

Indian Hills Community College
Fall Activity Board Reminder

- August 14, 2020 Indian Hills Foundation Golf Tournament—Cedar Creek
- August 17-27, 2020 Late Summer Break (Students and faculty are on break. Admissions staff, student development staff, business office staff, and administrative staff will hold hours in order to keep offices open to register students and prepare for fall term.)
- August 29, 2020 Students will begin moving in to residence halls
- August 31, 2020 2020 Fall Term begins
- September 3, 2020 2020 Staff Day: Awards, Retirement Remarks, Inauguration, Reception—Hellyer Student Life Center and livestream
- September 4, 2020 Athletic Booster Golf Tournament—The Preserve at Honey Creek
- September 10, 2020 Ribbon Cutting at the Industrial Maintenance Training Center—Centerville Campus
- Opening of the Remodeled Baseball Locker Room and Weight Room
- September 14, 2020 September Board of Trustees Meeting and Dinner

Return to Campus Plan

Overview

Indian Hills Community College's Return to Work on Campus process to reopen buildings and return employees to the workplace will be implemented in phases based on departmental needs. All employees are expected to return to campus by August 31, 2020. The IHCC temporary emergency telecommuting policy will no longer be in effect after this date.

IHCC has worked closely with county public health and infectious disease officials to develop a safe process with subsequent additional policies. IHCC's goal is to continue to focus on the health and safety of all who enter our campus environments by implementing enhanced means to return, monitor, and adjust plans as necessary.

IHCC understands that the measures taken will not eliminate all possibility of COVID-19 exposure on IHCC campuses. Rather, these measures are an attempt to reduce the spread as well as promote safety and health standards of practice.

Requirements for Employees Returning to Campus

Phase 1 – Employees are being notified by their supervisor of their assigned timeline for returning to campus.

Phase 2 – All employees will be required to return to campus effective Monday, August 31, 2020 unless an exception has been approved (*see Potential Discretionary Exceptions for Returning to Campus*).

Safety Protocols Put in Place for All Faculty and Staff

- Faculty and staff will complete symptom self-screening prior to entering campus.
- Reusable supplies and equipment will be disinfected before beginning the class/meeting, between individual use and after the class/meeting has ended. Cleaning will be completed with disinfectant spray or wipes, bleach, or alcohol wipes/hand sanitizers available in the classroom.
- Between classes or meetings employees will assume disinfecting responsibility for their work areas and classrooms by wiping down tables, chairs, equipment, door handles, keyboards, pens, calculators, phones, light switches, etc. with college-issued sanitizer.
- Until further notice, it is required that students, faculty and staff wear facemasks or shields in all indoor common areas and in situations when 6 feet of social distancing cannot be maintained.
- Faculty, staff and students will maintain 6 feet of social distancing whenever possible.
- Employees and students are expected to wash their hands frequently with soap and water, using hand sanitizer between washings and after touching other surfaces or objects.
- To every extent possible, meetings may be held in a virtual format for groups that cannot maintain 6 feet of social distancing.

Maintaining a Safe and Healthy Workplace

An employee is prohibited from coming to work if any of the following is true:

- The employee has tested positive for COVID-19; and
 - has experienced symptoms.
 - » An individual must quarantine for 14 days following a positive COVID-19 test.

- has never experienced symptoms.
 - » Individual must quarantine for 10 days after the positive test and remain symptom free without medication.
- The employee has had close contact* with someone within the past 72 hours who has COVID-19 symptoms, without test results.
 - Individual must quarantine for 72 hours and be symptom free without medication OR quarantine until negative test results of person with symptoms.
- The employee is notified that a person they were in close contact* with (without full medical PPE) within the past 14 days is now positive with COVID-19.
 - Individual needs to immediately quarantine for 14 days, beginning with the day following the day of direct contact with the positive individual.
- The employee displays identified COVID-19 symptoms, but has not tested.
 - Individual must stay quarantined for 10 days from when symptoms first appeared AND should remain quarantined beyond 10 days until they are 72 hours with no fever and all respiratory symptoms have improved without medication.

If an employee is experiencing fever or other COVID-19 symptoms, the employee must do the following:

- Stay home.
- Contact their supervisor immediately.
- Work with their supervisor on a return to work plan.

It is also recommended that the employee contact their healthcare provider.

Indian Hills Community College will continue to monitor public health and government guidance and will modify this plan accordingly and if necessary as situations evolve. Failure to comply with these requirements may result in disciplinary action.

*Close contact is defined by the Centers for Disease Control as being within 6' or less of another individual for more than 15 minutes.

Potential Discretionary Exceptions for Returning to Campus

Any employee who believes they should not return to work on campus or cannot return to work on campus due to any of the following concerns, must seek approval from their department supervisor, human resources, and the college president.

While IHCC retains complete discretion to determine who will be allowed on campus, the following are examples of potential reasons to not return to campus:

- Employee has tested positive for COVID-19 and is under quarantine.
- Employee is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis.
- Employee has been advised by a health-care provider to self-quarantine for reasons related to COVID-19.
- Employee is caring for an individual that is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis.
- Employee is caring for an individual that has tested positive for COVID-19 and that person is under quarantine.
- Employee is caring for their child whose school or place of care is closed due to COVID-19.
- Employee is experiencing any other substantially-similar condition to COVID-19 as specified by the US Department of Health and Human Services.

IHCC may consider other discretionary reasons to not return to work on campus. Employees who are concerned about their health conditions (or health conditions of family members who live with them) as they relate to COVID-19, should contact Human Resources for guidance.

Any employee who believes that they should not return to work on campus, August 31, 2020 for any reason listed above, should consult with their department supervisor, who will then consult human resources and the president to be considered for approval. If an employee feels they meet any of the exceptions listed above, please complete the Temporary Telecommuting Agreements form below and discuss with your supervisor. The form must be submitted to human resources prior to approval and employees may be required to produce necessary forms of documentation.

*Close contact is defined by the Centers for Disease Control as being within 6' or less of another individual for more than 15 minutes.

Temporary Telecommuting Arrangements



Due to the current COVID-19 (coronavirus) pandemic, Indian Hills Community College implemented a temporary telecommuting arrangement for employees who have been approved by their department supervisor, human resources, and the president to continue working from home due to the exceptions for returning to campus listed above. This arrangement is for employees whose job duties are conducive to working from home but who do not regularly telecommute.

These arrangements are expected to be short term, and Indian Hills Community College will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Indian Hills Community College has the right to require employees to return to regular, in-office work at any time.

Please remember the following requirements to successfully continue to telecommute:

- Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations at their home office as they do when working on-site, and they must be available by phone during scheduled office hours. All normally scheduled or expected breaks or meal breaks will be allowed.
- Employees must be available to attend scheduled meetings and participate in other required work activities.
- Employees must have a suitable offsite office environment and are expected to maintain their home office workspace in a safe manner, free from safety hazards or distractions.
- Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

This agreement is based on the following exception(s) for returning to campus work:

I have read and understand this agreement, understand its provisions and, by signing below, agree by its terms and conditions.

Print Name: _____

Date: ____/____/____

Signature: _____

Human Resources: _____

President: _____

Return to Campus Plan Indian Hills Community College

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Dean, Student Development (students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.