

# Hutchinson Community College

## COVID 19 Recovery Playbook:

### Version 6, July 24, 2020

These guidelines should be followed at a minimum.

<b>Effective July 24, 2020</b>	
Legal Disclaimer	<ul style="list-style-type: none"><li>• All locations will print and include a Legal Disclaimer recognizing the risk of working, operating, and entering the facility.</li></ul> <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"><li>• Some forms of physical social distancing are still necessary</li><li>• High risk individuals should continue to practice physical distancing and other precautions in large social settings</li><li>• The college is allowed to operate subject to restrictions</li></ul>
General Principles:	<ul style="list-style-type: none"><li>• 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.</li><li>• Hand sanitizing stations are available throughout college facilities.</li><li>• Employees are working at their normal college work location</li><li>• Social gatherings are limited to 100 people or less. Definition of space parameters to be established in consultation with Reno Co Health Dept.</li><li>• The use of personal protective equipment (PPE), including cloth face coverings or masks, is expected in all public spaces, including<ul style="list-style-type: none"><li>- any space visited by customers or members of the public, regardless of whether anyone from the public is present at the</li></ul></li></ul>

	<p>time</p> <ul style="list-style-type: none"> <li>- common areas such as hallways, stairways, elevators, and parking facilities</li> <li>- any room or enclosed area where other people are present and are unable to maintain a 6 foot distance except for infrequent or incidental moments of closer proximity</li> </ul> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Social distancing of at least 6 feet apart is still necessary.</li> <li>• Workplace controls to reduce transmission among employees, such as those described below that are included in the CDC's <a href="#">Considerations for Institutes of Higher Education for Promoting Behaviors that Reduce the Spread of COVID-19</a> are in effect. <ul style="list-style-type: none"> <li>○ Employers - Provide adequate supplies to disinfect and clean workspaces and equipment and support healthy hygiene.</li> <li>○ Employees – Stay home or self-isolate when appropriate</li> <li>○ Employees - Wear a cloth face covering or mask in public spaces.</li> <li>○ Employees - Practice social distancing and proper hand hygiene and respiratory etiquette.</li> </ul> </li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Employees with symptoms associated with COVID-19 should contact their health provider or the Reno County Health Dept. and follow their instructions. Then, notify the HutchCC Human Resources Director by e mail or phone. Sick employees should stay home and follow the Kansas Dept. of Health and Environment's guidelines <a href="#">What to do if you think you're sick</a> Clean and disinfect surfaces in the affected workspace immediately. Consult with the local health department for additional guidance.</li> <li>• 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.</li> <li>• Instruct employees who are well but know they have been exposed to COVID-19 to contact their health provider or the Reno County Health Dept. and follow their instructions. Then, notify the HutchCC Human Resources Director by e mail or phone.</li> </ul>
Offices	<ul style="list-style-type: none"> <li>• Six-foot separation or other methods of distancing, such as plexiglas shields, will be used between work spaces</li> <li>• Waiting areas will be clearly marked</li> </ul>

	<ul style="list-style-type: none"> <li>• Plexiglas shields or other methods of distancing will be utilized in areas dealing with the public</li> <li>• Locked doors and restricted access will continue, as appropriate</li> <li>• The use of masks or other face coverings is expected inside indoor public spaces</li> <li>• Face-to-face meetings which allow for video- or tele-conference attendance are encouraged</li> <li>• Follow the CDC's guidelines on proper sanitation procedures</li> <li>• Only essential business travel is allowed and all KDHE travel and quarantine guidelines for travel to high risk areas must be followed.</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Face-to-face classes are allowed</li> <li>• Students, faculty and staff are expected to wear a mask or other face covering in the classroom</li> <li>• All classes must meet State of Kansas and CDC guidelines for social distancing</li> <li>• Distance between desks/work spaces must be at least 6 feet</li> <li>• Students will be administered a COVID 19 questionnaire before being allowed into the classroom</li> <li>• Students with a temperature of 100 or higher are not allowed in the classroom</li> <li>• Sanitizing materials will be provided in each classroom for use in between classes</li> <li>• For additional details see the <u>Program and Classroom Management during COVID 19 Recovery</u> document</li> </ul>
Child Care Center	<ul style="list-style-type: none"> <li>• Will continue to follow KDHE guidelines</li> </ul>
Campus Store	<ul style="list-style-type: none"> <li>• Waiting areas will be clearly marked and spaced six feet apart</li> <li>• Use of PPE, including the use of a mask or other face covering, is expected for college employees, customers, and members of the public</li> <li>• In store pickup with minimal physical contact or shipping is available</li> </ul>
Campus Visits	<ul style="list-style-type: none"> <li>• Individual campus visits are by appointment only</li> <li>• On-campus enrollment day visits are limited to 50 students and pre-registration is required.</li> </ul>
Student Housing	<ul style="list-style-type: none"> <li>• Double occupancy is allowed</li> </ul>

	<ul style="list-style-type: none"> <li>• Residents will complete the <a href="#">HutchCC Housing COVID-19 Screening</a> questionnaire before moving into campus housing and after any out of state travel.</li> <li>• Only housing residents and staff are allowed in the residence halls</li> <li>• Visitation hours between residents will be limited</li> <li>• Resident access to public spaces in the residence halls will be limited</li> <li>• Residents and staff are expected to use masks</li> <li>• Cleaning supplies and gloves will be provided for staff as needed</li> <li>• Common spaces such as countertops, bathrooms, doors, etc., will be routinely sanitized at least twice a day</li> <li>• For additional details see <a href="#">Athletic Program Management of Student Athletes during COVID 19 Recovery</a> document</li> </ul>
Food Service	<ul style="list-style-type: none"> <li>• Food Service will be allowed to open for indoor dining.</li> <li>• Tables will be set up with 6 feet between each table edge of one another.</li> <li>• Tables will be sanitized according to the CDC guidelines and free of all preset items.</li> <li>• Plates and silverware will be disposable.</li> <li>• All condiments will be presented to order. No communal condiments will be left on the table. Disposable condiments are encouraged.</li> <li>• The use of masks is expected except when persons are eating or drinking, provided they maintain a 6 foot distance between individuals (not including individuals who are seated together)</li> <li>• For additional details see the following documents: <a href="#">Great Western Dining Covid19 Reopening Plan</a> and the <a href="#">FDA Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic</a></li> </ul>