



UNITED TRIBES
TECHNICAL COLLEGE

CORONAVIRUS (COVID-19) RESPONSE MANUAL

General Guidance – Employee/Contractors

All campus buildings will be open and all employee/contractors will return to their normal on-campus work spaces.

COVID-19 Case or Contact:

Any employee who tests **positive for COVID-19** or who has **symptoms of COVID-19** will be required to self-isolate immediately and contact their direct supervisor and the Student Health Nurse at 701-221-1764 for guidance on following the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control.

Any employee who is considered to be a **close contact** of someone who tests positive for COVID-19 (as defined by the ND DoH) will be required to self-isolate immediately and notify their direct supervisor and the Student Health Nurse as soon as possible.

temperature monitoring. Oral thermometers will be distributed to all employee/contractors as requested. Thermometer guns will be available in all buildings and departments for non-contact temperature monitoring. Thermometer kiosk stations will be located across campus in numerous high traffic locations to allow for temperature readings to be taken rapidly.

Symptomatic:

All employee/contractors should immediately report the onset of any fever, cough, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal problems to their direct supervisor and the Student Health Nurse. Employee/contractors who are ill should not return to work until their symptoms have resolved.

Hand Hygiene:

Hand hygiene should be performed frequently using soap and water or alcohol based hand sanitizers. Alcohol based hand sanitizers will be available in numerous locations throughout campus including at the entrance to every building.

Face masks:

All employee/contractors are required to wear face coverings in the following situations:

- When inside public buildings, classrooms, and when attending an event held indoors
- When in an indoor common space (lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time
- When interacting in person with others
- When in the cafeteria, except when eating or drinking
- When riding in campus buses or other UTTC vehicles with more than one person
- When participating in a campus tour
- By employee/contractors when representing the campus in an official capacity at events held both on and off-campus

Face masks should always be worn to cover both the nose and the mouth.

Employee/contractors wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth masks can be washed in any of the following manners:



Return to work:

Any employee/contractors required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis, are required to follow up with the Student Health Nurse prior to their return to work. Once the **quarantine period** identified by the Department of Health has been completed and the employee is released from isolation, the employee must contact the Wellness Center or the Student Health Nurse to coordinate a return to work screening.

Shift screening:

Upon reporting to work on each shift, employee/contractors will be responsible to check their temperature and review the Self-Screening Tool for possible signs and/or symptoms of infection. All employees should ensure a temperature reading less than 100.4 degrees and the absence of any symptoms prior to starting work.

Screening tools:

Various thermometer options will be available to employee/contractors to allow for

- Hand wash with soap and water and allowed to hang dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Placed in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate social distance from others is maintained, typically six feet
- When alone in a private office or work space
- When exercising, practicing, or competing in sports
- While participating in programs, events and experiences granted exceptions by the College President

Face shields:

Face shields will be available for use for employee/contractors who work in close contact with students or others and who cannot tolerate a face mask for long periods of time.

Face shields may also be used by socially distanced teachers and faculty in place of a mask for short periods. Face shields must be disinfected after each use.

Social distancing:

Numerous buildings and locations across campus will have social distancing cues indicated on the floor. All individuals entering those locations must adhere to social distancing and follow the cues.

Work spaces:

All employee/contractors are responsible to routinely clean and disinfect their offices and work spaces. This includes frequently touched surfaces such as keyboards, telephones, handrails, light switches and door handles.

Where appropriate, work spaces will have protective barriers installed to lessen the potential spread of infectious droplets. These barriers should be cleaned on a daily basis with an appropriate disinfectant solution or wipes.

Compliance:

Failure to comply with COVID-19 related safety measures may result in an individual being asked to leave a physical location. Non-compliance may also result in disciplinary action.

General Guidance - Students

All campus buildings will be open and all students will return to their normal classroom locations.

COVID-19 Case or Contact:

Any student who tests **positive for COVID-19** or who has **symptoms of COVID-19** will be required to self-isolate immediately and contact their academic advisor and the Student Health Nurse at 701-221-1764 for guidance on following the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control.

Any student who is considered to be a close contact of someone who tests positive for the COVID-19 will be required to self-isolate immediately and notify their academic advisor and the Student Health Nurse as soon as possible.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

Return to class:

For any student required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis, is

required to follow-up and get clearance from the Student Health Nurse prior to return to class. The Student Health Nurse is located within the Wellness Center of Building 69. Once the **quarantine period** identified by the Department of Health has been completed and the student is released from isolation, the student must contact the Wellness Center or the Student Health Nurse to coordinate a return to class screening.

Daily screening:

Prior to reporting to the physical classroom, students will be responsible to check their temperature and review the Self-Screening Tool



for possible signs and/or symptoms of infection. All students should ensure a temperature reading less than 100.4 degrees and the absence of any symptoms prior to attending any in person classes.

Screening tools:

Various thermometer options will be available to students to allow for temperature monitoring. Oral thermometers will be distributed to students as supply allows. Thermometer guns will be available in all buildings and departments for non-contact temperature monitoring. Thermometer kiosk stations will be located across campus in numerous high traffic locations to allow for temperature screenings to be conducted rapidly.



Symptomatic:

All students should immediately report the onset of any fever, cough, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal problems to their academic advisor and the Student Health Nurse. Students who are ill should not return to the classroom until their symptoms have resolved and may be asked to complete course work virtually.

Hand Hygiene:

Hand hygiene should be performed frequently using soap and water or alcohol based hand sanitizers. Alcohol based hand sanitizers will be available in numerous locations throughout campus.

Face masks:

All students are required to wear face coverings in the following situations:

- When inside public buildings, classrooms, and when attending an event held indoors,
- When in an indoor common space (lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time,
- When interacting in person with others,

- When in the cafeteria, except when eating or drinking,
- When riding in campus buses or other UTTC vehicles with more than one person,
- When participating in a campus tour,
- By student when representing the campus in an official capacity at events held both on and off-campus,

Masks should always be worn to cover both the nose and the mouth. Students who cannot wear a mask for a medical reason should speak to the Disability's Coordinator about possible options.

Students wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth masks can be washed in any of the following manners:

- Hand wash with soap and water and allowed to hang dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Placed in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate distance from others is maintained, typically six feet
- When alone in a private residence, apartment, dorm room or workspace
- While exercising, practicing and competing in sports
- While playing a musical instrument, singing, performing in a theater production, or engaging in other academic approved exceptions
- While participating in programs, events and experiences granted exceptions by the College President

Social distancing:

Numerous buildings and locations across campus will have social distancing cues indicated on the floor. All individuals entering those locations must adhere to social distancing and follow the cues.

Work spaces:

All students are responsible to routinely clean and disinfect their work spaces. This includes all frequently touched surfaces.

Compliance:

Failure to comply with COVID-19 related safety measures may result in an individual

being asked to leave a physical location. Non-compliance may also result in a Student Code of Conduct violation and disciplinary action.

Academics

Temperature checks and Self-Screening Tool will be completed before entering United Tribes Technical College academic – related buildings.

Classroom seating will be arranged to allow for social distancing with desks and work spaces arranged six feet apart where possible. Desks and work spaces should all face the same direction or away from each other whenever possible.

Disinfectant wipes will be available for use as needed.

Disinfectant spray solution will be utilized in all of the classrooms between class sessions. Faculty and students will participate in cleaning and disinfecting classroom spaces at the end of each class session. Facilities personnel will provide additional cleaning and disinfecting services throughout the day as well as in the morning prior to classes beginning and in the evening when all classes have ended.

Water fountains in the hallways will be available only to fill water bottles.

Plexiglas guards have been installed at service windows and in other locations across campus.



UTTC may at their discretion move classes or assignments to an online platform and suspend in person classes if needed.

Housing

All three dormitory buildings on campus will be utilized to allow students living in the dorms to social distancing as much as possible. Each student will be housed separately in their own dorm space, with no shared dorm rooms. A plan of action has been established for individuals that test positive for COVID-19 and an area has been designated for quarantine purposes.

Shared bathrooms, laundry rooms and other shared spaces within the dormitory will be cleaned and disinfected on a routine basis.

Dorm furniture will be spread out to ensure social distancing practices. Exercise and Play equipment will be cleaned and sanitized after each use (by the student). There will be NO VISITATION allowed (dorm to dorm, off campus individuals, on campus individuals included).

Resident Assistants will assist with cleaning of high touch surfaces at least once per shift including door handles, light switches, TV remotes and elevator buttons.

Athletics

All individuals participating in or attending athletic events will have a temperature screening performed when entering any campus building. Student athletes who are feeling ill, must notify their coach immediately.

Mask use is mandatory in all campus buildings with the exception of athletes who are physically on the court during actual games and scrimmages.

All student athletes will be required to have mandatory testing completed for COVID-19 performed on a weekly basis, with the exception of those individuals who have tested

positive for COVID-19 within the past 90 days.

In the event of a positive test result found within a student athlete, that entire team will be required to suspend all in-person activities and quarantine as directed by the Student Health Department.

Prior to return to regular play, any student athlete who has tested positive for COVID-19 will be required to follow Sanford's "Return to Play" guidelines.

Training Room:

All athletes are required to perform hand hygiene prior to entering the training room.

Weight equipment will be properly spaced to allow for social distancing. Athletes are encouraged to not workout in groups greater than two.



Athletes are responsible to use a disinfect wipe to clean any touched equipment after each use. All high touch surfaces will be disinfected again at the beginning and end of each day by UTTC staff.

Basketballs and other shared equipment will be disinfected as much as possible. Game balls will be rotated and disinfected periodically throughout the game.

Student athletes must have their own water bottles and towels for personal use. No shared water bottles or towels will be available.



Games/Scrimmages:

Scrimmages will be conducted without fan attendance. The only personal allowed at home scrimmages will be, the home and visiting team players and coaches, bus drivers, bench personnel, officials, trainers, video crew, athletic department staff, Safety and Security, custodians, and UTTC Administration.

No pre-game or post-game handshakes will be conducted.

Players will go from the locker rooms to the gym, and directly back to the locker room in

any facility where games are held.

Social distancing and mask requirements will be enforced inside of any campus buildings and in any college vehicles carrying more than two individuals.

Athletic Trainer:

Ice will be issued by the trainer or the coaches only. Taping stations and treatment tables will be spaced six feet apart and will be disinfected after each use.

Training room access shall be limited to essential personnel only at the discretion of the trainer.

Transportation:

Any individuals traveling with the team on a UTTC bus, shall have their temperature checked prior to boarding the bus. Any individual with a temperature reading 100.4 or greater would not be permitted to enter the bus or be transported to the host site.

Any individual traveling on the bus as part of the team will be required to wear a mask both on and off of the bus.

Upon arrival at the host site, all individuals traveling with the team shall have their temperatures checked prior to entering the host facility. Any individual who with a temperature reading 100.4 or greater would not be allowed to participate in the game and would be directed to the bus for the remainder of the contest. This person would be placed at the back of the bus away as far away as possible from other passengers.

The bus used for transportation will be cleaned and disinfected after each use.

Laundry:

All dirty practice/game uniforms will be placed in a team laundry cart in the locker room. Appropriate PPE will be utilized by laundry personnel when handling the dirty linens.

Health Promotions

(weight room, gymnasium, cycling studio, steam room, fitness studio, cardio room)

All individuals will use personal responsibility and maintain social distancing (6 FT) at all times. Do not use equipment with a sign that reads "this machine is off limits due to social distancing" or equipment that is blocked off with tape.

Individuals must disinfect equipment before and after use with a gym wipe or anti-bacterial spray.

To limit person-to-person contact, do no lift weights that require a “spotter.”

Proper PPE or face coverings will be worn when transitioning to different areas of the Wellness Center.

Individuals must to respectful of others and limit exercise to 30 minutes.

All water fountains will be temporarily out of use and only water bottle fill stations will be accessible.

TJES and FACE Programs

Each child and employee/contractor will have their temperature checked upon arrival at class each day.

Each class room or grade level will be considered a “cohort”. Each cohort will remain separated from other cohorts as much as possible throughout the day. As much as possible, cohorts of students will be prevented from mingling on the playground, cafeteria or other shared spaces. Pre-k through grade 6 will have their own enter and exit doors.

Hand sanitizer will be available near the entrance doors.

Classroom books and supplies will be brought by students or assigned to specific students. Sharing of supplies or materials between students will be kept to a minimum.

All students must have a personal water bottle for their own use. Fountains will be utilized for filling bottles only and no shared drinking fountains will be available for use.

All employee/contractors will be required to wear a face mask daily. Face shields will also be available.

Students should be encouraged to wear face masks as much as possible throughout the day.

Social distancing markings will be utilized where appropriate as visual reminders for the students and staff. All students will have assigned seating. Classroom desks will be spaced six feet apart when allowable. All classrooms will have dividers available as well as individual desk shields.

Grades 4-6 will have lockers installed for storage of materials and personal items.

Special emphasis should be placed on assisting and encouraging students to perform proper hand hygiene throughout the day.

No attendance awards or incentives will be given out to students with perfect attendance.

Locked cleaning cabinets will be located within each building. Each classroom will have a caddy with cleaning materials. Staff will clean periodically in the classroom and establish cleaning procedures with students.

Playground equipment will be cleaned periodically.

Temperature screening will be performed on students prior to providing bus transportation. Buses will be disinfected throughout the day and hand sanitizer will be available for use. Bus monitors and bus drivers will wear face masks. Limitations will be placed upon bus capacity and students will be encouraged to social distance on the bus.

Grab-and-go breakfast will be delivered to classrooms daily and no students will eat breakfast in the cafeteria.

Classroom lunches will be on a staggered schedule.

All lunchroom items not prepackaged into containers will be served by staff.



Each class will have separate recess. There will be no morning recess upon arrival.

All completed assignments will not be sent home with parents. Students can document their work or graded papers but the papers will be disposed of at the school.

Individual classrooms will practice safety drills. New exit locations for each classroom will be designated prior to practicing drills. Classrooms will practice social distancing transitioning between building individually.

Any close contacts of individuals who test positive for COVID-19 within the school system will be shared with parents and staff as soon as possible.

Child Care Centers

Each child and employee/contractor will have their temperature checked upon arrival at class each day.

Parents must drop off child(ren) at the entrance with a staff member instead of coming inside the childcare program. If parent/guardian are required to enter the building, they will be required to wear masks and use hand sanitizer.

All individuals entering the childcare facility must complete the entrance-screening questionnaire.

Only essential personnel to the childcare operations are permitted in the center.

Each classroom or age group will be considered a "cohort". Each cohort will remain separated from other cohorts as much as possible throughout the day. As much as possible, cohorts of children will be prevented from mingling on the playground, cafeteria or

other shared spaces.

There will be a limit of 15 total people per room (includes both adults and children).

Family-style dining is suspended and replaced with provider plating each meal and distributing to the child. Each classroom will be eating at different times and sanitizing will be done between uses.

Children under the age of two should NOT wear face coverings.

Only essential materials can be brought into the center. ex, one blanket/one extra set of clothes/diapers/etc. No pillows, stuffed animals, toys, etc. will be permitted.

All shared toys and supplies will be disinfected frequently throughout the day. Any toys which cannot be safely disinfected between children will not be used.

Social distancing markings will be utilized where appropriate as visual reminders for the students and staff.

Special emphasis should be placed on assisting and encouraging children to perform proper hand hygiene throughout the day.

Any close contacts of individuals who test positive for COVID-19 within the child care center will be shared with parents and staff as soon as possible.



Cafeteria / Cozy Creek

Social distancing should be encouraged between student groups and cohorts as much as possible.

Face masks should be worn at all times except while eating or drinking.

Socially distanced markings will be placed on the floor to help students maintain social distancing while in line to pick up food.

Shared condiments will be eliminated when possible.

High touched items and surfaces will be disinfected frequently.

Face-to-face meetings should be kept to a minimum and zoom meetings utilized when possible.

Finance

Mask use and social distancing requirements identified under the general guidance for employee and students sections must be adhered to by everyone entering the finance buildings.

Checks will not be available for pick up. All checks must be mailed out.

Book Store / Art Gallery

Mask use and social distancing requirements identified under the general guidance for employee and students sections must be adhered to by everyone entering the book store building.

Book store may limit the number of customers allowed into the store at a time.

Books will be mailed out upon request.



Student Services

Admissions & Recruitment, Financial Aid, Registrar, Career Services, Retention

All students and visitors who enter the building will be required to sign in electronically at the front desk. Temperatures will be taken, hand sanitizer provided, and face masks provided if the visitor doesn't have one.

Front desk staff will direct students and visitors to the appropriate offices as social distancing allows. While waiting to be seen, all students and visitors will be asked to wait on the front porch of the building. The front desk staff will call the names of students and visitors when it's their turn to come in.

All of the staff in the building will be wearing masks and practice social distancing. There are sneeze guards installed at all of the desks for an extra layer of protection.

All students and visitors will enter through the front door on the south side (signage is

provided). The north exit will be used to leave the building. Students and visitors will not be required to sign out so to avoid congestion at the front door.

Students and visitors will refrain from congregating in the building and are asked to leave the building when their business is complete. This will allow for others who are waiting to meet with staff to do so on a timely basis.



Human Resources

I have received a copy of the United Tribes Technical College (UTTC) Coronavirus (COVID-19) Response Manual.

I understand that the information in the Coronavirus (COVID-19) Response Manual represents guidelines only and that UTTC reserves the right to modify, amend, or terminate procedures.

I understand that I am responsible for reading the Coronavirus (COVID-19) Response Manual either online format or hardcopy, familiarizing myself with its contents, and adhering to all of the procedures. Employees who violate the Coronavirus (COVID-19) Response Manual are subject to corrective action and/or disciplinary action including, and up to, termination of employment.

Information Technology (I.T.)

Mask use and social distancing requirements identified under the general guidance for employees and students sections must be adhered to by everyone entering the I.T.

department.

Floor decals will be utilized to help control traffic and space individuals waiting in line.

Facilities

All requests for assistance or work to be completed by facilities employees must be submitted through an electronic work order. Electronic request submission will ensure that

projects are prioritized and completed in a timely manner while also assisting to avoid any unnecessary direct contact.

Meetings and Small Groups



Meeting rooms should be arranged to allow for appropriate social distancing when possible.

Extra chairs will be eliminated from meeting rooms.

As much as possible tables will be spaced six feet apart with seating only available on one side of the table.

Outdoor venues or zoom meetings should be utilized whenever possible.

Hand sanitizer and disinfecting wipes will be available in all meeting rooms.

Eating and drinking in meetings and in shared spaces should be discouraged.

Events and Large Groups

Meeting rooms, bleachers and seating should be arranged to allow for appropriate social distancing.

Outdoor venues or zoom meetings should be utilized whenever possible.

Hand sanitizer and disinfecting wipes will be available in all meeting rooms and indoor locations.

Eating and drinking in meetings and in shared spaces should be discouraged.



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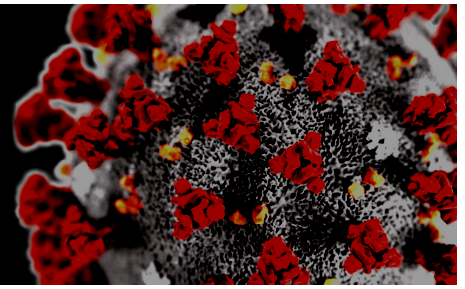
MASKS REQUIRED

**ASK FOR
A MASK**

*Wearing A Mask Helps
Stop Germs From Spreading*



COVID-19 Daily Screening Tool



All members of the United Tribes Technical College campus community are responsible for monitoring themselves for signs or symptoms of infection on a daily basis. This guide can be utilized as a self-check for signs and/or symptoms of COVID-19 infection.

Any “YES” responses could indicate possible infection. Please contact your direct supervisor or the Student Health Nurse (221-1331) for further direction.

Do you have a temperature reading greater than 100.4?

YES NO

Have you had any new onset of cough or shortness of breath?

YES NO

Have you had any episodes of fever, sweating, or chills (without the use of fever reducing medications such as Tylenol)?

YES NO

Are you, or anyone in your household, feeling unwell today?

YES NO

Have you had any episodes of headache?

YES NO

Have you traveled outside of North Dakota within the past 14 days (by car, plane or any other mode of transportation)?

YES NO

Have you had any episodes of loss of smell or taste?

YES NO

Have you had close contact within anyone who has been diagnosed with or who is under investigation for COVID-19?

YES NO

Social distancing should be adhered to as much as possible by maintaining a six-foot radius from other people. Limit touching or handling items touched or handled by numerous other people. Cloth face coverings are encouraged for employees whose duties require close contact (less than six feet) with other employees or the public.

Hand hygiene should be performed frequently throughout the day. Soap and water is available in numerous locations and hands should be washed for a minimum of 20 seconds. Alcohol-based hand sanitizers are available throughout campus and should be used frequently. If hands are visibly dirty, soap and water must be used versus hand sanitizer. Hand shaking or unnecessary bodily contact is discouraged.



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Leadership Begins Here