

Protocol for Reopening – COVID-19

Purpose

The College of Menominee Nation is committed to the health and well-being of students, staff, faculty, and Menominee community during the COVID-19 pandemic. To ensure that CMN is remaining diligent in its efforts to maintain a safe environment for the CMN community, emergency procedures are developed to guide decision-making for students, staff, faculty, community members who are involved with CMN. This is a further description of phase III as referenced from the initial CMN Campus reopening plan. This document is subject to change based on the update and changing environment of the COVID-19 virus.

Safety in Office Spaces

- Schedules have been reduced to mitigate the congregating of individuals in the various office spaces throughout campus.
- Telework is available to all employees where it is feasible for the working conditions based on supervisor approval and continuous review.
 - Please reference CMN [Telecommuting Policy](#)
- Face masks are required when walking through all facilities throughout campus. Removing face masks is allowed when in an individual is in their personal office space.
- Hand sanitizer and face masks are available in every facility throughout campus.
- Shared printing stations have necessary cleaning equipment to wipe down machines when done using.
- No social gathering spaces allowed – break rooms for one person per use, reception/mail area no longer open to individual walk-in.
- Employees are reminded to remain home if feeling ill.
- Food sharing and potlucks are prohibited.
- Only students are allowed on campus (no children).

Safety in Classrooms

- Classrooms are reconfigured to allow for social distancing.
- Chief of Staff approval is necessary for moving any classroom furniture.
- Barriers installed to create “instructor zones” and “students zones” within classrooms.
- Furniture has been replaced that allows for ease of cleaning/wiping.
- Hand sanitizer stations visible and required in classroom areas.
- Restrooms open and allowable for frequent hand washing.
- Outdoor spaces set up for classroom use.
- Food sharing and potlucks are prohibited.
- Only students are allowed on campus (no children).

Safety in Buildings

- Temperature kiosks available in all buildings for temperature checks.
 - A temperature kiosk will be installed in campus buildings on the Keshena and Green Bay campuses (Glen Miller/Shirley Daly Hall, Green Bay Campus,

- Community Technology Center, Library, Campus Commons, Trades). They will be in a designated area at the main public entrance.
- Anyone entering the building both employees and community members will be required to be screened for body temperature.
 - An individual with a temperature reading of 100.4 or higher will not be allowed in any CMN building.
 - Campus Support will work with departments to properly locate kiosks appropriately.
 - Main entrances will be clearly identified with proper signage.
 - Hand sanitizer station are available at the main entrances.
 - Hand held thermometers will also be made available in certain classrooms and buildings.
 - Face masks are available in all buildings and classrooms.
 - Signage indicating safety practices for COVID-19.
 - Social distancing signs up where appropriate.
 - Water fountains are covered to restrict use.
 - Only students are allowed on campus (no children).

PROTOCOLS FOR STAFF AND FACULTY RESPONDING TO COVID-19 RISKS

PROTOCOLS FOR SYMPTOMS OF COVID-19:

- **Employees must self-report if they have any symptoms of COVID-19.**
 - Contact your supervisor.
 - Supervisor will contact the Human Resources representative for reporting.
 - Supervisor will tell employee to remain home until symptom free.
 - It is highly recommended that students get tested for COVID-19.
 - Supervisor should strongly encourage employees to call their health care provider to determine if testing for COVID-19 is indicated.
 - Supervisor will consult with employee regarding work options.

PROTOCOL FOR POSITIVE COVID-19 RESULTS:

- **Direct exposure to an individual who tested positive for COVID-19 where the exposure was more than 15 minutes in a masked or unmasked situation OR public health has identified an individual as an exposure to a positive case:**
 - Contact your supervisor.
 - Supervisor will contact Human Resource Representative for reporting.
 - Supervisors should strongly encourage employees to call their health care provider to determine if testing for COVID-19 is indicated.
 - The individual will quarantine for 14 days and will not be permitted on campus
 - Employees instructed to quarantine or isolate by public health personnel must not return to work until permitted to do so by public health personnel and should not direct requests to Human Resources.

- For questions regarding exposure, contact your local public health department.
- **Positive Result Report**
 - Contact your supervisor.
 - Supervisor will contact Human Resource Representative for reporting.
 - The individual will quarantine for 14 days and will not be permitted on campus.
 - Employees instructed to quarantine or isolate by public health personnel must not return to work until permitted to do so by public health personnel and should not direct requests to Human Resources.
- **Travel Restrictions (Conferences/Professional Development)**
 - All staff and faculty are restricted from overnight travel until further notice.

PROTOCOLS FOR STUDENTS RESPONDING TO COVID-19 RISKS

PROTOCOLS FOR STUDENTS:

- **Strategies to prepare for when a student gets sick while on campus.**
 - Immediately separate the student from the classroom setting.
 - Individuals who are sick should go home or to a healthcare facility.

PROTOCOLS FOR SYMPTOMS OF COVID-19:

- **Students must self-report if they have any symptoms of COVID-19.**
 - If sick stay home.
 - Contact Retention Director or Interim Dean of Letters and Science/GB Coordinator
Retention Director or Interim Dean of Letters and Science GB Coordinator will contact the Chief Academic Officer and Human Resources for reporting.
 - Main Campus -Retention Director
 - 715-799-6226, ext. 3089
 - nshawanokasic@menominee.edu
 - Green Bay/Oneida Campus-Interim Dean of Letters and Science/GB Coordinator
 - 920-965-0070, ext. 3020
 - fenzl@menominee.edu
 - Chief Academic Officer
 - 715-799-6226, ext. 3084
 - gsanapaw@menominee.edu
 - Human Resources
 - 715-799-6226, 3173
 - salyons@menominee.edu
 - It is highly recommended that students get tested for COVID-19.

PROTOCOL FOR POSITIVE COVID-19 RESULTS:

- **Direct exposure to an individual who tested positive for COVID-19 where the exposure was more than 15 minutes in a masked or unmasked situation OR public health has identified an individual as an exposure to a positive case:**

- Contact Retention Director or Interim Dean of Letters and Science/GB Coordinator
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 - salyons@menominee.edu
- It is highly recommended that the individual get tested for COVID-19 **OR** quarantine for 14 days and will not be permitted on campus until either a negative test or 14 days.
- **Student Report of COVID-19 testing due to symptoms:**
 - The student will not be allowed on campus for 14 days or until the test is negative.
- **Positive Result Report.**
 - Contact Retention Director or Interim Dean of Letters and Science/GB Coordinator
 - Director will contact Chief Academic Officer and Human Resources for reporting
 - The individual will quarantine for 14 days and will not be permitted on campus
 - Students instructed to quarantine or isolate by public health personnel must not return to class/work until permitted to do so by public health personnel and should not direct requests to the college.
- **Travel Restrictions (Conferences/Professional Development).**
 - All students are restricted from overnight travel until further notice.

General Public, Visitors and/or Vendors

- It is preferred that all guests, visitors and vendors schedule an appointment based on limited accessibility.
- Individuals will be required to sign in using a visitor log when entering a facility. At a minimum the log will track the following information: date, full name, company/organization, and department/person visiting.
- Individuals will be asked to have their temperature checked upon entering a facility.
- Individuals who experience a fever (100.4) will be asked to leave the facility and return when they have been fever free without the use of medication for 72 hours.
- Individuals experiencing cough, shortness of breath, new headache, sore throat, diarrhea or vomiting, or loss of taste/smell should not enter a facility.
- Any person obviously appearing ill shall be prohibited from entering the facility and will be asked to leave immediately.

Questions to Ask for Self-Reporting

1. How long have you felt ill?
2. What buildings have you been in the last 24 hours?
3. Who have you been in contact with the last 24 hours?
4. Have you contacted public health?

Risk Assessment

A person is considered at a higher rate for infection when coming into contact with a suspected positive individual if; they are within 6 feet of the person for longer than 10 minutes even if wearing a mask or if they are in a room with the person for an hour and not wearing a mask. Anyone who falls in this high risk category needs to be quarantined until test results are revealed and at that point additional steps will be taken if confirmed positive.

Employee Leave Related to Covid-19

Employees are eligible for leave related to COVID-19 if they are unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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