

Elgin Community College Campus Re-Opening Plan

May 29, 2020

The College has created an operations coordination group to both execute directives from the policy group and to make recommendations to the policy group. This effort is to provide a transition from the current state to that of a new normal in response to the COVID-19 Pandemic. Each item in the checklist will be supported by an underlying strategic and logistical plan. Each point will have a team member identified as the point of contact in the operations coordination group and responsible for oversight of the plan. The Safety Committee and its full membership representing many staff and faculty on campus have contributed greatly to the implementation and on-going development of this plan.

Operations Coordination Group Team members:

- **Committee Chair – Emily Kies**
- **Annamarie Schopen**
- **Greg Robinson**
- **Heather Scholl**
- **Katy Yee**
- **Melissa Tait**
- **Michael Chahino**
- **Robin Cook**

Safety Committee Contributors:

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Contents

1.0 Pre-Opening 5

Partial Opening Checklist 13

Semi-Normal/Transition to Normal Checklist..... 15

Near New Normal Checklist..... 16

Action Plan in the event of employee or student COVID-19 diagnosis 17

Pre-Summer School 17

Summer School 17

Pre-fall..... 17

Fall 2020 Planning 17

Spring 2021 17

 Appendices..... 18

 Appendix A: Library Opening 19

 Appendix B: Childcare Opening 20

 Appendix C: Bookstore/ Cafeteria Opening..... 21

 Appendix D: Athletic Facility Opening 23

 Appendix E: Spring Lab Opening..... 24

 Appendix G: Communications Plan..... 26

Attachments..... 28

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>



1.0 Pre-Opening

Timeframe: 4/27/2020-06/01/2020

This phase will focus on preparing the College and staff for a limited return to the physical campus and ensuring that all recommended safety procedures are implemented and communicated. It will focus on what the College needs to accomplish to provide critical services and a safe environment to students, employees, and vendors, and to maintain buildings and equipment, IT infrastructure, equipment and systems during the partial opening phase. It will also focus on upcoming student enrollment.

During this phase a plan will be developed for students to complete spring lab work once campus is open that could not be completed online. PPE requirements will be determined by consideration of CDC, State of Illinois, and Federal guidelines. During this phase, procurement of PPE will continue and recommendations will be made based on availability of PPE and current guidelines.

5/15/2020 Update

In an effort to maintain consistency with the State of Illinois phased approach to re-opening, *Restore Illinois*, we have included the outline from Governor Pritzker as additional guidance. This plan emphasizes best practices for safety and the health and well-being of each person coming on to the campus. As of May 15, 2020, Illinois is currently in Phase 2 with projections of moving into Phase 3 after May 29, 2020.

5/22/2020 Update

Many aspects of the plan have been updated over the past week. This includes the plan to allow staff and faculty to return to campus to collect items on a one-time basis, as well as the distribution of Welcome Back Kits. There have also been updates to the College-wide communications plan and graduation regalia distribution. A review of international travel policy is currently under way, as well as a Case on Campus Response Plan.

5/29/2020

This was the final week of the Pre-Opening Phase and most items on the following checklist have been completed. Graduation regalia was picked up this week and the campus was opened on a limited rotating basis to allow non-mission critical staff to collect their belongings. Plexiglas barriers were installed throughout campus at high traffic areas, signs identifying social distancing and the use of masks and proper hygiene were installed. An additional 300 Welcome Back Kits were assembled, and we received several shipments of PPE.

<u>Task</u>	<u>Responsible Team Member</u>	✓=
<p>Procure PPE- face covering, gloves, hand sanitizer for employees 5/8/2020 ECC Logistics has developed a comprehensive strategy to procure enough source control masks to provide students, staff and faculty with these resources as they return to campus. 5/15/2020 1,600 KN95 masks were received for O&M and other front-line staff, 1,500 face masks for marketing will be delivered on 5/18, electrostatic sprayers on backorder have been shipped for O&M, and 10,000 surgical masks and 3,000 2 oz. hand sanitizers have been ordered, both with a 4-week lead time. 5/22/2020 Many of the spring labs now require specialized PPE. A survey was sent out by TLSD to determine what additional PPE these programs require. Purchasing is in the process of procuring these added requests. 5/29/2020 Additional specialized PPE for the spring labs was ordered, as well as additional PPE for general use.</p>	M. Tait	5/8/20 5/15/20 5/22/20 5/29/20
<p>Create "Staff Welcome Back Kit" 5/8/2020 A plan to procure, assemble, and distribute a "welcome back" kit to staff as they return to campus beginning June 1, 2020. 5/15/2020 A Welcome letter has been drafted and is in final review with the President's Office. 5/22/2020 300 Welcome back kits have been assembled and are ready to be handed out. A schedule of doors to have the kits available has also been developed and has been updated in the Welcome Back Kit Plan Attachment. 5/29/2020 An additional 300 Welcome back kits have been assembled and are ready to be handed out. The schedule of doors and monitors has been completed and work orders have been placed to ensure all additional support resources are in place. Attachment 1 - Welcome Back Kit Plan</p>	K. Yee R. Cook E. Kies	5/8/20 5/15/20 5/22/20 5/29/20

<p>Create "Student Welcome Back Kit"</p> <p>5/8/2020 A plan to procure, assemble, and distribute a "welcome back" kit to students as they return to campus beginning June 1, 2020.</p> <p>5/15/2020 A Welcome letter has been drafted and is in final review with the President's Office.</p> <p>5/22/2020 300 Welcome back kits have been assembled and are ready to be handed out. A schedule of doors to have the kits available has also been developed and has been updated in the Welcome Back Kit Plan Attachment.</p> <p>5/29/2020 An additional 300 Welcome back kits have been assembled and are ready to be handed out. The schedule of doors and monitors has been completed and work orders have been placed to ensure all additional support resources are in place.</p> <p>Attachment 1 - Welcome Back Kit Plan</p>	<p>G. Robinson R. Cook E. Kies</p>	<p>5/8/20 5/15/20 5/22/20 5/29/20</p>
<p>Re-enforce plans for student technology disbursement and support</p> <ul style="list-style-type: none"> • Chromebooks • WIFI access • Other support as required <p>5/15/2020 A Zoom institutional license has been purchased that will make this tool available to all faculty, staff and administrators.</p>	<p>M. Chahino G. Robinson</p>	<p>5/15/20</p>
<p>Re-enforce plans for faculty resources working remotely</p> <ul style="list-style-type: none"> • Supplies • Equipment • Technology <p>5/15/2020 A team has been formed to understand technology needs of faculty and students for fall instruction. This includes understanding areas identified by faculty that could be improved upon from the spring semester including hardware and software. Based on feedback from faculty, an institutional Zoom license is being purchased.</p>	<p>A. Schopen M. Chahino M. Tait</p>	<p>5/15/20</p>

<p>Install protective barriers based on areas that are opening first 5/8/2020 Protective barriers for high traffic areas are being constructed by internal resources in the Operations and Maintenance Department. Locations are being prioritized based upon student facing services, opening date, and anticipated traffic flow. Additional areas are being added as the phased opening continues, as well as ensuring that there are several additional barriers in reserve for any areas that may require it. 5/29/2020 Plexiglas barriers have been installed throughout campus at all high traffic and high interaction areas. Additional areas will be added as needed, and additional barriers are available for immediate requests and need. Attachment 2 – Protective Barrier Process</p>	<p>H. Scholl R. Cook</p>	<p>5/8/20 5/29/20</p>
<p>Adjust shared office spaces/workstations to meet current social distancing guidelines</p> <ul style="list-style-type: none"> • Restrict access to desks closer than 6 feet • Place stickers on the floor to demonstrate 6 feet distance inside main entrances and in hallways leading into student service offices. • Place “Stand Here” signage strategically in student service offices and lab spaces where necessary. • Place signage requiring the use of masks at all times on exterior doors. <p>5/8/2020 Continued progress is being made on the development of the plan. An update will be provided on 5/15/2020. 5/15/2020 All lab classrooms have been reviewed, a complete list with the number of students per room and the classroom layout have been developed and will be implemented. Students will receive instructions on disinfecting all equipment at the beginning of class. 5/29/2020 All spring lab classes have been adjusted to accommodate current best practices for social distancing. Desks have been marked off or moved, signage has been posted, guidance stickers and additional information on how to participate in class safety have been installed.</p>	<p>R. Cook M. Tait</p>	<p>5/8/20 5/15/20 5/29/20</p>
<p>Conduct final sanitization of campus</p>	<p>H. Scholl</p>	
<p>Develop strategy for completion of Spring lab courses Prepare instructional spaces for social distancing requirements based on order of priority</p> <ul style="list-style-type: none"> • Restrict access to desks closer than 6 feet • Place stickers on the floor to demonstrate 6 feet distance • Place signage requiring the use of masks at all times <p>5/8/2020 Continued progress is being made on the development of the plan. An update will be provided on 5/15/2020.</p>	<p>A. Schopen H. Scholl</p>	<p>5/8/20 5/15/20 5/29/20</p>

<p>5/15/2020 A Summary of Spring Lab Class Schedule has been drafted by Teaching, Learning and Student Development.</p> <p>5/29/2020 The Spring Lab Course schedule has been completed, labs have staggered start dates of June 1, June 8 and June 15, 2020.</p> <p>Appendix E: Spring Lab Opening</p>		
<p>Prepare common areas for social distancing guidelines</p> <ul style="list-style-type: none"> • Close off social gathering areas • Place stickers on floors to demonstrate 6 feet distance • Signage and disinfecting wipes in kitchenettes <p>5/8/2020 Continued progress is being made on the development of the plan. An update will be provided on 5/15/2020.</p> <p>5/15/2020 Stickers and signage to communicate ECC's adherence to social distancing guidelines have been designed and ordered. Furniture that needs to be removed or relocated has been identified and moving will be executed the week of the 5/18/2020.</p> <p>Water fountains and bottle filling stations will be left open and functional with additional signage to encourage proper hygiene habits.</p> <p>5/29/2020 Due to updated guidance from the State of Illinois, water fountains will be restricted, and only touchless bottle filling stations will be available for use. Signs and barriers have been placed throughout campus to adhere to this update. Maintenance of vending machines will be done on 6/4/2020 and bottled water will be supplied to classes for the start of classes.</p>	<p>R. Cook H. Scholl</p>	<p>5/8/20 5/15/20 5/29/20</p>
<p>Create and Install educational signage throughout campus</p> <p>5/29/2020 Signs have been placed throughout campus and as well as closed circuit TV communication and guidance.</p> <p>Appendix F: Signage Plan</p>	<p>R. Cook</p>	<p>5/29/20</p>

<p>Mail distribution for the summer 5/8/2020 Mail operations has contacted budget officers and will deliver essential mail to departments that will be working on-site and scan and email mail to departments working remotely. 5/15/2020 Mail will be delivered to departments on campus and all other departments will have their mail scanned and emailed by mail operations with the exception of Admissions and Legal. These departments will have their mail forwarded to their homes.</p>	<p>M. Tait</p>	<p>5/8/20 5/15/20</p>
<p>Cap and Gown Pick up for students graduating 5/8/2020 A plan for curbside pick-up of graduate regalia has been developed and will be implemented the week of 5/18/2020. 5/15/2020 All regalia items have arrived and will be delivered to Campus Friday, 5/15/2020. Communication has been disseminated to students outlining the process and will be started next week, curbside pickup has been scheduled for Thursday 5/21/2020 and Friday 5/22/2020. 5/22/2020 Yard signs have been delivered and the pickup process has been rescheduled for 5/26/2020 - 5/28/2020. These changes have been updated in the below attachment. 5/29/2020 Graduation regalia has been picked up and distributed to ECC graduates. Attachment 3 - Graduate Regalia Distribution Process</p>	<p>G. Robinson M. Tait E. Kies</p>	<p>5/8/20 5/15/20 5/22/20 5/29/20</p>
<p>Develop process to receive vendors on Campus 5/8/2020 A specific process to provide for essential vendor services on campus was developed. It ensures that vendors and employees will work in a safe manner and it will be communicated to the various departments and to vendors as work is scheduled to be done on campus. Attachment 4 – Vendor on Campus Process</p>	<p>M. Tait</p>	<p>5/8/20</p>

<p>Identify critical personnel to return to campus Strategy development for staggered work schedules and flexible scheduling. 5/15/2020 A comprehensive list of the critical staff of each department has been developed and finalized. This list was created by department managers and directors with Human Resources Guidance and ensures that the appropriate staff are on campus while maintaining a reduced work force for Phase 1. Attachment 5 - Critical staff</p>	<p>K. Yee</p>	<p>5/15/20</p>
<p>Develop process to implement partial opening of the bookstore 5/8/2020 The College Bookstore will provide curbside pickup for book orders and return of rental books. This plan will be implemented June 1, 2020 through Phase 1. Appendix C: Bookstore/Cafeteria Opening Plan</p>	<p>E. Kies M. Tait</p>	<p>5/8/20</p>
<p>Develop process to implement partial opening of cafeteria 5/8/2020 A plan has been developed to support the limited opening of the cafeteria. It is important to note that the CDC and State of Illinois has continued to allow the carry out of food. The cafeteria will provide limited items and all safety precautions recommended by the CDC and State of Illinois will be followed. This will be implemented June 1, 2020 through Phase 1. Appendix C: Bookstore/Cafeteria Opening Plan</p>	<p>E. Kies M. Tait</p>	<p>5/8/20</p>
<p>Develop a plan to allow non-critical staff and students to return to Campus to pick-up their belongings. 5/15/2020 A plan has been developed to allow non-critical staff and students to return to Campus on select days and times to access their offices and lockers to pick-up work and study materials, and any personal belongings. 5/22/2020 To support access for staff working remotely to return to campus to collect work and personal belongings, a schedule of opened buildings and doors with staff monitoring campus access has been developed and resources activated. 5/29/2020 Staff were able to successfully access campus through a limited, rotating schedule to retrieve their belongings. Additional days are being considered for later in the summer as the phase approach to re-opening the state progresses. Attachment 6 - Allowing Non-Essential Staff and Student Campus Access Plan.</p>	<p>K. Yee E. Kies</p>	<p>5/15/20 5/22/20 5/29/20</p>


<p>Develop process to distribute course materials and printed supplies to students remotely. 5/8/2020 A plan has been developed to ensure students are able to receive their course materials in a timely manner while maintaining proper social distancing guidelines. Attachment 8 - Printing/Shipping Course Materials Process</p>	<p>M. Tait A. Schopen</p>	<p>5/8/20</p>
<p>ECC plan developed to address COVID-19 case(s) on campus:</p> <ul style="list-style-type: none"> • Follow KCDH guidelines • Deep cleaning using ECC staff • Agreement with external contractor to provide cleaning services • Communicate plan to students, employees, and community <p>5/8/2020 Continued progress is being made on the development of the plan. An update will be provided on 5/15/2020. 5/15/2020 An outline of the plan has been developed, subject matter experts from the Kane County Health Department have been consulted in the initial drafting of the Case on Campus Plan. 5/29/2020 An invitation to bid was issued for campus deep cleaning services on an as needed basis. The intent is to enter into a one-year agreement with static pricing for regular business and premium hours. Attachment 9- Case on Campus Plan</p>	<p>H. Scholl M. Tait G. Robinson K. Yee E. Kies</p>	<p>5/8/20 5/15/20</p>
<p>Develop a plan to allow students from Student Life and other classes that had lockers and storage on campus to visit campus on a limited, rotating basis to collect their items and supplies. 5/29/2020 A schedule and process have been developed and implemented to allow students onto campus. Attachment 10- Student Life on Campus</p>	<p>G. Robinson E. Kies</p>	<p>5/29/20</p>

Partial Opening Checklist

Timeframe: 6/1/2020 - 08/09/2020

This phase will focus primarily on the actual return to campus by critical staff and a limited number of students. During this phase the majority of staff will continue to work remotely with the exception of critical functions that may include representation from operations & maintenance, receiving & mail operations, ECC police, payroll, accounts payable, financial aid, and student services. This list will be further defined prior to the 6/1/2020 opening date.

It is recommended that work schedules be staggered and that these critical functions limit their time on campus to essential duties that cannot be carried out remotely. During this period childcare and facilities rental will remain closed. The primary focus of this phase will be how to effectively and efficiently implement the recommended physical distancing measures as well as provide information and physical protective equipment to staff and students. This phase will be quite involved and may require a number of revisions.

<u>Task</u>	<u>Responsible Team Member</u>	
Identify critical personnel to return to campus 5/8/2020 Lists of essential employees are being provided to Human Resources.	K. Yee	5/8/20
Distribute "Staff Welcome Back Kit" Attachment 1 - Welcome Back Kit Plan	K. Yee R. Cook	
Distribute "Student Welcome Back Kit" Attachment 1 - Welcome Back Kit Plan	G. Robinson R. Cook	
Implement strategy for distribution of technology and other course materials to students	A. Schopen M. Chahino	
Develop Plan for testing services and registration Develop strategies for fall semester and Spring 2021 <ul style="list-style-type: none"> Determination of temporary and permanent class sizes 	G. Robinson A. Schopen	
Continue to prepare instructional spaces for revised social distancing requirements <ul style="list-style-type: none"> Restrict access to desks closer than 6 feet Place stickers on the floor to demonstrate 6 feet distance Place signage requiring the use of masks at all times 	M. Chahino H. Scholl	
Review and update educational signage throughout campus 5/8/2020 Type of signage and quantities needed was supplied to purchasing for sourcing. A comprehensive update will be provided on 5/15/2020.	R. Cook	5/8/20

Update student orientation procedures to reflect revised social distancing guidelines	G. Robinson	
Develop plans for partial opening of the cafeteria adhering to current requirements and guidelines	R. Cook	
<p>Distribute PPE- face covering, gloves, hand sanitizer for every employee. 5/8/2020</p> <p>A comprehensive plan has been developed to ensure that the College has adequate PPE for every student and critical employee that will be returning to campus June 1, 2020. Additionally, using a projected number of students, faculty and employees on campus, the burn rate has been calculated and PPE purchasing has been adjusted to ensure an ample supply in reserve through Phase 1. 5/15/2020</p> <p>1,600 KN95 masks were received for O&M and other front-line staff, 1,500 face masks for marketing will be delivered on 5/18/2020, electrostatic sprayers on backorder have been shipped for O&M, and 10,000 surgical masks and 3,000 2 oz. hand sanitizers have been ordered, both with a 4-week lead time.</p> <p>Attachment 7 – Personal Protection Equipment</p>	M. Tait	5/8/20 5/15/20
<p>Develop a process to conduct daily temperature checks of staff, faculty and students arriving on campus. 5/29/20</p> <p>Continued progress is being made on the development of the plan. An update will be provided on 6/5/2020.</p> <p>Attachment 11- Temperature Check Procedure</p>	E. Kies C. Campbell	5/29/20

Semi-Normal/Transition to Normal Checklist

Timeframe: 8/9/2020 - TBD


This phase will primarily focus on how to best return to a new state of normal, including how to implement the most up to date health and safety recommendations as it relates to COVID-19 and how to anticipate possible disruptions in the future. This phase will also consider how to best implement nimble and adaptable business and academic practices that allow for continued changes to the social environment.

Task	Responsible Team Member	<input checked="" type="checkbox"/>
Identify remaining personnel to return to campus	K. Yee	
Distribute required PPE	M. Tait	
Distribute "Welcome Back Kit" as necessary	K. Yee R. Cook	
Prepare any remaining labs for revised social distancing requirements	A. Schopen H. Scholl	
Prepare any remaining computer labs for revised social distancing guidelines	M. Chahino H. Scholl	
Prepare any remaining shared workspaces with appropriate barriers and revised social distancing guidelines	R. Cook H. Scholl	
Prepare any remaining general classrooms for returning students adhering to revised social distancing guidelines	R. Cook H. Scholl	
Prepare any remaining common areas for revised social distancing guidelines	R. Cook H. Scholl	
Review and update educational signage throughout campus	R. Cook	
Update facilities rental procedures to reflect revised guidelines	M. Tait	
Update library procedures to reflect revised guidelines	R. Cook	

Near New Normal Checklist

Timeframe: TBD - TBD

This phase is focused primarily on how to implement and adapt to a new normal. This may include the implementation of permanent changes to various aspects of campus life or business and academic delivery. As more information becomes available, this phase will be revised multiple times to reflect the most current information and recommendations. This is where ECC will work to further develop nimble and responsive procedures in the event of any disaster requiring the physical closing of campus and reverting to online teaching.

<u>Task</u>	<u>Responsible Team Member</u>	
Identify remaining personnel to return to campus	K. Yee	
Distribute "Welcome Back Kits" as necessary	K. Yee R. Cook	
Implement fall testing and registration	G. Robinson A. Schopen	
Re-assessment of social distancing and PPE requirements. Adjust campus as necessary.	E. Kies R. Cook	
Develop plan for Spring 2021 semester	A. Schopen	
Review and update educational signage throughout campus	R. Cook	
Update facilities rental procedures to reflect revised guidelines	M. Tait	
Update library procedures to reflect revised guidelines	R. Cook M. Chahino	

Action Plan in the event of employee or student COVID-19 diagnosis

- 4.1 Progress is continuing on this action plan and an update will be provided on 5/15/2020.
- 4.2 Upon notification of a positive COVID-19 Case on campus ECC will utilize the Communicable Disease Plan as well as specific COVID-19 protocols outlined in Attachment 9 - Case on Campus. Draft of Attachment 9 is expected 5/22/2020.

Pre-Summer School

- 4.3 Completion of Spring labs – ***Appendix E: Spring Lab Opening***

Summer School

- 4.4 All Summer School classes have been transitioned to on-line learning.

Pre-fall

Fall 2020 Planning

Spring 2021

Appendices

Appendix A: Library Opening

Appendix B: Childcare Opening

Appendix C: Bookstore/Cafeteria Opening

Appendix D: Athletic facility Opening

Appendix E: Spring Lab Opening

Appendix F: Signage Plan

Appendix G: College Communications Plan

Draft

Appendix A: Library Opening

Draft

Appendix B: Childcare Opening

Draft

Appendix C: Bookstore/ Cafeteria Opening

Retail Operations Plan

Bookstore:

Spring 2020 Textbook Rental Return

Dates: Monday, June 1 – Thursday, June 4

Time: 8-4

Process:

- Curbside drop-off will be available at the Building C entrance. The bookstore will not be open to students or the public.
- Upon arrival to campus, students will call a number to alert bookstore staff that they are there to drop off textbooks.
- Bookstore staff will come out to the car, collect books, and record receipt
- Books will be quarantined in bookstore storage room for three days.
- Once quarantine complete, books will be processed for return to vendor. Books due to vendor by June 15, 2020.

PPE:

- Gloves and hand sanitizer will be provided to staff.
- Staff will provide their own face covering.

Spring 2020 Textbook Buy -Back

Dates: Ongoing

Process:

- Textbook buy-back will be conducted virtually using bookstore website
- Upon receipt of the book, students will be mailed a check.
- No in-person textbook buybacks will be allowed.

Summer 2020 Textbook Curbside Pick-up

Dates: Monday, June 1 – Thursday, August 6

Time: 8am – 4pm

Process:

- For limited items, curbside pick-up will be required. The bookstore will not be open to students or the public.
- The bookstore will make individual arrangements with students to pick up specific instructional materials.
- Upon arrival to campus, students will call a number to alert bookstore staff that they are there to pick-up textbooks.
- Bookstore staff will deliver materials to the car.

PPE:

- Gloves and hand sanitizer will be provided to staff.
- Staff will provide their own face covering.

Communication

- Beginning early May, the college bookstore will email all students with rented textbooks to communicate the dates and process for textbook returns.
- The college bookstore website will be updated to include this information.
- The bookstore will coordinate with web services to include information regarding textbook rental returns on The Hub.
- Information to be shared with Dean of Students for inclusion in next student email.

Childcare:

- Child Care Center closed for the summer semester

Facilities Rental:

- All events cancelled through August 9, 2020. The only events allowed on campus at this time would be those with 10 people or less, social distancing followed, and personal face coverings used.

Food Service:

- Cafeteria to open June 1 with very limited access, limited hours, and serving only prepared sandwiches, salads, and maybe a few grill items made to order. The only gates open would be to the coffee shop cashier with six feet markings used to encourage social distancing. O&M is working on a Plexiglass shield for the cashier station. Guidelines recommended by Serve Safe and CDC will be followed regarding safe food handling. Employees will work in zones to maintain social distancing using PPE.
- Changes will be made in how disposable cutlery, napkins and condiments are distributed. They will be distributed by the cashier versus people serving themselves.
- Credit and debit purchases will be encouraged to limit cash handling.
- Hours of operation, Monday through Thursday, 8:00a.m.-2:00p.m.

Appendix D: Athletic Facility Opening

The Fitness Center is closed until at least August 1, 2020 when the fall sports season is tentatively scheduled to resume. Community Colleges are waiting on guidance from the National Junior College Athletic Association (NJCAA) on whether fall sports will resume as usual at the beginning of August. The NJCAA is scheduled to meet on June 15, 2020 and release recommendations regarding fall sports in mid-June. Possible considerations for fall sports include: 1) Delay official fall start by one month (September 1, 2020); 2) Delay official fall start by two months (October 1, 2020); or 3) Fall sports will be offered during the spring season.

Regardless of when the fall sports season begins, we will still need to create a plan for reopening the Fitness Center after August 1, 2020. We need to make sure re-opening the athletic facility is in line with Restore Illinois plan. Phase 3: Recovery, of the plan, which is slated to begin on May 29, 2020, only allows health and fitness clubs to provide outdoor classes and one-on-one personal training with IDPH approved safety guidance. However, Phase 4: Revitalization, which does not have a target date as of yet, will only health and fitness clubs to open with capacity limits and IDPH approved safety guidance. Once more information is available on Phase 4, the College might consider opening the athletic facilities with capacity limits. A return to campus and communication plan for student-athletes can be developed by August 1, 2020 to align with the requirements of Phase 4, if the State has not moved into Phase 5 by August 1, 2020.

Appendix E: Spring Lab Opening

SPRING 2020 LAB COMPLETION PLAN Summary of Tasks						
Category	Task	Start Date	Deadline	Responsible	Status	Notes
					as of 5/31	
Section Setup	Identify total number of students that will complete lab in spring		5/5/2020	AVP TLSD	C	PPE by week
Section Setup	Finalize Impact Bargaining MOA with the ECCFA		5/5/2020	VP TLSD	C	
Schedule	Assess labs for readiness	4/27/2020	5/8/2020	R. Cook	IP	
Grading	Assess faculty offices for readiness	5/11/2020	5/15/2020	R. Cook	IP	
Lab	Update Section End Date to 8/7/20	11-May-20	11-May-20	Office Coordinators	C	Should office coordinators do this or TLSD Ops
Lab	Cancel spring labs that will not be able to complete	5/4/2020	5/11/2020	Deans	C	
Lab	Communicate schedules to students		5/13/2020	Dean and Faculty	IP	
Lab	Update last date to drop to mirror section end date - 8/7/20		5/12/2020	TLSD Ops	C	
PPE	Finalize spring lab completion schedules	5/5/2020	5/26/2020	Dean and Faculty	C	
Fac Compensation	Estimate number of PPE per month needed for students		5/27/2020	AVP TLSD	C	
Schedule	Estimate number of PPE per month needed for faculty		5/27/2020	AVP TLSD	C	
Schedule	Update Section End Date to actual section end date		27-May-20	Office Coordinators		Should office coordinators do this or TLSD Ops
Schedule	Arrange labs for social distancing	5/11/2020	5/28/2020	O&M	C	
Schedule	Set-up faculty offices for social distancing	5/11/2020	5/28/2020	O&M	N/A	
Communication	Update last date to drop to mirror actual section end date		28-May-20	TLSD Ops	IP	
Lab	Develop sign-up process for studio lab hours in Bldg H		5/29/2020	Dean Hatch	IP	
PPE	Develop cleaning schedule		5/29/2020	O&M	IP	Based on spring lab schedules
PPE	Confirm students have technology required to complete class		5/29/2020	Deans/AVP TLSD	IP	
Technology Access	Determine which computer labs need to be open for summer	5/18/2020	5/29/2020	AVP TLSD	N/A	
Technology Access	Confirm faculty have technology required to complete class	5/12/2020	5/29/2020	Deans/AVP TLSD	IP	
Technology Access	Arrange PPE distribution stations		5/29/2020	TBD	IP	
Section Setup	Submit final grade when section complete		8/10/2020	Faculty		
Section Setup	Faculty compensation		8/10/2020	Dean	IP	Faculty compensated as sections complete
Fac Compensation	Plan completion strategy for clinicals		TBD	Deans		
Instruction	Spring Lab Courses in Session	6/1/2020	8/7/2020	Faculty	IP	What is the earliest start date for spring lab completion?

Appendix F: Signage Plan

CDC Guidance Signage

Projected Signage needs:

Date: June 1-August 9, 2020

- Floor signage demonstrating 6-foot distance 75
 - Inside exterior and interior bldg. entrances
- Bathroom – This stall is closed for social distancing 580
 - These go on every other stall door
- Bathroom – Practice safe handwashing 240
 - Two per bathroom
- Practice Safe Distancing 280
 - Classrooms and labs 280
- Face Coverings required 70
 - External Doors
- Elevators
 - Only one person 5
 - Only two people 8
- ***Additional stickers encouraging social distancing and placed 6 feet apart at high traffic areas such as student services and the cafeteria are being evaluated.***

Appendix G: Communications Plan

Communications Matrix				
Company:		Elgin Community College		
Project Name:	ECC Reopening, COVID-19 Communications Plan	In Progress		
Project Manager Name:	Dr. Toya Webb, Chief Marketing and Communications Officer	Completed		
Timeline *dates subject to change	Ongoing	Ongoing		
Phase 1 - Preopening				
Number	Description	Deliverable	Objective	Date
1	Reopening Plan - Phase 1 (tactics)	Branded plan	Use the operations team report to create an ECC branded reopening plan	5/22/2020
2	Reopening Plan - Phase 1 (tactics)	Graphics	Create graphics that illustrate the main and most important messaging for each phase	5/22/2020
3	Reopening Plan - Phase 1 (tactics)	Landing Page	Create a landing page on elgin.edu with updates on ECC's reopening plan	5/27/2020
4	Reopening Plan - Phase 1 (tactics)	Employee portal (graphics)	Publish graphics to illustrate key information for each phase	5/22/2020
5	Reopening Plan - Phase 1 (tactics)	Student portal (graphics)	Publish graphics to illustrate key information for each phase	5/22/2020
6	Reopening Plan - Phase 1 (tactics)	Social Media	Create a robust social media plan that communicates timely information to the college community	5/27/2020
7	Reopening Plan - Phase 1 (tactics)	All-College meetings	Plan two all college meetings to provide information on the reopening plan. Send email to communicate dates. (Meetings scheduled for May 27, 11 a.m. and May 28, 4.p.m)	5/18/2020

8	Reopening Plan - Phase 1 (tactics)	Everyone e-mail	Draft and send an everyone e-mail with high level information about the reopening plan.	5/28/2020
9	Reopening Plan - Phase 1 (tactics)	Email to students	Draft and send an email to students with high level information about the reopening plan.	5/28/2020
10	Reopening Plan - Phase 1 (tactics)	Site Wide Notice	Update sitewide notice on elgin.edu	6/1/2020
11	Reopening Plan - Phase 1 (tactics)	Gateway Signs	Reinforce health and safety messaging and precautions (e.g face masks, social distancing, protective barriers)	5/29/2020
12	Reopening Plan - Phase 1 (tactics)	ECCTV	Reinforce health and safety messaging and precautions	6/1/2020
13	Reopening Plan - Phase 1	Spartan Review "Digest"	Share up-to-date information pertaining as it becomes available	6/2/2020

Attachments

Attachment 1 - Welcome Back Kit Plan

Attachment 2 - Protective Barrier Process

Attachment 3 - Graduate Regalia Distribution Process

Attachment 4 - Vendor on Campus Process

Attachment 5 - Critical staff

Attachment 6 - Allowing Non-Essential Staff and Student Campus Access Plan

Attachment 7 - Personal Protection Equipment

Attachment 8 - Printing/Shipping Course Materials Process

Attachment 9- Case on Campus

Attachment 10- Student Life on Campus

Attachment 11- Temperature Check Procedure

Attachment 12- Proper Care and Use of Masks

Draft

Staff/Student Welcome Back Kits

To support students and staff in retuning to campus, ECC will be providing “Welcome Back Kits” to individuals as they arrive on campus through Phase 1. These kits are specifically designed to meet both state and federal regulations in supporting source control and social distancing.

Date: June 1-15, 2020.

- Each Welcome Back Kit will contain the following:
 - ECC branded face mask
 - Gloves
 - Kind bar
 - 8 oz. bottle of water
 - ECC specific communication highlighting the items in the bag, the actions ECC is taking to keep students and staff safe, steps they can take to continue to keep themselves safe, and an overarching description of the direction ECC is taking for the summer.

- These items are in the process of being procured, once they arrive on campus they will be assembled in an ECC branded bag and handed out during the returning week of June 1, 2020 at the pre-identified limited entrances to campus.
 - The entrances are as follows:
 - Building A-2
 - Building O-1.1
 - Building O-1.6
 - Building H-1
 - Building M-1.4

Door	Mon. June 1, 7:30a.m-9:30 am	Mon. June 8, 7:30am-9:30am	Mon. June 15, 7:30am-9:30am
A-2	Emily Kies	Emily Kies	Emily Kies
O-1.1	Robin Cook	Robin Cook	Robin Cook
O-1.6	Marge Scheller		
H-1	Michael Chahino	Michael Chahino	Michael Chahino
M-1.4	Katy Yee	Doris Rivera	Doris Rivera

Protective Barriers Plan

Protective barriers installment plan for Phase 1:

Date: June 1st-August 9th

To support the College in protecting students and staff in returning to campus, ECC will be installing protective Plexiglas barriers at all high traffic areas where social distancing may be difficult.

Note: Building A – switchboard already has glass in place.

- Building B –
 - Testing center – 2 countertop Plexiglas barriers.
 - Student Accounts – 3 custom Plexiglas barriers/1 for each service window.
 - Cafeteria – 3 countertop Plexiglas barriers/1 for the coffee bar and 2 for cashiers.
 - Financial Aid – 2 countertop Plexiglas barriers.
- *Building C – Library – Not opening with phase 1. Need to determine if this will be required when the library does open.*
- *Building E – Reception counter - Not opening with phase 1. Need to determine if this will be required when building E does open.*
- *Registration – 2 countertop Plexiglas barriers, 4 table top Plexiglas barriers- Phase 2*
- *Building A - First Stop – 1 countertop Plexiglas barrier- phase 2*
- *Note: Building H – Ticket Box Office – already has glass in place*
- Building K – Main lobby counter – 2 countertop Plexiglas barriers.
- Burlington – Building BA reception counter – 2 countertop Plexiglas barriers.
- **There will be 3 additional countertop Plexiglas barriers and 2 additional tabletop Plexiglas barriers to have in stock.**

Graduation Regalia Distribution Plan

To support student success and celebrate the accomplishments of recent ECC graduates, a plan to distribute graduation regalia and yard signs has been developed.

This will be achieved while adhering to CDC and State social distancing guidelines.

Date: May 26-May 28, 2020

Designated pick up times will be communicated to students through email. The emails will be sent in three separate groupings: yard sign only, regalia only, both regalia and yard sign.

- The process for distribution is as follows: Set-up each day will begin at 8 am. All materials are being stored in E100.01. Materials will be positioned on tables outside of Building E.
- Pick-up will be scheduled from 10am - 3pm, May 26 - May 28, 2020.
- Students will be directed to Renner Drive, entering at Lehr drive to Building E.
- Cars will pull up under the canopy, verifying student's name for pickup of regalia and/or yard sign, and ECC staff will check them off list.
- Items will be placed either in the trunk or back seat of the car. Driver will remain in the car.
- Students will exit at Spartan Drive. There will be signage, barricades, and cones, and an ECC police officer at the exit to ensure safe traffic flow.
- Reminder emails and texts will be sent to students for uncollected items after each day's event.
- Clean up will be from 3 - 4 pm, returning uncollected items to E100.01.

Work order were completed for signs, tables, barricades, cones, and directional signs.

Yard signs will be delivered to campus on Friday, May 22, 2020 and subsequently delivered to E100.01

Vendors (contractor, supplier, consultant) on Campus Process

The College is allowing vendors on campus in May 2020 prior to its partial opening and on a scheduled basis during the months of June, July, and August 2020 to conduct essential work. The subsequent process should be followed:

Date: June 1st- August 9th

- Department requesting vendor services to manage vendor's on-site work. This includes:
 - Vendor follows all College policies including use of face coverings.
 - Vendor enters in door not used by public wearing a face covering.
 - Department to make sure door is unlocked/opened and locked for vendor's entry and exit.
 - A department representative is on-site to manage and sign off for vendor's work.
- A purchase order must be in place 5 days prior to any work being done by vendor. Contact Pam Singleton or Liz Murillo with questions or for rush purchase orders.
- Contact Robin Cook to ensure that Certificate of Insurance meeting ECC requirements is in place prior to commencement of work by vendor 5 days prior to anticipated scheduled service date.
- Contact Ed Cook to ensure that vendor providing work is not overlapping with other vendors already approved to be on campus 5 days prior to anticipated scheduled service date.
- Notify ECC Police at 847-214-7778 24 hours prior to scheduled service date that vendor will be on-site.
 - Adhere to ECC Police hours of operation.

Essential Staff List

To continue to support the campus partial and re-opening plan, ECC managers, with Human Resource's guidance, have identified the following essential staff from each organization that will be returning to campus from June 1, 2020 – August 9, 2020.

Date: June 1st- August 9th

Department	Remote	On-site	Hours of Operation	Location	Additional Information
Foundation	5	1	730am-5pm	B230	1 Person on-site once a week
Police	0				ECC police will be on campus during hours of operations.
Workforce Development	9	0	NA	NA	
Continuing Education	5	0	NA	NA	
Strategic Partnerships and Experiential Learning	3	0	NA	NA	
Human Resources	14	1	730am-5pm	B210	1 Person on-site each day
President's Office	4	0	NA	NA	On-site as needed
Information Technology	26	4	8am-8pm	Bldg D	Rotation employees
Institutional Effectiveness	5	0	NA	NA	On-site as needed
ABEC		0	NA	NA	
Testing	7	1	730am - 5pm	B115 (Testing)	Rotating employees
Dean of Student Services	2	1	730am-5pm	B105.13	AVP on Tues-Thurs
Academic Advising / Career Development Services	21	0	NA	NA	
First Stop / Records and Registration	9	0	NA	NA	
Student Disability Services	2	0	NA	NA	
Student Life and First Year Programs	7	0	NA	NA	

Department	Remote	On-site	Hours of Operation	Location	Additional Information
Student Success/Judicial Affairs	2	0	NA	NA	
Veterans Services	1	0	NA	NA	
Admissions	3		NA	NA	
Wellness Services	4	0	NA	NA	
TLSD Ops	9	0	NA	NA	
Food Services	9	7	8am-2pm	Café area	Limited service
Finance	9	2	As needed	B205	once per week for check run
Student Accounts	5	2	8am-2pm	Bldg B	One day per week
Financial Aid	5	4	8am-2pm	Bldg B	Employees rotation
Mail/Receiving	2	2	8am-12pm	Shipping Area	Employees rotation
Grounds/Ops	3	4	5am-230pm	Bldgs L,X, Z	Burlington as needed
Custodial	2	77	All Shifts	All Bldgs	Admins remote
Plant Ops	2	10	6am-11pm	All Bldgs	Working since 4/27
Bookstore/Facilities Rental/EC Center	11	2	8am-4pm	Bldg B & E	Rotation in Bookstore for curbside transactions Facilities as Needed
Business Office/Ops	8	2	8am-7pm (Switchboard)	Bldg B/Switchboard	Employees rotation
SBCT	7	6	6am-7pm	Burlington/Bldg O & F	
LVPA	0	5	As needed	Bldg H	Supporting Lab Courses
LRIE	12	3	10am-11pm	Bldg C & K135	Rotating employees
Recruitment	3 – part of the 4-rotating staff	4	730am-5pm	B110	Rotating - One person on campus each week
Athletics	3	3	10am-2pm	Bldg J - J110, 114 & 115	Monday and Wednesday
MarCom	17	3	8am-5pm	Print Shop/ Bldg B	Print Shop 8am-1230
CTSP	21	0	NA	NA	

Department	Remote	On-site	Hours of Operation	Location	Additional Information
CABS	4	0	NA	NA	
Math, Nursing, Science				Bldg A	Dependent on Lab schedule

Draft

Staff on Campus Recommendation

Beginning June 1, 2020, a significantly reduced number of employees will be on campus providing limited services that have been deemed as “essential”. In the meantime, ECC has many employees who left the facilities in March, not realizing that they would not be back in their offices until August (nearly five months).

Date: May 26 -28, 2020

Recommendation:

During the week of May 26, 2020, allow those employees who will continue to work remotely until August the option to come on campus to pick up either personal items, or additional work items to support continued remote work.

- Stagger the days for employees to return based on either building or department, depending on number of impacted employees
- Limit and stagger the available times, (ex: 8 am – 10 am), and ensure that areas are cleared after the allotted times
- Communicate to employees that they must wear face coverings when they return during this time
- Plan for custodial services to clean areas that were open to employees

Note: This recommended process is consistent with the way some school districts are allowing students back on campus to collect personal belongings.

Building and Door	Monitor
Tuesday May 26, 2020, 8:00a-11:00a <ul style="list-style-type: none"> • Building A • Building B • Building C <p style="text-align: center;">Entrance A-2</p>	Emily Kies
Tuesday May 26, 2020, 1:00pm-4:00p <ul style="list-style-type: none"> • Building D • Building E <p style="text-align: center;">D1-3 E1-1</p>	Katy Yee Michael Chahino
Wednesday May 27, 2020, 8:00a-11:00a <ul style="list-style-type: none"> • Building F • Building G • Building H <p style="text-align: center;">F1-1 H1-1</p>	Gina Mago Marge Scheller

Building and Door	Monitor
<p>Wednesday May 27, 2020, 1:00p-4:00p</p> <ul style="list-style-type: none"> • Building I • Building J <p style="text-align: center;">H1-1</p>	<p>Greg Robinson</p>
<p>Thursday May 28, 2020, 8:00a-11:00a</p> <ul style="list-style-type: none"> • Building K • Building M • Building O <p style="text-align: center;">K-1 M1-4 O1-1</p>	<p>Robin Cook Craig Campbell Emily Kies</p>

Draft

Personal Protective Equipment

As part of the measures ECC is taking to keep students, staff and faculty safe, the campus has purchased a wide variety of Personal Protective Equipment (PPE) to distribute throughout campus and to any individual that needs it. PPE will be distributed as requested during the Phase One Partial Reopening. The following PPE schedule is what has been ordered, when it will arrive and any additional information.

Date: June 1-August 9, 2020.

Description	Vendor	Quantity Received at 5/28/2020	Projected Total Stock by 6/15/2020	Comments
Face Coverings		8,650	15,710	
Surgical Masks	Henry Schein	1,150	1,400	2 boxes of 50 have been provided to the ECC Police for disbursement to visitors as needed
Surgical Masks	Pocket Nurse	-	6,000	General use masks
Surgical Masks	Grainger	2,000	4,000	General use masks
Face Shields	Pocket Nurse	400	800	Purchased for Health Services
KN95 Masks	Trimark	400	400	Purchased for ECC Police use
Clear face coverings	Amazon	-	10	For purposes of lip reading
KN95 Masks	Grainger	3,200	1,600	Purchased for custodial and front line employee use
Face Coverings (ECC Logo Masks)	BlueSky Marketing	1,500	1,500	Delivery date is 5/19/2020 - to be used in Welcome Back Kits
Hand Sanitizer		3,056	6,436	
8oz Purell Hand Sanitizer	Henry Schein	4	16	For use across campus
2oz Hand Sanitizer	Primal Elements	-	3,000	For individual use - 6/2 delivery
2oz Hand Sanitizer	Amazon	20	20	For individual use
8oz Hand Sanitizer	Grainger	3,024	3,024	For use across campus
2oz Hand Sanitizer	Hydrox	-	300	Donation
Gal Hand Sanitizer	Trimark	4	52	For use with Cal's Hand Sani Stands
Pumps for use with Gal Hand Sanitizer	Trimark	4	24	For use with Cal's Hand Sani Stands
Gloves		26,790	62,200	
Glove Exam PF Nitrile Medium Criterion N200 200/Bx, 10 BX/CA	Henry Schein	10,000	12,000	Gloves for general use & for Welcome Back Kits; Reorder as required. Quantity is UOM of pair
Glove Exam PF Nitrile Large Criterion N200 200/Bx, 10 BX/CA	Henry Schein	6,000	12,000	Gloves for general use & for Welcome Back Kits; Reorder as required. Quantity is UOM of pair

Description	Vendor	Quantity Received at 5/28/2020	Projected Total Stock by 6/15/2020	Comments
Glove Exam PF Nitrile XL Criterion N200 180/Bx, 10 BX/CA	Henry Schein	9,800	37,000	Gloves for general use & for Welcome Back Kits; Reorder as required. Quantity is UOM of pair
Glove Exam PF Nitrile XXL Criterion N200 90/Bx	Henry Schein	990	400	Gloves for Labs
Glove Exam PF Nitrile XXL Criterion N200 80/Bx	Pocket Nurse	-	800	Trucking program - Rebecca Walker
Thermometers		-	35	
non contact infrared Thermometer (medsource ms131002)	Henry Schein	-	10	For testing prior to entering campus
Bittel America IR Infrared non contact Thermometer	Trimark	-	25	For testing prior to entering campus
Other				
C-Fold Papertowels 12 bundles/case, 200/bundle 2400/case	Henry Schein	4,800	4,800	For individual use with disinfectant spray for kitchenettes
24oz Disinfectant Cavicide Spray	Henry Schein	24	24	For individual use with C-Fold towels for kitchenettes
Disinfecting Wipe Towlettes 160/canister	Henry Schein	9	9	For individual use
Gallon Disinfectant Cavicide Bottle Refill	Henry Schein	8	100	For use in handsanitizer stands built by O&M; normal product unavailable
8oz Purified Bottled Water Bottles	Staples	3,912	3,912	For Welcome Back Kits and as needed
Kashi Bars	Amazon	750	750	For Welcome Back Kits
Canister - Disinfecting Wipe	Staples/Home Depot	51	51	Purchased in March; each classroom and lab has a canister of disinfecting wipes delivered in March; this is remaining stock
Box of Tissue	Staples/Home Depot	825	825	Purchased in March; each classroom and lab has a canister of disinfecting wipes delivered in March; this is remaining stock
Cover Shoe Unisex Blue XL 100/bx	Henry Schein	200	200	For custodial as needed
Empty 8 oz bottle to refill sanitizer Moyo Natural Labs	Amazon	-	-	Unable to purchase empty bottles; sourcing hand sanitizer elsewhere
Signage			341	
Caution Tape, 2" x 33.3 Yds., Yellow/Black	Staples	-	2	For use across campus
Face Mask Sign, Red/White	Staples	-	30	For use across campus
3pk 2"W Blue Painters Tape	Staples	-	1	For use across campus
4"x12"Red/White Stand Here Signs	Staples	-	75	For use across campus
Kit includes 2-footprint round sign, 1-6'tape	Staples	-	20	For use across campus
Wash Hands Reminder Sign, Blue/White 8.5x11	Staples	-	200	For use across campus
Elevator Mx Capacity Sign, Blk ltrs/Ylw bckgrnd, 10"x14"	Staples	-	13	For use across campus

Printing/Shipping Course Materials to Students Process

A process to support student success during this time has been developed and will ensure that students receive their course materials in a safe manner while still adhering to CDC social distancing guidelines.

Date: June 1st- August 9th

- No copyrighted material allowed.
- Instructors are to send an email message with file to be reproduced to duplicatingrequest@elgin.edu by **5:00pm, Friday, May 15.**
 - Note in the subject line: Course Materials for Student Mailing.
 - In body of email include course/section number and quantity to be copied.
 - Include instructor's 7-digit ECC ID and departmental budget code.
 - Copy Dean.
- TLSD will send mailing label information for roster of each section to Copy Center to duplicatingrequest@elgin.edu by **5:00pm, Friday May 21.**
- Mailing label information will be generated by Copy Center by running XLBS in Colleague.
 - The file should be converted to Excel and columns should be deleted so that only the name and address information is provided.
 - Note in the subject line: Course Materials for Student Mailing Roster
- Copy Center staff will print copies and stuff into envelopes between **Monday, May 18 and Friday, May 21**, print labels between **Friday, May 21 and Tuesday, May 26**, and provide packets to the mail room by **10:00am on 5/26/2020.**
- Mail Room staff will apply labels and mail envelopes on 5/26/2020.

Case on Campus

To safeguard students and faculty in returning to Campus during Phase One, ECC has identified the following steps in response to a report of a positive COVID-19 case on Campus. This has been developed in conjunction with the Kane County Health Department.

Date: June 1st- August 9th

Sanitation Procedures:

Confirmed Case on Campus

1. Upon receipt of a confirmed COVID-19 Case on Campus, ECC will immediately close the campus and advise all students and staff to safely depart. Departures may be staggered to accommodate social distancing. This will be done utilizing the Emergency Notification Annex of the EOP.
2. Following the guidance of the Kane County Health Department, ECC will close the building(s) impacted for the minimum period of time to complete a thorough cleaning and sanitization of the Campus grounds following KCHD and CDC guidance.

Confirmed Exposure Case on Campus Procedures:

1. The immediate working area of the exposed employee and any places on campus the employee traveled to on a frequent basis will be deep cleaned and sanitized.

Employee Contact Relational Procedures:

Confirmed Exposure (Figure 1)

1. The employee or student that was exposed to COVID-19 constitute the "First Circle" and will be asked to either test for COVID-19 and produce a negative result or self-isolate for 14 days before returning to work.
2. The employees, staff or students that were in close consistent contact with the individual from the first circle constitute the "Second Circle".
 - a. This is individuals that share a common work area for most of the day, (over 3 hours.)
 - b. This is individuals that may have been less than 6 feet from the exposed individual on a repeated basis.
 - c. ECC will notify them that they were potentially exposed to an individual that was exposed to the virus. (Notice of exposure is not confirmed in this instance.)
 - d. They will be asked to self-isolate for either 14 days of no symptoms, or until they can produce a negative COVID test if available.

3. The employees, staff or students that were in casual contact with the individual from the first circle constitute the "Third Circle."
 - a. This is individuals that had brief contact with the exposed individual.
 - b. They may have been closer than 6 feet on an extremely limited basis.
 - c. ECC will notify them that they were potentially exposed to an individual that was exposed to the virus. (Notice of exposure is not confirmed in this instance.)
 - d. They will be asked to monitor their symptoms over the next 14 days and notify their manager should they develop any of the following symptoms:
 - i. Shortness of breath, coughing
 - ii. Fever of above 100.4
 - iii. Chills
 - iv. Loss of taste or smell

Confirmed Positive Result (Figure 1)

1. The employee, staff or student that was confirmed positive with the COVID virus constitute the "First Circle" will be asked to self-isolate for 14 days and produce a negative COVID test if available to return to work.
2. The employees, staff or students that were in close consistent contact with the individual from the first circle constitute the "Second Circle".
 - a. This is individuals that share a common work area for most of the day, (over 3 hours.)
 - b. This is individuals that may have been less than 6 feet from the exposed individual on a repeated basis.
 - c. ECC will notify them that they were exposed to an individual that tested positive with the virus. (Notice of exposure is confirmed in this instance.)
 - d. They will be asked to self-isolate for either 14 days of no symptoms, or until they can produce a negative COVID test if available.
3. The employees, staff or students that were in casual contact with the individual from the first circle constitute the "Third Circle."
 - a. This is individuals that had brief contact with the exposed individual.
 - b. They may have been closer than 6 feet on an extremely limited basis.
 - c. ECC will notify them that they were exposed to an individual that tested positive to the virus. (Notice of exposure is confirmed in this instance.)
4. They will be asked to monitor their symptoms over the next 14 days and notify their manager should they develop any of the following symptoms:
 - i. Shortness of breath, coughing
 - ii. Fever of above 100.4
 - iii. Chills
 - iv. Loss of taste or smell

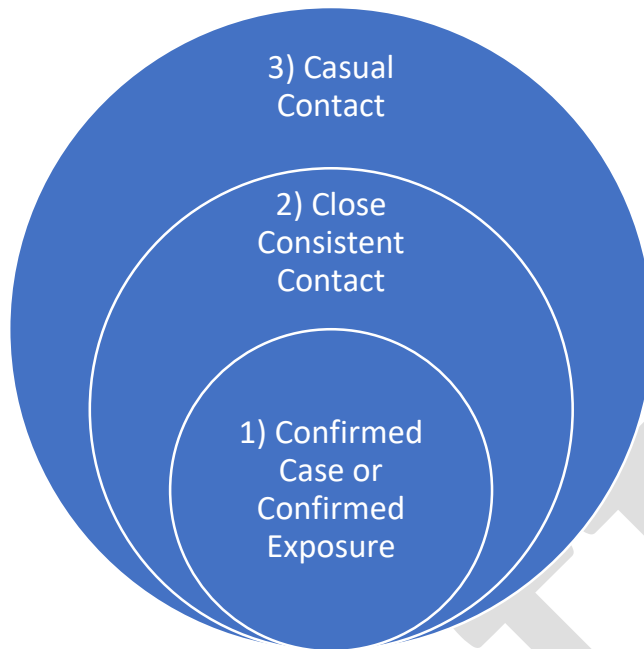


Figure 1: Employee Contact relationship diagram.

Communication Procedures

Confirmed Exposure

ECC will take the appropriate steps and inform the parties with the identified contact relationships to the exposed individual of their potential risk and ECC's procedures to mitigate the risk to other staff and students. Due to the potential high number of individuals that are likely to have a confirmed exposure to the virus, press releases are not recommended at this time.

Confirmed Positive Results

ECC will take the appropriate steps and inform the parties with the identified contact relationships to the COVID positive individual of their potential risk and ECC's procedures to mitigate the risk to other staff and students. Due to the nature of having a confirmed COVID case on campus, ECC will issue communication to the campus community to inform them of the pertinent information, and the measures ECC is taking to mitigate the risk and keep campus safe.

Student Life Club Access to Campus Process

The Student Life Clubs that are allocated spaces in Student Life will be coming on campus the week of 5/26/2020 to clean out their workspaces. Out of the 12 Clubs that have designated spaces, 10 Clubs have made appointment to clean out their workspaces. It was communicated that that no more than 4 club members can be in attendance at any time and all individuals must wear face coverings. These students have also been directed to enter through Building A. One Student Life staff member will be in attendance each of the days as well.

Date: 5/26-5/28/2020.

<u>Start Date/Time</u>	<u>End Date /Time</u>	<u>Club Name:</u>
05/26/2020 10:30 AM	05/26/2020 11:30 AM	Organization of Latin American Students
05/26/2020 12:00 PM	05/26/2020 01:00 PM	Engineering Tech Club
05/26/2020 01:30 PM	05/26/2020 02:30 PM	SWANS
05/26/2020 03:00 PM	05/26/2020 04:00 PM	College Programming Board
05/27/2020 09:30 AM	05/27/2020 10:30 AM	Observer
05/27/2020 11:00 AM	05/27/2020 12:00 PM	Student Government
05/27/2020 12:30 PM	05/27/2020 01:30 PM	BSA
05/27/2020 02:00 PM	05/27/2020 03:00 PM	Gamers United

Start Date/Time	End Date /Time	Club Name:
05/28/2020 10:00 AM	05/28/2020 11:00 AM	Phi Theta Kappa
05/28/2020 11:30 AM	05/28/2020 12:30 PM	USAC
05/28/2020 1:00 PM	05/28/2020 2:00 PM	
05/28/2020 2:30 PM	05/28/2020 3:30 PM	

Draft

Temperature Check Procedure

As part of Illinois 5 Phase Restore Illinois Plan, during Phase 3 temperature checks for employees is a recommended best practice to add additional controls to reduce the spread of COVID-19. To utilize the resources of the campus in the most efficient and effective manner, the following concepts have been identified as a process to take temperature checks.

Date: June 1, 2020-August 9, 2020.

Potential Intake Process:

- Reduce vehicular access to campus and utilize the 2 main entrances on campus off Randall Rd. and McLean Blvd.
- Temporary tents and “stations” will be set up and operated from the hours of 6:30a.m. to 8:00 p.m. Monday-Friday and 6:30a.m.- 12p.m. Saturday.
- Prior to pulling into the parking lot on each end, there will be 2 stations with staff utilizing digital thermometers to conduct a temperature check while staff and faculty are in their car.
- The following health questions will be asked:
 - Have you come in contact with anyone you know to be COVID positive?
 - Have you experienced any of the following symptoms in the last 24 hours:
 - Cough/ shortness of breath
 - Chills/sweating
 - Loss of taste or smell
- If an individual has a temperature of above 100.4 or answers yes to any of the above questions, they will be asked to turn around leave campus and contact their supervisor.

Staffing:

- Temporary staffing agencies have been identified to contact to secure this type of personnel.
- Internal staffing options are also being considered.

Equipment:

- Temporary tents
- Table and chair
- Light tower
- Thermometers
 - 6 temporal thermometers have been purchased.

Considerations for inclement weather:

- Utilize the circle drive of building E for the West Entrance
- Utilize the front reception center of the dental program office for the East Entrance.

Proper Care and Use of Masks

To support staff, faculty and students in the proper care and use of masks, ECC is recommending the following procedures be followed to maximize the burn rate of disposable masks, as well as support the proper care of cloth masks to maximize their effectiveness as source control methods.

Date: June 1-August 9, 2020

Cloth Masks

Examples: ECC branded mask, homemade or store-bought cloth mask.

When to use: These should be worn on a daily basis in a non-clinical setting for any external facing work.

Care: These can be worn on a daily basis and should be laundered when soiled, or every 3 days.

Surgical Masks

Examples: surgical masks with ear loops or ties, made of a soft material.

When to use: These should be worn on a daily basis in a non-clinical setting for any external facing work.

Care: These can be worn on a daily basis for up to 2 weeks or should be replaced when soiled.

N 95 or KN 95 Masks

Examples: N95, KN95.

When to use: These should be worn in both clinical and non-clinical settings for any external facing work, as well as during sanitizing and work that requires a filtration for safe breathing.

Care: Visually inspect the N95 to determine if its integrity has been compromised.

Check that components such as the straps, nose bridge, and nose foam material did not degrade, which can affect the quality of the fit, and seal and therefore the effectiveness of the respirator.

If the integrity of any part of the respirator is compromised, or if a successful user seal check cannot be performed, discard the respirator and try another respirator.

Users should perform a user seal check immediately after they don each respirator and should not use a respirator on which they cannot perform a successful user seal check.

These can be worn on a daily basis and reused for as long as it remains functional or until soiled.

Additional information:

Inhalation respirators such as a P100 mask are not recommended, as these do not provide sufficient source control through exhalation.

(source: CDC <https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>)