

RESTORE RICHLAND RETURN PLAN

June 15, 2020



WELCOME BACK, RICHLAND COMMUNITY COLLEGE!

The safety of all Richland employees and students is our highest priority. Implementing safety protocols and requirements, and conducting ourselves in responsible manners as we gradually reintegrate into our buildings, offices, classrooms, labs and other spaces to serve our students and community will be key to the success of the plan.

The Restore Richland Plan is guided by information collected from several organizations with expertise in the field of disease control and public health preparedness. Key documents and information that were considered when developing this plan were: Restore Illinois, the Centers for Disease Control and Prevention, the Illinois Department of Public Health, and the Macon County Health Department.

This plan will serve as a guide to best practices and outlines the requirements Richland is implementing to help ensure the health and well-being of our entire college community. Implementation of this plan will begin Tuesday, July 7, 2020, and be in effect until further notice as statewide or regional Restore Illinois restrictions allow. As such, the plan will be amended as needed and under the guidelines of the State of Illinois Restore Illinois plan. Richland Community College will never be less restrictive than the State of Illinois guidelines.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

PRE-SCREENING PROTOCOL AND ONSITE TEMPERATURE CHECKS

Before coming to campus each day, all individuals will be required to fill out the pre-screening form at: <https://richland.edu/prescreen>.

Following pre-screening you will immediately receive an email with one of the following status indicators:

BLUE – indicates that you are clear to come to campus for an onsite temperature check. You will receive a 3-digit code that you must use to verify your status during your onsite temperature check.

RED – indicates you have a risk factor, and should not come to campus.

Upon arrival onsite personnel will

- Enter your 3-digit code to verify your BLUE status
- Check your temperature with a no-touch thermometer
- Record your temperature (information will remain confidential)
- Verbally allow (or disallow) access to campus based on your temperature reading, which must be below 100.4°F.

Following your temperature check you will receive one of the following emails:

GREEN – indicates you are allowed on campus for the entire day.

RED – indicates you did not pass the temperature check, and cannot be allowed on campus.

Employees with temperatures above 100.4°F may return to campus only when symptom free for 72 hours with no use of fever reducing medication and it has been more than 10 days since symptoms started (per CDC guidelines) or can produce a negative COVID-19 test.

If you test positive for COVID-19 at any point after being on campus it is your responsibility to inform Human Resources by email at hr@richland.edu or phone at (217) 875-7211, ext. 6218. **It is required by law to report a positive case to the local Department of Public Health.**

CAMPUS ENTRY POINT LOCATIONS

Employees are to use Parking Lot A and proceed to the Coffee Shop Entrance to the west of the North Wing entrance. The entry will be designated with an **Employee Entry Point** signs.

Students are to use Parking Lot C and proceed to the Southeast Entrance of campus (near the art gallery). The entry will be designated with a **Student Entry Point** signs.

CAMPUS GUIDELINES FOR EMPLOYEES ENTERING RICHLAND

Employees must wear a face covering in all common areas. If you do not own an approved face covering, Richland will provide you with one disposable face covering per day. Face coverings are not required to be worn in private offices, when the employee is alone.

Employees must wash or sanitize hands upon entering and exiting the building and throughout the day. Not wearing a face covering or abiding by social distancing requirements will result in you being asked to leave the facility.

Please refer to the following for information about proper protocols:

- Hand Washing: <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>
- Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Using Personal Protective Equipment: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- Social Distancing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CAMPUS BUSINESS OPERATING HOURS

Campus Operating Hours will be Monday through Thursday 8:30am to 4:30pm while summer hours are in effect

Employees may enter up to one hour prior to operating hours, beginning at 7:30am ONLY after completing the pre-screening protocol

Employees needing to enter college buildings outside of these hours must contact Richland Campus Police at (217) 875-7211, Ext. 6555 prior to arriving to campus and will be required to follow established screening protocol.

The Learning Resource Center (library), the Academic Success Center, and Project Read Plus will remain closed to in-person service until further notice.

STUDENT GUIDELINES FOR ENTERING RICHLAND

Until further notice no students will be allowed on campus without an appointment. Students that need to schedule an appointment with their Student Success Coach can find their contact information at <https://www.richland.edu/newstudents/student-success-center/studentsuccessteam>. Any other appointments can be scheduled through our Student Success Solutions Center by calling (217) 875-7211, Ext. 6267.

No guests will be allowed with the student at their appointment. All students will be required to follow Richland's pre-screening and on-site temperature check protocol will prior to being welcomed onto campus. Identified entry points are provided in the protocol details above. After being screened by a no-touch thermometer and having a body temperature of 100.4°F or less students will then check-in and provide the following information:

- A valid photo identification or provide contact information
- Reason for visit
- Name of employee/office where appointment is scheduled

STUDENT GUIDELINES FOR ENTERING RICHLAND (CONT.)

After checking in, students will be required to be seated in a designated waiting area before being called into your appointment. All students are required to wear a face covering during the visit. Students must sanitize hands (sanitizer will be available at all entry locations) upon entering and exiting the building. **Not wearing a face covering or abiding by social distancing requirements will result in you being asked to leave the facility.**

BUSINESS MEETINGS AND TRAINING

All business meetings and training sessions will be held virtually until further notice.

ELEVATOR

- Please avoid use if possible
- Our elevator does not allow for proper social distancing so please limit the capacity to one person at a time.
- When possible use your elbow, pencil or other object to push the elevator buttons.
- Wash your hands or use hand sanitizer after riding the elevator
- Avoid touching your face after riding the elevator

CLASSES AND LABS – FALL 2020

For Fall 2020, classes will now be offered in one of the following formats:

ONLINE: All instruction and assignments are provided online with specific due dates as outlined by the Instructor. Instructors might provide opportunities for live synchronous sessions.

ONLINE LIVE: There is a mandatory time when the Instructor and students are online together. An example of this is a live lecture streamed to students over the Internet. All other course materials and assignments are provided online and available at any time during a specified period as outlined by the Instructor. Scheduled time requirements will vary between courses and sections; please refer to the course schedule for more information.

HYBRID: A hybrid class is a combination of face-to-face and ONLINE or ONLINE LIVE instruction. The course content and most assignments are provided online, but some on-campus face-to-face instruction is still required. Examples of this are skills-based activities and labs done on campus, but lecture and other assignments are done online. During this face-to-face component, social distancing and other mitigation efforts will be required including face coverings. More details will be provided under the guidelines of the Governor's Restore Illinois Plan as they develop. Face-to-face time requirements will vary between hybrid courses and sections; please refer to the course schedule for more information.

Further explanation and class descriptions will follow in the future. Please be sure to check your student email and richland.edu/coronavirus for updates.

All essential travel regardless of transportation mode must be pre-approved by the employee's respective Cabinet member.

If an employee travels for a personal trip outside of the Decatur area or area of residence, please contact to the Human Resources Department to determine if self-isolation will be necessary upon return.

Employees must notify the Human Resources Department if guests from outside the Decatur area or state are staying or visiting at their home. Employees may be subject to a 14-day quarantine. Travel guidelines can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/>

**FACILITIES CLEANING**

Enhanced cleanings of all common areas and classrooms will be performed regularly, including regular disinfecting of frequently touched surfaces (door handles, hard surfaces, tables, chairs, etc.). Additional cleaning supplies will be available for students and instructors to clean learning spaces after use. Hard surfaces such as desktops, tables, etc. in private offices are not cleaned by facilities services. Employees should clean and disinfect tabletops, desktops, cabinets, etc. within their own office space. Cleaning supplies will be made available in each office area.

In most cases the main entry doors to multi-stall restrooms will be left open. Where restroom doors cannot be kept open, employees should use a paper towel to open the door after drying hands and place the towel in a trash receptacle that will be next to the door. Restrooms have hand sanitizer dispensers next to the door. Individuals are encouraged to sanitize hands after opening the restroom door as an option to using paper towels. Hand air dryers will be taped off and should not be used.

All restrooms will be cleaned and disinfected a minimum of twice daily. High touch surfaces will receive additional sanitizing throughout the day.

Drinking fountains at all locations will be taped off and disabled. The water bottle filling capability at these stations will remain available. You can find these water bottle filling stations in the North Wing west hallway and on the second floor of the Carroll Center near the east bathroom. Individuals are encouraged to fill personal water bottles and/or bring personal beverage.

Employees should not use fans/heaters of any kind within offices or workspaces.

Break Rooms are restricted to drop off and pick up only of personal items with access to the refrigerator. Personal items should be wiped down before being placed in the refrigerator.

Tips on how to clean and disinfect your areas can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>



	Phase 2 Flattening	Phase 3 Recovery (June 1)	Phase 4 Revitalization	Phase 5 Restored*
CLASS DELIVERY				
Lecture Classes	Online	Online	Online	On Campus
Lecture/Lab Classes	Online	Lecture Online/Lab Online w/Enhanced Simulation	Lecture Online/Lab On Campus	On Campus
Lab Only Classes	Online	Lecture Online/Lab Online w/Enhanced Simulation	Lecture Online/Lab On Campus	On Campus
STUDENT SERVICES	Online	Online	Full On-Campus Service	Full On-Campus Service
PREVENTION				
Sanitizing High Touch Areas	Monday and Friday, in areas visited by staff	Daily, in areas occupied by staff	Lab spaces sanitized after each class. Work spaces sanitized daily	Daily
Social Distancing	Enforced	Enforced	Enforced	Not Enforced
Masks and Face Coverings (Employees and Students)	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	Not Enforced
Rubber Gloves	Optional	Optional	Optional	Not Used
Hand Sanitizer	Provided Campus- Wide	Provided Campus- Wide	Provided Campus- Wide	Not Provided
Plastic Barriers	Installed	In Use	In Use	Uninstalled
Floor Markings	Installed	Installed	In Use	Uninstalled
Human Temperature Monitoring	Installed - Main Campus	Cannot enter without temperature monitor	Cannot enter without temperature monitor	Uninstalled
Temperature Threshold	100.4	100.4	100.4	N/A
Timing If Fever	Can return if symptom free and no fever for 72 hours	Can return if symptom free and no fever for 72 hours	Can return if symptom free and no fever for 72 hours	N/A
COVID-19 Symptom Questions	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	N/A
Handshaking	Not Allowed	Not Allowed	Not Allowed	Allowed
Paper Towels Dispensers	Installed in Every Restroom	In Use	In Use	In Use
BUSINESS MEETINGS	Virtual Only	Less than 10 people with social distancing enforced or virtual	Less than 10 people with social distancing enforced or virtual	N/A

RESTORE RICHLAND PLAN MAP (CONT.)

	Phase 2 Flattening	Phase 3 Recovery (June 1)	Phase 4 Revitalization	Phase 5 Restored*
CONFIRMED POSITIVE COVID-19 CASE				
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	N/A
Communication	Email to all employees. Report to IDPH.	Email to all employees. Report to IDPH.	Email to all employees. Report to IDPH.	N/A
Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for students	N/A
UNCONFIRMED POSITIVE COVID-19 CASE				
With Symptoms	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	N/A
Without Symptoms	Work from home for 2 weeks	Work from home for 2 weeks	Work from home for 2 weeks	N/A
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	N/A
Communication	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	N/A
Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for Students	N/A
TRAVEL				
Local	Allowed	Allowed	Allowed	Allowed
In-State	Not Allowed	Allowed	Allowed	Allowed
Out-Of-State	Not Allowed	Not Allowed	Allowed	Allowed
International	Not Allowed	Not Allowed	Not Allowed	Allowed
ON-CAMPUS STAFFING				
Main Campus	Remote Operations Only	Limited Staffing (7:00am - 6:30pm)	Increased Staffing (Time TBD)	Full Staffing
MCLETC	Limited Staffing	Limited Staffing	Increased Staffing (Time TBD)	Full Staffing
Clinton Center	Remote Operations Only	Limited Staffing (7:00am - 6:30pm)	Increased Staffing (Time TBD)	Full Staffing
Project Read Plus	Remote Operations Only	Limited Staffing (7:00am - 6:30pm)	Increased Staffing (Time TBD)	Full Staffing

* Restored status will be under new safety guidance and regulations, as provided by IDPH.