**ICC Roadmap to Reopen**

1. Objectives
2. What purpose are we fulfilling?

*This committee exists to identify plans to re-populate campus and maintain campus operations in the safest way possible, including early identification and treatment of the virus and risk reduction strategies.*

1. Who is the intended audience/populations we are serving?

*Our first priority in all campus health and risk management planning remains the health, safety and security of our students, faculty, staff, and greater Independence Community.*

1. How we will adequately protect all persons/mitigate risk?

* *Follow the three phased plan in the ICC Roadmap to Re-Open planning document.*
* *Implement social distancing and healthy safety best practices across campus, including but not limited to separating desks and computer stations to safe distances, encouraging good hygiene, asking students and employees to remain home when sick, following isolation and quarantine orders issued by local or state leaders, regularly cleaning all areas of campus, including residence halls, in accordance with federal and state guidelines, and encourage face mask usage.*
* *Implement protective barriers to guard employees in public spaces from the spread of COVID-19.*
* *Coordinate an information campaign using pop up banners and posters with healthy behavior information and floor decals that outline six-foot spaces in all public buildings. All buildings should have hand sanitizing stations at each entrance.*
* *Invest in on-site medical or telehealth opportunities to treat all students displaying any signs of illness. Additionally, an MOU should be executed with Labette Health to outline agreed upon services for the coming year.*
* *Continue to encourage remote work and virtual study for as long as possible and limit social gatherings to CDC and state recommended sizes.*
* *Create a campaign to inform all employees about ICC’s sick-time hour donation bank with HR where employees can donate their sick time to someone who may need it.*
* *Temperature check all visitors to campus and send anyone with a temperature above 100 degrees home for a three-day period.*
* *Host a health and wellness day for students in conjunction with the one held for faculty and staff.*
* *Explore how to best document student health needs and high-risk individuals.*

1. How do we plan for the unknown?

* *Continue to convene the incident response team until the CDC states that the threat is over, or a vaccine is distributed.*
* *Survey faculty and staff for their ideas on how to improve the safety of the ICC community.*
* *Make sure decisions are data-driven, conditions-based and informed by experts on campus and in our community.*
* *Remain student-centered and learning focused in each decision.*
* *Remain agile and flexible so that decisions can be adjusted based upon current conditions.*
* *Encourage honest and direct communication to avoid the spread of rumors or false information. Regularly update the COVID-19 FAQ page with relevant information and emails.*

1. Phased-In Reopening
2. Phase I (red) March 14, 2020-May 26, 2020

* *Telework to continue. Executive Cabinet should deem who can and cannot return to full-time work on campus. Only essential personnel, with ESSENTIAL FUNCTIONS should be allowed to return to campus.*

*Essential Employees are defined as those that without physically being on campus, operations would not be accomplished.*

*Offices open on a limited basis:*

*Facilities Management*

*IT*

*Business Office*

*Payroll*

* *High-risk individuals are advised to work from home unless the duty or their jobs are deemed essential. Individuals in this category should self-identify with HR so accommodations can be made.*
* *Any employee exhibiting symptoms of illness should be asked to return home and to contact their medical provider before being authorized to return to work.*
* *Follow meeting/event size guidelines provided by the CDC and the Governor of Kansas.*
* *Masks should be used by all employees working on ICC’s campus when indoors or working with other staff and students.*
* *All college-related travel suspended. Anyone with cabinet level approval to travel on official college business should examine whether or not they are visiting a high-risk area and follow CDC recommendations for quarantining themselves. All online or virtual conferences/professional development should be exhausted first.*
* *On-campus gyms and residence halls remain closed.*
* *Digitize as much of our processes and paperwork as possible to prepare for possible future closures in the event that a second wave of COVID-19 occurs.*
* *Ensure proper signage and displays are placed throughout campus to encourage and educate the campus community on good hygiene practices.*
* *All campus buildings closed.*

1. Phase II (yellow) May 26, 2020 – July 6, 2020

* *Telework to continue. Only essential personnel with ESSENTIAL JOB FUNCTIONS should allowed to return to campus. Cabinet will approve a growing number of employees return to campus (not more than 50% of the faculty and staff). Employees should complete a self-evaluation before returning to campus, which will be provided by HR or the President’s designee.*
* *Offices open on a limited basis are:*

*Same offices in Phase1*

*Admissions and Advising (Mondays and Tuesdays 9a-6p)*

*Business Office (Mondays and Tuesdays 9a-5p for outside business, Thursdays and Fridays for internal work as needed)*

*Financial Aid (Mondays and Tuesdays 9a-5p for outside business, other days as needed for internal functions)*

*ICC West for testing/student intake (Mondays and Tuesdays 9a-6p)*

*President/EVP office as needed*

*HR as needed.*

*Marketing and Recruitment as needed*

*FabLab for employees only*

*Bookstore on limited basis as needed*

*All other buildings closed*

* *Employees should keep six feet of distance between themselves and others at all times. PPE worn by all employees when working with others.*
* *First Session of Summer Semester online only.*
* *High-risk individuals are advised to work from home unless the duty or their jobs are deemed essential. Individuals in this category should self-identify with HR so accommodations can be made.*
* *Any employee exhibiting symptoms of illness should be asked to return home and to contact their medical provider before being authorized to return to work.*
* *Business Travel Prohibited*
* *Meetings/events greater than 6 people must be held virtually*

1. Phase III (green) July 6, 2020 – August 14, 2020

* *ICC will relax telework and begin bringing some faculty and staff back to campus with regular schedules.*
* *Students will be allowed to return to housing with limited visitor access.*
* *Some face-to-face classes will resume (Hybrid Schedule) group events/meetings limited to 15 people.*
* *FabLab open to members using safe practices.*
* *Library open using safe practices.*
* *Buildings open as needed. Congregating spaces will be removed, and community spaces remain closed.*
* *Follow meeting/event size guidelines provided by the CDC and the Governor of Kansas. (At this time the governor advises that groups of 90 may meet in this stage, though ICC will limit to smaller groups).*
* *The Incident Response Team will release guidelines that indicate the health metrics that will trigger a return to Phase II or Phase I. The Incident Response Team will also create an overarching report on how the crisis was managed in order to document decisions being made in case they need to be implemented again.*
* *All ICC employees and students are encouraged to maintain good hygiene and information will be shared on how to stay healthy in the new normal. High-risk individuals should continue to exercise caution, and continue tele-work as possible.*
* *Business Travel Prohibited*
* *Masks should be worn at work by individuals who feel it is necessary for their health but will not be required.*
* *All faculty, staff, and students should be asked to update their emergency contacts with the college. Students should be asked to plan for immediate departure should the need arise.*
* *Cafeteria Meals will be “to-go” only*

1. *Phase-out (blue) August 14,2020 – Jan. 4, 2021*

*Decisions to Phase-out are data-driven, conditions-based and informed by experts on campus and in our community. ERT will determine with the approval of the President whether conditions warrant return to Phases 1-3.*

* *Student services and business functions/operations return to normal schedule.*
* *Class Schedule shifted to two 8-week schedules for fall where possible.*
* *Cafeteria will resume full operation.*
* *At-risk employees still allowed to telework as possible after self-reporting to HR and schedule worked out with supervisors.*
* *PPE available, but not required.*
* *Community events resume on a limited basis*

Remember: The phase-in stages will be different for each area and will vary from the COVID-19 phases above, but green phase is the return to “normal” operations with limited differences from operations as they were on March 12, 2020 (though this is where you consider the “new normal”).

1. Critical Success Factors (CSFs)
2. Personal Protective Equipment (PPE) needs

* *Health services*
* *MOU with Labette Health*
* *Temperature Checks*
* *Plexiglas barriers at public workstations*
* *Cleaning supplies*
* *Masks and gloves*
* *Health information such as guidelines and taped markings to identify six feet of space between individuals*

1. Additional equipment for employees

* *Touchless hand sanitizer devices at every point of entry.*
* *Touchless thermometers*

1. Campus entry requirements

* *All employees will have temperature checks prior to start of shift – Temperatures of 100.4 or greater will not be allowed entry.*
* *Students should have to complete a pre-arrival questionnaire to identify their risk level. Those with an elevated risk in their assessment should be screened for symptoms before arrival.*

1. Accomplishing laboratory/hands-on activities/office duty requirements in small groups

* *Follow guidelines identified by the Governor or the CDC.*
* *Consider shortening the semester or moving to quarters in order to allow for quick departure or reentry throughout the academic year. Front load lab courses. Work with the Academic Support Group to examine the feasibility of these suggestions.*

1. Sanitizing and custodial work needs each workday/week

* *Touchless hand sanitizer devices at every point of entry.*
* *All employees working in public areas or with individuals should be asked to wear gloves.*
* *Doors and door handles must be wiped down and sanitized regularly.*

1. Remote work possibilities/schedule: Identifying employees with higher risk factors, off-campus capabilities, etc.

* Per Governor Kelly’s guidelines: *High-risk individuals are defined as: individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Individuals should register these health risks with HR for consideration for remote work.*
* *The Incident Response Team should assess all faculty and staff on their remote work capabilities, technology needs, and internet connections.*

1. Expectations for all employees in department/area: job function changes or additions, etc.

* *Temperature check processes.*
* *The ability to adapt to quickly changing environment and follow published guidelines.*