

Phase 4: Recovery

Preface:

Carl Sandburg College is dedicated to the health and safety of all students, faculty and staff. It is the intention of the College to achieve our mission, “to provide all students with opportunities for success,” in the safest and most effective manner possible. This return to campus plan is intended to comply with all federal and state laws and is subject to change according to the needs and changes as the COVID-19 situation continues to develop. The College thanks all of its faculty, staff and students for their dedication and hard work during these unprecedented times.

General Guidance:

All staff, faculty, and students should continue to monitor their health. People who are feeling ill or have a temperature should avoid coming to campus or participation in any College activities. Everyone should continue to follow CDC guidelines regarding face coverings, hand washing, and social distancing.

People who become ill while on campus should leave immediately and are encouraged to seek appropriate medical attention. Everyone should err on the side of caution to reduce the chance of becoming ill or making others ill.

On July 6, 2020 all Carl Sandburg College campuses will reopen. All barricades will be removed and access will be allowed for faculty, staff, students and the general public. All guidelines below will be followed at all times.

In the event of a State mandate to return to a previous phase, Carl Sandburg College will immediately comply. Should this happen campus access will once again be restricted and as much course content as feasible will be delivered online. In the event of a return to a previous phase additional guidance will be provided.

Personal Protective Equipment: All persons visiting, working or studying on any Carl Sandburg College campus will be required to wear a face covering. Face coverings must cover the mouth and nose at all times. Employees of the College are encouraged to work together to provide each other with washable cloth masks they can wear on a regular basis. Disposable masks will be provided to all individuals unable to acquire a face covering (one per day). Exceptions to this rule will be granted on a case-by-case basis. Employees are allowed to remove their face covering while working individually in closed offices. Those working in open-air cubicles, classrooms or other open spaces are required to wear a face covering.

Any individual who is medically unable to wear a standard facemask, may be provided with a face shield.

Anyone who refuses to wear a face covering for non-medical reasons may be subject to disciplinary measures or asked to leave the campus.

Self-Screening: All staff, faculty, and students should continue to monitor their health. People who are feeling ill or have a temperature should avoid coming to campus or participation in any College activities. Everyone should continue to follow CDC guidelines regarding face coverings, hand washing, and social distancing.

People who become ill while on campus should leave immediately and are encouraged to seek appropriate medical attention. Everyone should err on the side of caution to reduce the chance of becoming ill or making others ill.

All individuals accessing all Carl Sandburg College campuses are encouraged to self-monitor for the Corona Virus. Anyone accessing the campus is required to fill out an online campus visit health screening prior to coming to campus each day. The health screening includes the following questions:

- Have you felt feverish?
- Do you have a temperature over 100.4?
- Do you have a cough?
- Do you have a sore throat?
- Have you experienced difficulty breathing or shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger; not related to a history of migraines, clusters, or tension; not typical to the individual)?
- Have you noticed a new loss of taste or smell?
- Have you experienced chills or rigors?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

If an employee answers “yes” to any of the questions above they will be required to stay home for that day and are encouraged to seek medical attention. In addition, they should immediately contact their supervisor. The screening questions above are not intended to limit anyone from coming onto campus due to a known, pre-existing condition. Rather they are intended to encourage everyone to monitor their health and to stay away from campus if symptoms are presented.

Social Distancing: All individuals are required to maintain social distancing of six feet of separation at all times. Unnecessary gatherings are not allowed and meetings are encouraged to be held online to the extent possible. All individuals are requested to wash their hands as frequently as possible. Traffic flow arrows will be placed in hallways to encourage social distancing.

Working from Home and Staff Access in Phase 4: During Phase 4, College employees and their direct supervisors will examine options for working remotely. Decisions will be made by supervisors on a case by case basis. To the extent possible, Carl Sandburg College encourages working remotely during Phase 4. Working remotely may include working completely off campus or splitting time between home and campus.

Entering and Exiting Campuses: Beginning July 6, 2020, access to all campuses will be open to the public. Entrances will be limited to the following areas on the main campus; the main entrance at building AA, A, B, C, D, lower and upper E, F and H. Only the main access doors at the CME, Annex and Carthage locations will be open. Disposable masks will be available only at these locations and all individuals are required to wear a face covering upon entering all campuses.

Staff Breaks and Breakrooms: Staff breaks will be staggered as much as possible to comply with social distancing guidelines. As there are many different departments who take breaks at different times, it will be up to staff and supervisors to collaborate for agreeable solutions. Additional break areas will be set up to provide more space for individuals to social distance.

Travel: No unnecessary College travel will be permitted. Vehicle usage for non-essential travel is restricted and approved only on an as needed basis. Security, maintenance and grounds will be allowed to use College vehicles for day-to-day operations. Disinfecting products will be added to each Carl Sandburg College vehicle to allow for self-cleaning of vehicles after each use.

Deliveries, Mail and Printing: Mail service will resume on July 6, 2020. Individuals are encouraged to discuss mail deliveries and scanning with Barb Coleman. Printing services will also resume and should be scheduled in advance. As employees are still encouraged to work from home, mail will still be scanned at the employee's request.

Third Party Vendors: All third party vendors working inside any College building are required to wear face coverings at all times. Face coverings will be provided by the vendor.

Exceptions to Face Coverings and Social Distancing: Exceptions to the rules outlined above will be granted only by the College President, Vice Presidents or Associate Vice Presidents.

Campus Services:

Art Gallery: Regularly scheduled Art Gallery shows may resume at the College's discretion.

Bookstore: On-campus bookstore operations will restart on July 6, 2020. Bookstore visitors are limited to a maximum of three patrons in the bookstore at any given time and social distancing is required.

Boxcar Food Service: Boxcar food service operations will resume for the fall semester. Dining room capacity will be reduced to maintain social distancing.

Campus Visits – Prospective Students: All guests to Carl Sandburg College will be required to wear a face covering and maintain social distancing. Campus visits will be allowed starting July 6, 2020. Social distancing will be maintained at all times in the Welcome Center and during campus tours.

Computer Lab Usage: Starting July 6, 2020, Carl Sandburg College computer labs will be open. The number of available stations will be reduced to conform to social distancing guidelines. Stations not available for use will be indicated. Disinfecting products will be available in all computer labs. Users are required to disinfect surfaces before and after use. Computer labs will be disinfected at the end of each day by Carl Sandburg College custodial staff.

Community Garden: Activities in the Community Garden may resume on July 6, 2020. Individuals accessing the Community Garden are required to refrain from entering Carl Sandburg College buildings unless wearing a face covering as described above.

Continuing Education Courses: Starting in the fall semester continuing education courses will resume. Travel will be restricted.

Facility Rentals by Outside Organizations: Facility rentals will resume during the fall semester. All individuals accessing College facilities will be required to adhere to the social distancing and face covering requirements outlined in the general guidance section. Any group found to be out of compliance will be asked to leave immediately and forfeit their rental fee.

Fitness Center: The Fitness Center will reopen beginning with the fall semester for regular hours. The maximum capacity will be 10. Disinfecting products will be available. Users are required to disinfect machines after each use.

Maker Space: The Maker Space will reopen beginning with the fall semester. Two individuals will be allowed in the Maker Space at any given time. The space will be disinfected at the end of each day.

Student Resource Room: The Student Resource Room will reopen beginning with the fall semester for regularly scheduled hours. Only one student will be allowed in the resource room at a time.

Student Services:

Advisor and Counselor Appointments: Advisor and counselor appointments will continue to be available online. Students are encouraged to continue meeting with their advisor online and over the phone. In person appointments will be made available on a limited basis beginning July 6, 2020.

Financial Aid: Financial Aid appointments will continue to be available online. Students are encouraged to continue meeting with Financial Aid personnel online and over the phone. In person appointments will be made available on a limited basis beginning July 6, 2020.

Foundation Office: Foundation Office appointments will continue to be available online. Students are encouraged to continue to meet with Foundation personnel online and over the phone. In person appointments will be made available on a limited basis beginning July 6, 2020.

Library Services: Beginning July 6, 2020, library services will resume. The Library will be open during its regularly scheduled hours at 50% capacity. Students are required to maintain social distancing in the Library at all times. Seating will be removed to encourage social distancing.

Student Clubs, Activities and Student Life: Student club activities will resume in the fall semester. All activities and meetings will comply with social distancing and face covering requirements. Student life events will be modified to comply with State guidelines.

Testing Center: Starting July 6, 2020, the Testing Center will reopen following all applicable guidelines.

TRIO Programs: Activities will continue to be online until the fall semester. Starting with the fall semester regular activities will resume to the extent allowed under the State's social distancing guidelines.

Tutoring: Face-to-face tutoring services will resume with the fall semester. Additional space will be made available in the Founders Lounge to allow for as much face-to-face tutoring as possible.

Spring Incompletes: Students who were issued incompletes for the Spring 2020 semester will be contacted by their instructor regarding arrangements for completion.

