

Hutchinson Community College

COVID 19 Recovery Playbook:

Version 5, June 28, 2020

These guidelines should be followed at a minimum.

Phase 4 Guidelines	
Timeline	To begin on June 28, 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 should continue to practice physical distancing and other precautions in large social settingsThe college is allowed to operate subject to restrictions
General Principles:	<ul style="list-style-type: none">Public access to most college facilities is allowed. Disposable masks are available to members of the public upon request at the following locations: Parker Student Union, Rimmer Learning Resource Center and Lockman Hall.Hand sanitizing stations are available throughout college facilities.Employees will return to work at their normal college work locationSocial gatherings are limited to 100 people or less. Definition of space parameters to be established in consultation with Reno Co Health Dept.Personal Protective Equipment (PPE), including cloth face coverings or masks, is strongly encouraged.

	<ul style="list-style-type: none"> • All communal areas including cashier counters, bathrooms, doors, etc. will be routinely sanitized at least twice a day. Multi-use essential business transaction amenities in use (i.e.- pens, credit card machines, etc.) will be sanitized after each individual’s use. • Social distancing of at least 6 feet apart is still necessary. • Workplace controls to reduce transmission among employees, such as those described below that are included in the CDC’s Considerations for Institutes of Higher Education for Promoting Behaviors that Reduce the Spread of COVID-19 are in effect. <ul style="list-style-type: none"> ○ Employers - Provide adequate supplies to disinfect and clean workspaces and equipment and support healthy hygiene. ○ Employees – Stay home or self-isolate when appropriate ○ Employees - Strongly encouraged to wear a cloth face covering or mask. ○ Employees - Practice social distancing and proper hand hygiene and respiratory etiquette.
Employees	<ul style="list-style-type: none"> • Employees with symptoms associated with COVID-19 should notify their supervisor. The supervisor should notify Human Resources. 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. • If an employee is confirmed to have COVID 19, Human Resources will work with local county health dept. officials regarding notification to other employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality in accordance with the Americans with Disabilities Act and/or other applicable laws and regulations.
Offices	<ul style="list-style-type: none"> • Six-foot separation or other methods of distancing, such as plexiglas shields, will be used between work spaces • Waiting areas will be clearly marked • Plexiglas shields or other methods of distancing will be utilized in areas dealing with the public • Locked doors and restricted access will continue, as appropriate • Use of PPE is strongly encouraged

	<ul style="list-style-type: none"> • Face-to-face meetings which allow for video- or tele-conference attendance are encouraged • Follow the CDC's guidelines on proper sanitation procedures • Only essential business travel is allowed and all KDHE travel and quarantine guidelines for travel to high risk areas must be followed.
Classrooms	<ul style="list-style-type: none"> • Face-to-face classes are allowed • All classes must meet State of Kansas and CDC guidelines for social distancing • 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 • Sanitizing materials will be provided in each classroom for use in between classes. • For additional details see the Program and Classroom Management during COVID 19 Recovery document.
Child Care Center	<ul style="list-style-type: none"> • Will continue to follow KDHE guidelines
Campus Store	<ul style="list-style-type: none"> • Waiting areas will be clearly marked and spaced six feet apart • Use of PPE, such as face masks, is optional • In store pickup with minimal physical contact or shipping is available
Campus Visits	<ul style="list-style-type: none"> • Individual campus visits are by appointment only • On-campus enrollment day visits are limited to 50 students and pre-registration is required.
Student Housing	<ul style="list-style-type: none"> • Double occupancy is allowed • Residents will complete the HutchCC Housing COVID-19 Screening questionnaire before moving into campus housing and after any out of state travel. • Only housing residents and staff are allowed in the residence halls • Visitation hours between residents will be limited • Resident access to public spaces in the residence halls 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 at least twice a day • For additional details see Athletic Program Management of Student Athletes during COVID 19 Recovery document

Food Service	<ul style="list-style-type: none">• Food Service will be allowed to open for indoor dining.• Tables will be set up with 6 feet between each table edge of one another.• Tables will be sanitized according to the CDC guidelines and free of all preset items.• Plates and silverware will be disposable.• All condiments will be presented to order. No communal condiments will be left on the table. Disposable condiments are encouraged.• For additional details see the following documents: <u>Great Western Dining Covid19 Reopening Plan</u> and the <u>FDA Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic</u>