Dear Students, Faculty, and Staff:

Due to the heightened world-wide awareness and still-uncertain methods of transmission of the COVID-19 version of coronavirus we are implementing best practice measures to prevent illness at the College while maintaining operations. We want you to know that the safety of our students, faculty, staff and community is of utmost priority to the Administration of the Lac Courte Oreilles Ojibwe College. We will continue to monitor this situation and will provide updates if further steps become necessary.

- We have placed, in high traffic areas, information from the CDC regarding stopping the spread of germs and symptoms of the COVID-19 coronavirus.
- Hand sanitizer containers will be available in high traffic areas and areas where food is consumed.
- Tissue and disposable sanitizing towels will be available in all classrooms, meeting rooms and offices.
- We will be asking the assistance of faculty and staff with sanitizing classrooms, food consumption areas, and meeting areas before and after classes, meetings, and gatherings.
- We will have our maintenance staff process an extensive disinfecting over spring break.

Students, faculty and staff are encouraged to assist with reducing the spread of infectious disease as follows:

- Stay home when you are ill and don’t return to campus until you show no signs of fever, fever-like signs, or other respiratory symptoms for at least 24 hours.
- Cough and sneeze into a tissue or your elbow area rather than your hands or the air.
- Try not to touch your nose, eyes, or face and wash your hands frequently, especially after using the restroom and prior to eating, and utilize hand sanitizer when hand washing facilities are not available.

Please follow the instructions below if you have been diagnosed with or exposed to COVID-19 coronavirus:

- If you have been diagnosed with COVID-19 coronavirus, follow your doctor’s instructions for incubation and contact the individual listed below, by phone, immediately.
- If you have been exposed to someone that has been diagnosed with COVID-19 coronavirus, follow the CDC suggested isolation period of 14 days and seek immediate medical evaluation if symptoms develop.

The individual listed below should be contacted regarding notification, questions or concerns:

Tamara Thimm, Director of Human Resources: 715-634-4790 Ext. 198

We have included fact sheets from the CDC regarding COVID-19 coronavirus.

Additional information regarding the COVID-19 coronavirus can be obtained through the following websites: [www.cdc.gov](http://www.cdc.gov) and [www.dhs.wisconsin.gov/disease/covid-19.htm](http://www.dhs.wisconsin.gov/disease/covid-19.htm).