

# Coronavirus (COVID-19) Student, Staff, & Faculty Email Messages

Monday, October 19, 2020

Dear Members of the College of Menominee Nation Community,

This week has been another trying week for the CMN and surrounding communities as we now face the direct impacts of COVID-19. Our thoughts and prayers go out to our families and friends affected by this pandemic.

CMN's Reopening Task Force continues to intently follow reports of Coronavirus Disease 2019 (COVID-19) and are considering the many ways in which its future course might alter our campus community. The Task Force has been working diligently to respond to the challenges posed by COVID-19, and we are considering every contingency on your behalf.

**Below, are important messages, reminders, updates, and protocol measures that will limit exposure to the disease among members of our community:**

## **NEW UPDATES:**

- All supervisors must meet with staff to develop work schedules to further decrease work time on campus.
- All buildings will be locked during normal business hours.
- Glen Miller Hall staff will be contacted directly by Campus Support to arrange keyless entry.
- 2021 Spring Open Registration begins on Monday, October 26, 2020. If you have any questions, please contact Geradette Richmond (715) 799 6226. Ext. 3018 [grichmond@menominee.edu](mailto:grichmond@menominee.edu)
- CMN's official source of communication is email. Please be diligent in checking your emails to become familiar with current situations.
- All incoming calls to the main phone lines are being forwarded to the Green Bay campus reception until October 26.

## **REMINDERS:**

- All departments will conduct in-person business by appointment.
- All visitors must sign-in upon entering.
- All visitors must do a temperature check upon entering.
- All visitors must wear a mask.
- All staff should continue to follow the CMN hours of operation guidance found on the [COVID-19 Website](#).
- Please make sure your office extensions have been forwarded to your primary phone or that you are checking your phone voicemails by using these [instructions](#).

- Individuals required to quarantine by CMN or Public Health direction must remain away from campus for the duration of the quarantine. Quarantine orders ensure the safety of the employee, employee's family and our communities.
- Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Individuals who are quarantined should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

[Information on when to quarantine from the CDC.](#)

The College's Leadership Team and Reopening Task Force will continue to reassess and monitor the situation and will provide updates as circumstances change. It is of the utmost importance to CMN Leadership and the Reopening Task Force to keep students, staff, faculty, and community members informed and safe.

## **NEW SERVICES:**

**Library Curbside Services** are offered again beginning Monday, October 12, 2020.

Monday - Thursday from 1:00 pm - 4:00 pm

These are no-contact services and pick-up is done by appointment.

Contact: [library@menominee.edu](mailto:library@menominee.edu) OR 715-799-5600, Ext. 3003

**Retention** Curbside services are offered Monday through Friday from 8:00 AM - 4:30 PM

Staff contact can be made by appointment only at (715) 799-6226, Ext. 5500, or contact

Retention Director Norman Shawanokasic [nshawanokasic@menominee.edu](mailto:nshawanokasic@menominee.edu)

## **IMPORTANT MESSAGES FOR YOU:**

**Menominee Indian Tribe of Wisconsin - A message from Chairperson Joan Delabreau**

[A message from MITW Chairperson Joan Delabreau](#)

**Native Cultural Mask Video - Wade Fernandez:**

[We Wear Because We Care](#)

**Menominee Indian Tribe of Wisconsin - First Responder Messages**

[Keeping You Safe](#)

[WPR - Menominee Reservation Incline in COVID-19 Cases](#)

## **A FEW REMINDERS FOR YOU:**

## CMN Classes

For the remainder of the 2020 Fall semester, **all classes are being offered online**. Students are encouraged to contact their instructors as soon as possible and remain in contact via email, phone, and the College's learning management system, CANVAS. Special arrangements are made for Technical Education students to continue their lab-based courses by appointment. The College's Leadership Team will reassess the situation and provide updates as circumstances change.

### **EXTENDED CLOSURE: Hours of Operation for the October 19th-30th**

1. CMN facilities are closed to the public with departments available by appointment only from 8:00 am-4:30 pm Monday-Thursday and 8:00 am-Noon on Friday.
  - a. All [staff](#) will be available whether on or off campus during normal business hours.
  - b. Departments will continue to telecommute as identified by supervisors per CMN policy.
  - c. Fridays – all departments must have a designated individual on campus from 8am-noon.
  - d. Friday Afternoons – all departments MUST remain available for business. Telecommuting means you are working – checking emails, doing designated work, answering phone calls etc.
2. All classes are being offered online except for lab courses.
3. The S. Verna Public/Academic Library is closed, but curbside is available.
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.

## COVID-19 PROTOCOL REMINDERS:

Remember to self-report any status of contact with COVID-19. Especially if you quarantine and/or become positive. This information helps us in making decisions about campus facilities.

Report to your supervisor and Human Resources.

Email Human Resources: [salyons@menominee.edu](mailto:salyons@menominee.edu)

 [Protocol for Reopening.pdf](#) x

 [Staff, Faculty and Student Reminders.pdf](#) x

If you have questions on issues relating to the pandemic you can contact public health at:

- **Menominee Tribal Public Health** - Faye Dodge: 715-799-5440
- **Shawano-Menominee County Health Department** - 715-526-4808

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

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