

# Lac Courte Oreilles Ojibwe College



Odawa-zaaga'iganing  
Lac Courte Oreilles

Mashkii-ziibiing  
Bad River

Waaswaaganing  
Lac du Flambeau

Miskwabiikong  
Red Cliff

Mitaawangaag  
St. Croix

June 11, 2020

Lac Courte Oreilles Ojibwe College is committed to providing a safe and healthy workplace for all members of our community. Our faculty, staff, and students are our most important assets. Our priority is to enable all to work in the safest place possible, knowing that may vary depending on each employee's responsibilities and situation. We recognize that the threat from COVID-19 is not over and continues to affect our community in different ways, including how, when, and where many of us are able to work.

As of June 15, 2020, we are requesting that all staff at the main campus and outreach sites return to working on campus. All outreach sites are subject to reopening guidance from their respective tribal leadership. We have established this plan to assist the College employees in determining what requirements must be met to ensure the safety of everyone working on College properties. All College employees share responsibility for implementing the plan by following its requirements. The goal is to mitigate the potential for transmission of COVID-19 on our campus, outreach sites, farm, and any other College-owned or managed facilities. This requires full cooperation from everyone: leaders, supervisors, faculty, and staff. Only through a cooperative effort, can we maintain the safety and health of our College community.

## **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

Employees that have been working remotely will be screened by Human Resources (HR) prior to returning to campus. They will receive an email from Human Resources with questions to respond to and may not return to campus until they have replied to the email and received clearance from Human Resources to return.

### **Employee Self-Screening for Working on Site:**

- Take your temperature in the morning and when you return from work. Log those results and report any fever to your supervisor and the Director of HR.
- Report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, dry cough, vomiting, diarrhea, body aches, loss of taste and smell to the Director of HR.
- If the employee indicates any of these conditions, the employee will be required to stay home and seek guidance from their healthcare provider.
- If you have been exposed to COVID-19 or have any sickness symptoms, you may work remotely from home if your supervisor approves; if you cannot work remotely, follow the sick leave procedure and copy the Director of HR on any leave slips submitted.

### **In the Workplace:**

- All entrance to the main campus will remain through Door 421 until further notice.
- Employees will wear cloth masks when entering College buildings and where social distancing measures are difficult to maintain.

- Employees that have visitors will ensure that they comply with the conditions for entry onto College properties.
- Non-employees may only be admitted into the building by HR designated employees.
- Employees shall adhere to COVID-19 guidance while on College properties.
- In person meetings should be either one on one remaining six feet away from each other or with face masks on if six-foot distance is not possible.
- If meeting is to have more than two people present, it must be in a large room with attendees six feet away from each other and wearing cloth masks.
- Food preparation areas may still be used with one person at a time access or multiple people with six-foot distancing maintained.
- Sick employees must stay home.
- If you become ill while at work, notify the Director of HR by phone immediately and then leave the building wearing a cloth face mask and gloves which will be provided if you do not have them.
- HR will work with other College departments to implement sanitization and notification of exposure immediately upon notice from an employee or health entity.

**Continue Good Health Habits:**

- Wash hands with soap and water for at least 20 seconds whenever possible and always before handling food.
- Use hand sanitizer when soap and water are not available; keep a good supply on your desk and utilize supplies available in high traffic areas.
- Cover your cough or sneeze with a tissue or your elbow area.
- Clean all high touch areas in your home and workplace.
- Do not touch your eyes, nose or mouth with unwashed hands.

Consistent with compliance with confidentiality regulations, the College protects the privacy of faculty and staff health status and information. Supervisors and employees are reminded that they have an obligation to protect the privacy of employee health information.

The College has leave policies that encourage faculty and staff to stay at home when they are sick, when household members are sick, or when they are required by a healthcare provider to isolate or quarantine themselves or a member of their household. These policies include:

- Family First Coronavirus Response Act Emergency Paid Sick Leave (Federal)
- Family Medical Leave Act
- Sick Leave
- Vacation Leave

The College will work with the Sawyer County Department of Health to inform workers if they have been exposed to a person with COVID-19 in the workplace. The College will require them to self-quarantine for the recommended amount of time.

## **Handwashing**

Faculty and staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on site, prior to any mealtimes, and after using the toilet. Hand sanitizer dispensers are also available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

### **Respiratory Etiquette: Cover your cough or sneeze.**

Everyone is asked to cover their mouth and nose with a tissue or their sleeve when coughing or sneezing and to avoid touching their face – in particular their mouth, nose and eyes – with their hands. Tissues should be disposed in the trash and individuals should wash or sanitize their hands immediately afterward.

- The CDC “Stop the Spread of Germs” poster has been posted in the rest rooms and common areas.
- Maintenance will make sure tissues and sanitizer are available in common and high traffic areas.
- You may request tissues and sanitizer from maintenance for your office area.
- Employees are expected to wear cloth face coverings in public setting where social distancing measures are difficult to maintain. Individuals should bring their own mask; one will be provided if necessary.

## **Social Distancing**

Social distancing has been implemented on College facilities.

- Faculty, staff, and visitors will avoid gathering in groups and in confined areas, including elevators.
- Faculty, staff, and visitors will avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment. There are some situations where work tools must be shared. In those situations, employees should take precautions to sanitize between use.
- In areas where hoteling workspace is in use, sanitizing wipes will be made available by the individual unit.
- Where workstations do not permit at least six feet between employees, employees will wear cloth masks at all times.
- Common spaces such as break rooms, study spaces, and conference rooms will have furniture rearranged or restacked to promote social distancing. As noted above, break rooms/lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals to their desks for consumption.

## **Housekeeping**

Regular housekeeping practices are being enhanced by the College, including routine cleaning and disinfecting of work surfaces, equipment, tools, and machinery, and areas in the work environment, including restrooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as controls, door handles, elevator panels, railings, etc.

- All custodial staff and their supervisor have been provided refresher training on proper cleaning techniques, as well as background information on COVID-19.
- All cleaning products meet U.S. environmental Protection Agency (EPA) requirements.
- If there is a confirmed positive case reported to the College, disinfecting of areas the individual came in contact with will be disinfected using OSHA and CDC protocol.
- Facilities management teams will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary.
- Classrooms and labs will be cleaned by the instructor after each class and by the maintenance department regularly.
- For shared department equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces prior to individual use. Cleaning supplies will be made available by the maintenance department.

### **Communication**

The most up-to-date version of this Plan will remain posted on our website under “About Us” and “Infectious Disease Response”. It is also being communicated via systemwide email and will be reinforced through direct communication to campus leaders, the HR department, and supervisors. Additional communication will be ongoing as circumstances surrounding the pandemic require. Supervisors are to monitor how effective the program has been implemented by reporting observations and concerns to the HR office. This plan has been adopted by the College President and Executive Council and was first distributed to all College faculty and staff systemwide on June 11, 2020. It will be updated as necessary.