



JWCC RENORMALIZATION PLAN

Due to an executive “Stay-at-Home” order and the COVID-19 situation, the College administration has a planned approach to transition back our workforce and reopen the campus in three phases with a focus on the safety of our students, faculty, staff, and community. The course of action will continue to depend on Governor Pritzker’s executive “Stay-at-Home” order that has been extended through May 31st, 2020.

JWCC Phase One/State Phase Three

Limited Face to Face (F2F) Transition Period

General guidelines for Phase One return to campus renormalization:

- All College facilities will remain closed to public.
- Main Campus will be open for approved Phase One employees conducting essential appointments or business.
- Regional Centers will remain closed and only accessible to approved Phase One employees.
- The Student Activity Center will remain closed and only accessible for approved Phase One employees.
- Access to Main Campus will be restricted to one employee entrance. Location will be a back door on the east side of the campus. (loading dock area – C building). Phase One approved employees will be granted access with a key FOB through that designated entrance.
- Access to Main Campus will be restricted to one student/visitor entrance for those conducting essential appointments or business. Location will be a front door on the west side of campus (main entrance – C building).
- A survey will be conducted prior to entrance for visitors coming on campus to conduct an essential appointment or essential business asking if they possess any flu-like symptoms, if they have tested positive for COVID-19 and will have their temperature taken with a touchless thermometer before granted permission to enter College facilities.



- Social distancing, face covering and hand sanitizing signage listing the requirements will be posted at designated entrances and throughout key locations in all JWCC centers.
- Employees and visitors on campus will be required to maintain the six feet social distancing guidelines. When the six feet social distancing guidelines cannot be maintained, employees will be required to wear a face covering.
- Employees will be asked to wear a mask when circulating around campus while conducting essential business when they can't predict meeting another essential employee or visitor on campus.
- The requirement for approved employees to send e-mails for campus access prior to entering College facilities will be removed.
- Deep cleaning and disinfecting of high touched and frequented spaces will continue to take place on all campus facilities.
- Employees may contact their supervisor with any questions, clarifications, or personal circumstances needing consideration.

General guidelines if recognized symptoms or positive test of COVID-19

- Employees who are sick should stay home.
 - An employee who exhibits recognized symptoms of COVID-19 (e.g. fever, cough, or shortness of breath) should immediately notify their supervisor and not come to work (stay home) and follow the recommended guidelines provided by the health department and/or CDC.
 - At a minimum, the employee should self-isolate at home for ten (10) days after symptom onset and should not return to work until the criteria to discontinue home isolation are met, in consultation with the health department or healthcare provider.
 - The employee may be released from self-isolation after their fever is gone (without use of fever relieving medications) and feeling well for an additional three (3) days after the ten (10) day self-isolation period.



- For employees with COVID-19 symptoms, the College will waive its requirement to require a healthcare provider's note from employees who are out sick for three (3) or more consecutive workdays.
- Employees who are well but have a sick family member at home with COVID-19 or COVID-19 symptoms, should notify their supervisor and not come to work (stay home) and follow the recommended guidelines provided by the health department and/or CDC. The employee should continue to self-monitor for signs and symptoms of COVID-19 if they suspect exposure.
- If an employee tests positive for COVID-19:
 - The county health department will conduct contact tracing and notify individuals who have had close personal contact with the employee testing positive. The health department will also notify organizations that are identified as a place of contact.
 - Contact tracing and notification involves telling others that they have been exposed and providing the date. The employee's name will not be released. For purposes of contact tracing, personal contact is contact within 6 feet for 10 minutes or longer.
 - Individuals identified as being exposed will be required to quarantine for 14 days after the most recent personal contact.
 - If the exposed individual develops COVID-19 symptoms, they should follow the guidelines for self-isolation as described above.
 - If after 14 days of quarantine, the exposed individual has no COVID-19 symptoms and/or a negative COVID-19 test, they may return to work with documentation from the health department or healthcare provider.
 - The College will deep clean areas in which the employee worked and frequented. This may involve temporarily moving other employees to a different part of campus or transition to working remotely, as needed.
- If the worst-case scenario occurs, and an employee with COVID-19 symptoms or a positive test for COVID-19, passes away from the disease, the College will handle the death of the employee in the same manner as it would for death from any other cause.



These guidelines align with the recommendations made by federal, state, and local officials that any reopening be achieved in a modular or progressive manner (i.e., phases). In no event should the College immediately transition from closed to open for face-to-face workforce or instruction.



JWCC Phase Two/State Phase 4

Expanded F2F Transition Period

General guidelines for Phase Two return to campus renormalization plan:

- College will be open to the public for essential appointments and business only.
- Regional Centers will be open to the public for essential appointments and business only.
- Employees/ students/ visitors on campus will be required to maintain the six feet social distancing guidelines. When the six feet social distancing guidelines cannot be maintained, employees will be required to wear a face covering.
- No more than 8 people should be permitted in a meeting or gathering.
- Additional staff and faculty will return to campus with some working partial days from campus and some working partial days remotely. Some staff may work mornings while other may work afternoons to practice social distancing standards.
- Admissions visit room and room C166 will be designated as appointment areas within the College adhering to sanitizing requirements being met after each visit.
- Regional Centers will be open to the public for essential appointments and business only.



JWCC Phase Three/State Phase 5

New Normal Transition Period

General guidelines additional for Phase Three return to campus renormalization plan:

- All campus facilities will be open to the public.
- Students/visitors on campus will continue to be asked to practice social distancing of six feet.
- Face to Face classes will resume.
- Student Activity Center will be open to the public.



Phase One

COVID-19: Screening Checklist for Students/Visitors

- A. ALL students/visitors should use hand sanitizer before entering the building.
- B. Ask students/visitors the following questions before being permitted to enter:

- 1. Do you have any of the following symptoms?
 - a. Cough or shortness of breath
 - b. Fever or chills
 - c. Vomiting or diarrhea
- 2. Are you (or have you been in personal contact with anyone) currently testing positive for COVID-19?

If YES to any, apologize but restrict them from entering the building.

If NO to all, take the person's temperature with touchless thermometer:

- a. If temperature is 100.4 F or higher, apologize but restrict them from entering the building.
- b. If temperature is normal to 100.3 F, allow them to enter the building and:
 - i. Ensure that they have a face covering to wear while in the building?
 - ii. If they do not have a face covering, give them a disposable mask (if available) to wear while inside the building or ask them to retrieve a face covering and return.
 - iii. Remind all students/visitors of social distancing requirements which include maintaining a distance of 6' from others, or if this distance can't be maintaining, wearing a face covering.

5/22/20