

STUDENTS, STAFF, & FACULTY ANNOUNCEMENT

Weekly Communication:

As the Reopening Task Force, we want to be sure everyone is aware of the logistics surrounding changes at our campuses. We will be providing weekly updates to ensure the safety of our students, staff and faculty. Attached to this email is the September PSA from Dr. Slagle. Attached is the updated CMN Reopening plan for your reference. Please see Phase II & III updates.

Hours of Operation:

1. CMN Offices are open 8:00am-4:30pm Monday-Thursday and 8:00am-Noon Friday.
 - a. All offices will be open and staff available during these hours.
 - b. Departments will continue to telecommute as identified by supervisors per CMN policy.
 - c. All staff will be available whether on or off campus during normal business hours.
 - d. Fridays – all departments must have a designated individual on campus from 8am-noon.
 - e. Friday Afternoons – all departments MUST remain available for business.
Telecommuting means you are working – checking emails, doing designated work, answering phone calls etc.
2. Classrooms remain accessible for evening classes.
3. The S. Verna Public/Academic Library is open by appointment on Mondays from 12:00PM-6:00pm (for elderly and medically vulnerable) and Tuesdays and Thursdays from 8:00am-6:00pm. Closed Fridays.
4. Capacity levels for buildings and/or departments will be adhered to. This is based on CDC and Menominee Tribal guidance.
5. Friday afternoons are reserved for deep cleaning of physical spaces.

Staff, Faculty and Student Reminders:

CMN staff and faculty have a responsibility to stay up to date on the protocols that relate to COVID-19:

1. Responsibility in reading emails
2. Responsibility in knowing reporting protocols
3. Responsibility in knowing the reopening plan
4. Responsibility in sending questions and concerns to cmnreopen@menominee.edu
5. Responsibility in following the guidance of Reopen Task Force, Menominee Incident Command, CDC guidance, Public Health guidance

Physical – On-Going Protocols:

1. **There is one point of entry to GMH/SDH - through the main entrance into the atrium.** This is based on CDC guidance for one main entrance point and for monitoring of the temperature kiosks.
2. **Entrance to GMH second floor is limited to only CMN employees.**
3. **Refrain from sharing food with others that is not pre-packaged, do not engage in potlucks, and/or social gatherings on campus.** The microwave located in the vending machine area in Shirley Daly Hall is no longer available for public use.
4. **Masks are required in all of the CMN buildings. Students and Faculty must wear a mask at all times when in CMN buildings and classrooms.** Staff/Faculty may remove their mask when in their own office space. Public Health states that face masks cut down on both aerosolized and droplet virus expiration. Also, most face masks create electrostatic friction which traps droplets and viruses. Masks are offered for convenience at entrances to buildings if you do not have one.

5. **Temperature checks are required.** Kiosks are located in nearly every building on the Keshena campus and at the GB campus. Be sure to check your temperature upon entering buildings. Directions for use are located on each kiosk. Anyone with a temperature over 100.4 will not be allowed to move beyond screening locations into any building.
6. **Do not come to work and/or class if you are feeling ill.**
7. **Self-monitor for any symptoms of COVID-19.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14** days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Housekeeping Protocols: CMN STAFF & FACULTY

1. Keep your work areas sanitized and clean (disinfect office spaces, take out trash, remove dishes, and food items).
2. Request cleaning supplies from Darla Asenbrenner or Denise Huntington in GM201.
 - a. Wipes
 - b. Hand sanitizer
 - c. Disinfectant Spray
 - d. Mask
 - e. Gloves

If you have any suggestions, questions or comments, please email cmnreopen@menominee.edu. Thank you for your patience and understanding as we work through these uncertain times.

For further information on COVID-19 and safety measures please visit the CDC website at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

CMN Reopening Task Force