



**Academic Year
2020-2021**

CMN PROCEDURES FOR ADDRESSING PANDEMICS

September 2020

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Preface

This Reopening Plan has been developed by the College of Menominee Nation (CMN) to safely reopen both campus locations, Main and Green Bay during a pandemic. CMN's decision-making remains focused on two imperatives:

1. The health and safety of our students and community, and
2. Maintaining academic excellence for all students.

It is highly recommended that all CMN faculty and staff become familiar with this plan to provide guidance during the reopening of campuses. This document has two focus areas of the following:

1. A process for handling any pandemic, and
2. Recommendations and decisions for reopening the under a pandemic.

This plan is subject to change based on regulatory guidance of the pandemic.

Introduction

Purpose

To develop a campus reopening plan to ensure the College of Menominee Nation (CMN) provides a safe return for students, faculty, and staff.

Reopening Plan – THE TASK FORCE ADOPTED THE FOLLOWING DEFINITION OF “PANDEMIC”:

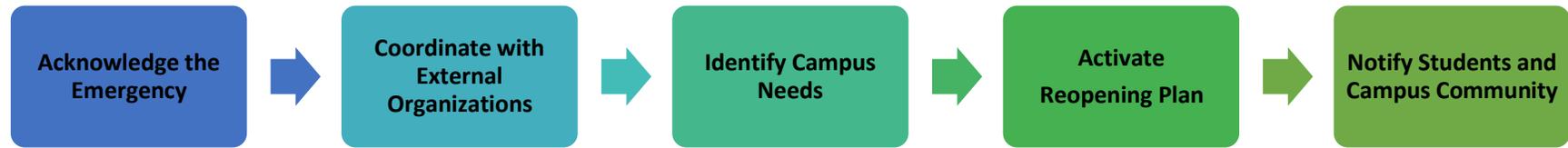
“Epidemic of disease that has spread across a large region.”

The Reopening Plan derives from the indicators determined by the guidance of Tribal, State, National organizations, and professional health officials as it pertains to a pandemic.

Scope

This plan applies to all members of the College of Menominee Nation campus community. External emergencies may heavily impact CMN campuses that will require a plan to ensure the College will function and to safeguard the wellbeing of our stakeholders.

COLLEGE REOPENING PROCESS



Acknowledging a College Emergency

In a crisis situation, the CMN Board of Directors temporarily delegates authority to the Board’s Executive Committee in cooperation with the President of the College. Emergency decisions require that the Board subsequently declare a state of emergency.

Coordinate with Local Health Officials’

CMN will coordinate with local health officials and professional organizations to determine appropriate emergency measures for reopening campuses.

Identify Campus Needs

An assessment will be conducted to determine campus needs to determine best practices in reopening campuses.

Activate Reopening Plan

The President will determine the need and decide the activation of the Reopening Plan.

Notify Students and Campus Community

The appointed Task Force Team will notify all students and campus community of the reopening of campuses. Reopening of campus location announcements will be determined by the Task Force Team.

COLLEGE TASK FORCE TEAM

Task Force Team

The President will appoint the Task Force Team per department.

1. Campus Support
2. Finance Office
3. Student Services

Role and Authority

The main role of the appointed Task Force Team is to develop a reopening plan in response to the closure of campuses due to the pandemic. The Task Force Team's main objective in developing the reopening plan is to reopen the campuses gradually to ensure the safety of our constituents.

1. The reopening plan will align with the guidelines and requirements of the Menominee Indian Tribe of Wisconsin, Menominee/Shawano County, State of Wisconsin, and Federal agencies.
2. The Task Force Team may appoint designees to attend to expedite a meeting.

GUIDELINES AND DEPARTMENTAL STRATEGY

Reopening Guidelines

1. The Task Force Team will develop guidelines based on a pandemic situation to ensure the safety of all constituents of both CMN campus locations: Main Campus, Keshena, WI. and Green Bay/Oneida Campus, Green Bay, WI.
2. Identify and follow regulations specific to Institutions of Higher Education (IHEs).
3. Identify and follow regulations of Menominee Indian Tribe of Wisconsin (MITW) COVID-19 Reopening Plan Version 1.0.
 - a. CMN's Reopening Plan aligns with MITW's **COVID-19 Reopening Plan: 1.3 ASSUMPTIONS, PRINCIPLES, AND GUIDING DOCUMENT**, (pg. 3).

- b. The plan relies on a continued whole community response; coordination from key entities is essential to its success.
 - c. Tribal agencies may be required to adjust their operations to accommodate additional tasks related to reopening.
 - d. Tribal agencies may be required to operate differently and have additional safeguards in place to ensure the safety of visitors, clients, customers, and employees.
 - e. The plan reflects the Tribe’s commitment to equitably serve all Menominee Reservation residents.
4. Identify and follow regulations from the Center for Disease Control (CDC).
 5. Identity and follow regulations of State and Federal organizations.

Reopening Plan	May 1-26	May 27-29	June 1 - August 11	August 11-17	August 17
Actions:	Phase I Based on MITW and CDC guidelines	Department Staff- Evaluation	Phase II Based on MITW and CDC guidelines Re-Evaluation	Phase II - Continue Based on MITW and CDC guidelines Re-Evaluation	Phase III Based on Institutional Assessment & Guidance of Sr. Leadership, MITW Incident

					Command/Public Health
Staffing Planning	<ul style="list-style-type: none"> ● Pre the guidance of MITW and CDC ● Continuous Evaluation 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● All Deans and Directors will report to work ● Survey Administration and Staff biweekly to assess operations ● Re-evaluation of staff schedules: August 11th 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● All Deans and Directors will report to work ● Survey Students ● Assess staff schedules to limit or increase on campus staffing ● Revisited the Telecommuting Policy-Forms required in HR file ● Re-evaluate staff schedules for Phase III 	<ul style="list-style-type: none"> ● Schedules reduced to mitigate congregating of people ● Assessment of Telecommuting Schedules ● Telecommuting available to those departments allowing/requiring it ● Realignment of staffing schedules
CMN Buildings Closed to Walk-ins	<p style="text-align: center;">✗</p> <ul style="list-style-type: none"> ● Per the guidelines of MITW and CDC ● Campus closed to students and community 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● Campus closed to students and community ● By appointment Only 	<ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● Campus closed to students and community ● By appointment Only 	<ul style="list-style-type: none"> ● All buildings open ● Appointments required other than for students ● Hours of Operation – Friday afternoon closed. Library open minimal hours

<p>Minimal Essential Staffing</p>	<ul style="list-style-type: none"> ● Staff residing in high COVID-19 Counties will be required to telecommute 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● Minimal hours ● Schedules based on social distance 	<ul style="list-style-type: none"> ● Open per the guidance MITW and CDC ● Minimal hours ● Schedules based on social distance 	<ul style="list-style-type: none"> ● Reduced staffing schedules – based on telecommuting, MITW incident command/CDC guidance
<p>Social Distance: Guidelines of 6 ft.</p>	<ul style="list-style-type: none"> ● Per the guidance of MITW and CDC 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<ul style="list-style-type: none"> ● Open per the guidance of MITW and CDC ● Implementation of prevention measures 	<ul style="list-style-type: none"> ● Open per the guidance of MITW and CDC ● Implementation of prevention measures 	<ul style="list-style-type: none"> ● Classrooms set up to allow for social distance ● Barriers in place – classrooms and offices ● Library socially distanced – tables/computer stations
<p>Safety Precautions:</p> <p>PPE</p>	<ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● Anyone entering CMN buildings must wear a mask ● Masks worn except for when in office. 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● Masks Required in All CMN Buildings except for when in your office. ● Staff will assist in cleaning their own areas and common restrooms. 	<ul style="list-style-type: none"> ● Eight Temp. Kiosk (MC/GB) ● Added more signage ● Barriers in Classroom/Offices ● Per the guidance of MITW and CDC ● Masks Required in All CMN Buildings except for when in your office. ● Staff will assist in cleaning their own areas and common restrooms. 	<ul style="list-style-type: none"> ● Sign-in required at each building ● Temperature check required in all buildings ● Mask wearing required in all buildings. May be removed when in own office space ● Hand sanitizer stations at entrances and in or near

					classrooms <ul style="list-style-type: none"> • No children on campus
Social Gatherings	<ul style="list-style-type: none"> • Per the guidance of MITW and CDC • Limited Staff 	<ul style="list-style-type: none"> • Evaluation of work schedules 	<ul style="list-style-type: none"> • Open per the guidance MITW and CDC • Classroom and office assessment 	<ul style="list-style-type: none"> • Open per the guidance MITW and CDC • Classroom and office assessment 	<ul style="list-style-type: none"> • No food sharing/potlucks • Vending machines are allowed • Virtual meetings when possible – no large gatherings where people cannot social distance
Public Buildings Open	 <ul style="list-style-type: none"> • Closed to students and community 	<ul style="list-style-type: none"> • Evaluation of work schedules 	<ul style="list-style-type: none"> • Per the guidance of MITW and CDC • By Appointment Only • Curbside Pick-Up (Library) 	<ul style="list-style-type: none"> • Per the guidance of MITW and CDC • By Appointment Only • Curbside Pick-Up (Library) 	<ul style="list-style-type: none"> • All buildings open • Appointments by individuals required with exception of students • Sign-in required in all buildings • Reception moved to open space in atrium to mitigate entrance of anyone who may not pass health screen

Telecommuting	<ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● Schedules Reflect Telecommuting 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Per the guidance of MITW and CDC 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Provided clarification to staff ● Revisited the Telecommuting Policy-Forms required in HR file 	<ul style="list-style-type: none"> ● Policy and guidelines reviewed by all departments ● Changes in schedules made due to departmental review of staffing ● Staffing schedules reassessed
Summer Programs	<p style="text-align: center;">✗</p> <ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● Closed 	<ul style="list-style-type: none"> ● Evaluation of work schedules 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● Based on MITW's COVID-19 Reopening Plan – Section 3: Facility Occupation Load (pg. 6) ● PPE Required ● Social Distance: 6 ft. 	<p style="text-align: center;">✗</p>	<p style="text-align: center;">✗</p>
Summer Classes	<ul style="list-style-type: none"> ● Per the guidance of MITW and CDC ● TBD 		<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Online Classes ● Per the guidance of MITW and CDC 	<p style="text-align: center;">✗</p>	<p style="text-align: center;">✗</p>
Fall Classes	<ul style="list-style-type: none"> ● TBD 	<ul style="list-style-type: none"> ● TBD 	<ul style="list-style-type: none"> ● TBD ● Per the guidance of MITW and CDC ● Align with Academic Plan 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Open per the guidance MITW and CDC 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> ● Fall courses offered – 3 deliver options

				<ul style="list-style-type: none"> ● All Deans and Directors will report to work ● Survey Administration and Staff biweekly to assess operations ● Re-evaluation of staff schedules: August 11th 	<ul style="list-style-type: none"> ● Continued assessment
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INITIAL PROCEDURES FOR THE 2020-2021 ACADEMIC YEAR REOPENING

THREE-PHASE PLAN – Per the guidance of MITW and CDC each phase will proceed with additional assessment centered on the degree and circumstances of COVID-19. As a result of the assessment of COVID-19 spread there may be adjustments that may impact the return to previous phases.

REOPENING INFECTION PREVENTION MEASURES

CMN will implement the following basic infection prevention measures recommended by the United States Department of Labor Occupation, Center for Disease Control (CDC) – Institutions of Higher Education (IHEs), and Safety and Health Administration (OSHA) guidelines. CMN will adhere to the COVID-19 Core Actions as prevention measures to reduce the spread.

COVID-19 Core Actions-

1. Physical Distancing

- a. Maintain the social distance of 6 ft.
- b. Wear a mask when in a social situation that may increase your risk of exposure.

2. Cloth Face Coverings – Respiratory Etiquette Face coverings/mask will be required of all students, faculty, and staff (e.g. indicated by the Phase).

- a. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

3. Proper Hand Washing

- a. Wash hands with soap and water for 20 seconds.
- b. Use hand sanitizer that contains at least 60% alcohol.
- c. Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. Information should be provided to all students, faculty, and staff on proper use, removal, and washing of cloth face coverings.

4. Cleaning Surfaces

- a. Disinfect surfaces with soap and water or cleaners with at least 70% alcohol. Adequate supplies will be provided, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

5. Stay Home if Sick or Instructed to Isolate/Quarantine

- a. Do not come to work if you are sick or instructed to stay home.

6. Signs and Messages

- a. Signs will be posted in visible areas of the campus (e.g. building entrances, restrooms, and classrooms, office areas) to promote protective measures.
- b. Messages will be communicated with students, faculty, and staff by email, social media, and website.

SAFE CAMPUS ENVIRONMENTS

CMN will implement several strategies to ensure students, faculty, and staff enter a safe campus environment.

1. Cleaning and Disinfection

- a. Clean and disinfecting of frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, and classroom tables) within CMN facilities at least daily or between usages as much as possible.
- b. Use of shared objects (e.g., lab equipment, computer equipment, desks) will be limited when possible, or cleaned between uses.
- c. If transport vehicles are used by the CMN, drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
- d. CMN will develop a schedule for increased, routine cleaning and disinfection.
- e. Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.
- f. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- g. Ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.
- h. Discourage sharing of items that are difficult to clean or disinfect.
- i. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- j. Avoid sharing electronic devices, books, pens, and other learning aids.

2. Ventilation

- a. CMN ensures ventilation systems will operate properly.
 - i. Energy Recovery Ventilation units are in place for Glen Miller Hall and Community Technology Center
 - ii. Air handler units are in place for Shirley Daly Hall, Library and Commons.

- iii. Furnace unit fans will always remain on in the Sustainable Development Building, Trades Building
- b. COVID-19 guidance recommends the circulation of fresh air – staff are encouraged to open windows and doorways when possible to increase the ventilation of natural air.

3. Modified Layouts

- a. CMN will space seating/desks at least 6 feet apart when feasible.
- b. Smaller classes will take place in larger rooms.
- c. Distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- d. Adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).

4. Physical Barriers and Guides

- a. Physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers) will be installed.
- b. Physical guides
 - i. Tape on floors or sidewalks and signs on walls will be provided to ensure that individuals remain at least 6 feet apart in lines and at other times.

5. Common Spaces

- a. Break rooms are limited to one person at a time. Individuals will wipe down the area and equipment after use.
- b. Certain numbers of people are allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between uses.
- c. Restroom occupancy has been modified – restrooms with more than 3 stalls have stalls closed to limit the number of people allowed to use at one time.
- d. Physical barriers, such as plastic flexible screens, will be installed between bathroom sinks may be installed.

6. Protections for faculty and staff at Higher Risk for Severe Illness

- a. CMN will provide options for faculty and staff at higher risk.
- b. Higher Risk is defined by CDC.
 - i. People of the age of 65 and people of all ages with certain underlying medical conditions.
 - ii. People who have serious heart conditions.
 - iii. People who are immunocompromised.
 - iv. People with diabetes.
 - v. People with chronic kidney disease undergoing dialysis.

- vi. People with liver disease.
- c. Follow all applicable laws in protecting the privacy of people with underlying medical conditions
 - i. Remain in compliance with State and Federal privacy and confidentiality laws.

7. Regulatory Awareness

- a. Monitor CDC's website.
- b. Follow MITW's Reopening plan and Menominee/Shawano County, State, and Federal guidelines.

8. Telework and Virtual Meetings

- a. Replace in-person meetings with video- or tele-conference calls whenever possible.
- b. Provide student support services virtually, as feasible.
- c. When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between people, especially if social distancing is recommended by state and local health authorities.

9. Travel

- a. Consider options for limiting non-essential travel in accordance with state and local regulations and guidance.
- b. 5-10 Meeting Group.

10. Designated COVID-19 Point of Contact

- a. CMN has designated the Reopening Task Force as the point of contact. Questions and concerns should be sent to cmnreopen@menominee.edu.

11. Participation in Community Response Efforts

- a. Consider participating with state or local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).
 - i. MITW Emergency Response Team: CMN Representative.

12. Communication Systems

- a. CMN will notify faculty and staff and the public of closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

13. Leave (Time Off) and Excused Absence Policies

- a. CMN Telework Policy.
- b. CMN Pandemic Leave Policy.

14. Staff Training

- a. Staff will be trained on proper use of Personal Protective Equipment (PPE).
- b. A PPE video will be available for onboarding of new employees.

15. Recognize Signs and Symptoms

- a. Self-monitoring of the signs and symptoms of COVID-19.
- b. CMN will make available health screening kiosks.

16. Support Coping and Resilience

- a. Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- b. Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind.
- c. Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- d. **Hotline: 1-800-985-5990, or text TalkWithUs to 66746**

Strategy Plan by Department

Per the guidance of MITW and CDC each phase will proceed with additional assessment centered on the degree and circumstances of COVID-19. **As a result of the assessment of COVID-19 spread there may be adjustments that may impact the return to previous phases.**

Strategy Plan by Department	May 1-26	May 27-29	May 27-August 11	August 11-August 31
	<p data-bbox="531 305 848 480">Phase I</p> <p data-bbox="531 402 848 480">Campus Closed to Students/Community</p>	<p data-bbox="890 305 1087 347">Department</p> <p data-bbox="898 391 1079 516">Staff-Evaluation Work Plans</p>	<p data-bbox="1234 305 1373 347">Phase II</p> <p data-bbox="1142 386 1465 464">Campus Closed to Students/Community</p> <p data-bbox="1121 526 1486 604">Campus Partial Open to All Staff:</p> <ul data-bbox="1171 613 1457 691" style="list-style-type: none"> ● On Campus ● Telecommuting 	<p data-bbox="1646 305 1793 347">Phase III</p> <p data-bbox="1520 402 1911 561">This phase will align with MITW's Reopening Plan guidelines and on Institutional Assessment.</p>

Glen Miller- Lower Level				
Faculty- Education	Telecommuting	Telecommuting	Telecommuting	<i>Institutional Assessment</i>
Glen Miller- First Floor				
Welcome Center	On Campus/Telecommuting	Staff- Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Vocational Rehabilitation	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Faculty	Telecommuting	Telecommuting	Telecommuting	<i>Institutional Assessment</i>
Glen Miller- Second Floor				
Purchasing	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
President	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Public Relations	Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Human Resources				<i>Institutional Assessment</i>
Finance Office	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Campus Commons				
Retention	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>

Community Technical Center				
Continuing Education	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Menominee Job Center	Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
UW- Extension				<i>Institutional Assessment</i>
UMOS				<i>Institutional Assessment</i>
Sustainable Development Institute				
Sustainable Development Institute	Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Library	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>
Green Bay/Oneida Campus				
Green Bay/Oneida Campus	On Campus/Telecommuting	Staff – Evaluation Work Plans	Campus Closed to Students/Community Campus Partial Open to All Staff	<i>Institutional Assessment</i>

Phase- II

-  **Campus Partial Open - Staff Only**
-  **Campus Closed – Deep Cleaning: All Staff Telecommute**

June 2020 Reopening Plan						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020 Reopening Plan						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Phase- II: June 5th – August 11th



Campus Partial Open - Staff Only



Campus Closed – Deep Cleaning: All Staff Telecommute

August 2020 Reopening Plan						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

References

Menominee Indian Tribe of Wisconsin. (2020, May 27). COVID-19 Reopening Plan (Version 1.0).
<https://www.menominee-nsn.gov/>

Center for Disease Control and Prevention. (2020). CDC 24/7: Saving Lives, Protecting People.
<https://www.cdc.gov/>

Center for Disease Control and Prevention. (2020, May 14). People Who Are at Higher Risk for Severe Illness.
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>