necessaryHigh risk individuals must continue to restrict their activitiesThe college is allowed to operate subject to restrictions, depending on each department's specific risk profile
General Principles:	<ul style="list-style-type: none">Teleworking and/or staggered shifts are still required for departments where possible.Social gatherings are limited to 10 people or less.Personal Protective Equipment (PPE) is optional for employees.Recommendation: Employees whose department is open to the public are encouraged to wear masks.All communal areas including cashier counters, bathrooms, doors, etc. will be routinely sanitized at a minimum of every 2 hours. For any multi-use essential business transaction amenities in use (i.e.- pens, credit card machines, etc.), the department must have sanitizer available for use.Waiting areas will be clearly marked and spaced at least 6 feet apart.

	<ul style="list-style-type: none"> • Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. <ul style="list-style-type: none"> ○ Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces. ○ Employees – Stay home if running a fever or showing symptoms ○ Employees - Encouraged to wear a mask or face covering. ○ Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 should notify their supervisor. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • If an employee becomes sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. • Instruct employees who are well but know they have been exposed to COVID-19 to notify their supervisor and follow CDC-recommended precautions. • Only if an employee is confirmed to have COVID 19, Human Resources, under the instruction of county health dept. officials, will inform other employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality.
Offices	<ul style="list-style-type: none"> • Work spaces will be 6 feet apart • Waiting areas will be clearly marked • Locked doors, as appropriate • Staggered shifts, where possible and practical • Use of PPE will be encouraged • Follow the CDC's guidelines on proper sanitization procedures
Classrooms	<ul style="list-style-type: none"> • Classes and final exams will continue online when possible • Face-to-face classes are allowed for a limited time period and only when necessary • All classes must meet State of Kansas and CDC guidelines for social distancing • Class sizes are limited to 9 or fewer students and 1 instructor • Distance between desks/work spaces must be at least 6 feet

	<ul style="list-style-type: none"> • Students will be administered a COVID 19 questionnaire before being allowed into the classroom • Students with a temperature of 100 or higher are not allowed in the classroom • For additional details see the <u>Program and Classroom Management during COVID 19 Recovery</u> addendum.
Child Care Center	Will continue to follow KDHE guidelines
Campus Store	<p>The procedures listed below are for book purchases, book buyback, and book scholarship returns.</p> <ul style="list-style-type: none"> • Main gate is closed. Entrance is only allowed through a locked side door. • No more than 5 customers allowed in the store at a time • Waiting areas will be clearly marked and spaced six feet apart • Use of PPE, such as face masks, will be encouraged • Curb side pickup and shipping for patrons will be strongly encouraged and promoted
Phase 2 Guidelines	
Timeline	To be determined by State and Reno County Authorities, but will not be before May 18, 2020
Legal Disclaimer	<ul style="list-style-type: none"> • All locations will print and include a Legal Disclaimer recognizing the risk of working, operating, and entering the facility. <p>All staff members and patrons that choose to use Hutchinson Community College facilities are doing so on a voluntary basis. All staff members and patrons recognize the risk in coming to Hutchinson Community College and interacting with other patrons, guests, and staff.</p> <p>No person with a fever of 100 or greater, or with symptoms of COVID-19 may enter the facility. By entering our facilities, you acknowledge that Hutchinson Community College is not liable for the spread or transfer of any virus or illness as a result of being on the property.</p>
Restrictions for this phase:	<ul style="list-style-type: none"> • Some forms of physical social distancing are still necessary • High risk individuals may resume some activities • Areas with a high risk of transmission are subject to additional restrictions
General Principles:	<ul style="list-style-type: none"> • Teleworking and/or staggered shifts are still encouraged • Social gatherings are limited to 30 people or less. Definition of space parameters to be established in consultation with Reno Co Health Dept. • Personal Protective Equipment (PPE) is optional for employees • Recommendation: Employees whose department is open to the public are encouraged to wear masks.

	<ul style="list-style-type: none"> • All communal areas including cashier counters, bathrooms, doors, etc. will be routinely sanitized at least twice a day. For any multi-use essential business transaction amenities in use (i.e.- pens, credit card machines, etc.), the department must have sanitizer available for use. • Social distancing of at least 6 feet apart is still necessary. • Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. <ul style="list-style-type: none"> ○ Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces. ○ Employees – Stay home if running a fever or showing symptoms ○ Employees - Encouraged to wear a mask or face covering. ○ Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 should notify their supervisor. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. • If an employee becomes sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. • Instruct employees who are well but know they have been exposed to COVID-19 to notify their supervisor and follow CDC-recommended precautions. • Only if an employee is confirmed to have COVID 19, Human Resources, under the instruction of county health dept. officials, will inform other employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality.
Offices	<ul style="list-style-type: none"> • Work spaces will be 6 feet apart • Waiting areas will be clearly marked • Plexiglas shields or other methods of distancing will be utilized in areas dealing with the public • Locked doors, as appropriate • Staggered shifts where possible and practical • Use of PPE will be encouraged • Follow the CDC's guidelines on proper sanitization procedures.

Classrooms	<ul style="list-style-type: none"> • Classes and final exams will continue online when possible • Face-to-face classes are allowed for a limited time period and only when necessary • All classes must meet State of Kansas and CDC guidelines for social distancing • Class sizes are limited to 19 or fewer students and 1 instructor • Distance between desks/work spaces must be at least 6 feet • Students will be administered a COVID 19 questionnaire before being allowed into the classroom • Students with a temperature of 100 or higher are not allowed in the classroom • For additional details see the <u>Program and Classroom Management during COVID 19 Recovery</u> addendum.
Child Care Center	<ul style="list-style-type: none"> • Will continue to follow KDHE guidelines
Campus Store	<ul style="list-style-type: none"> • No more than 20 customers allowed in the store at a time • Waiting areas will be clearly marked and spaced six feet apart • Use of PPE, such as face masks, is optional • Curb side pickup and shipping will be available

Phase 3 Guidelines (still being developed)

Timeline	To be determined by State and Reno County Authorities. Unknown at this time, but will not be before June 1, 2020
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Restrictions for this phase:	<ul style="list-style-type: none"> • Some forms of physical social distancing are still necessary • The college is allowed to operate subject to restrictions, depending on each department’s specific risk profile
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General Principles:	<ul style="list-style-type: none"> • Social gatherings are limited to people or less. Definition of space parameters to be established in consultation with Reno Co Health Dept. • Personal Protective Equipment (PPE) is optional for employees. • All communal areas including cashier counters, bathrooms, doors, etc. should be routinely sanitized daily. For any multi-use essential business transaction amenities in use (i.e.- pens, credit card machines, etc.), the department must have sanitizer available for use. • Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. <ul style="list-style-type: none"> ○ Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces. ○ Employees – Stay home if running a fever or showing symptoms
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	<ul style="list-style-type: none"> ○ Employees - Encouraged to wear a mask or face covering. ○ Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
Employees	<ul style="list-style-type: none"> ● Employees with symptoms associated with COVID-19 should notify their supervisor. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance. ● If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed. ● Instruct employees who are well but know they have been exposed to COVID-19 to notify their supervisor and follow CDC-recommended precautions. ● Only if an employee is confirmed to have COVID 19, Human Resources with the instruction of the county health dept. officials will inform other employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality.
Offices	<ul style="list-style-type: none"> ● Work spaces 6ft apart ● Clearly marked waiting areas ● Locked doors, as appropriate
Dorms	<ul style="list-style-type: none"> ● Room occupancy - ? ● Only housing residents and staff are allowed in the dorms ● Visitation hours between residents will be limited ● Resident access to public spaces in the dorms will be limited ● Residents and staff are encouraged to use masks ● Cleaning supplies and gloves will be provided for staff as needed ● Common spaces such as countertops, bathrooms, doors, etc., will be routinely sanitized 4 times a day. ●
Food Service	<ul style="list-style-type: none"> ● Food Service will be allowed to open for indoor dining and no more than patrons should be allowed in the facility per sq. ft. of public space. Public spaces are defined as waiting areas, but not hallways, restrooms, and spaces closed to patrons. ● Groups should not be allowed to sit larger than patrons at a table. Groups larger than must sit at separate tables. ● Tables should be spaced out 6 feet between each table edge of one another.

	<ul style="list-style-type: none"> • Each patron sitting in a grouping must be a part of the same party. • Printed menus are optional. Reusable menus must be properly sanitized before and after each use. • Tables should be sanitized according to the CDC guidelines and free of all preset items. • Silverware should either be disposable or presented at the time patrons are seated. <p>All condiments should be presented to order. No communal condiments should be left on the table. Any condiments that are presented must be properly sanitized between uses. Disposable condiments are encouraged.</p>
Cosmetology	
Child Care Center	Will continue to follow KDHE guidelines