

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

Monday, November 9, 2020

Dear Members of the College of Menominee Nation Community,

The cases for Menominee Reservation/Shawano County and surrounding communities continue to rise. **Due to this continued increase in cases, it was decided that CMN would continue to lock all buildings to the public for the remainder of the 2020 Fall semester. However, the staff is still available by appointment.**

CMN's Reopening Task Force continues to intently follow reports of Coronavirus Disease 2019 (COVID-19) and is 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:**

## **STAFF REMINDERS:**

- **CMN's official source of communication is email. Please be diligent in checking your emails to become familiar with current situations.**
- **All supervisors must meet with staff to develop work schedules and reduce work time on campus.**
  - **Update here:** [Official Department Work Schedule](#).
  - **Continue to update department schedules as they change.**
- Children are not allowed on campus per the CMN Reopen Protocols.
- All buildings will be locked during normal business hours. This will continue through the end of the year.
- GMH Staff - Upon the start of your work shift you must enter through the main entrance for the temperature check.
- If you have not submitted your [temperature screening](#) form, please do so by emailing the document to the Human Resources Department at [salyons@menominee.edu](mailto:salyons@menominee.edu).
- The main reception is open in the afternoons. All incoming calls from 8 am-noon to the main phone lines are being forwarded to the Green Bay campus reception.
- 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](#).

## **STUDENT REMINDERS**

- **CMN's official source of communication is email. Please be diligent in checking your emails to become familiar with current situations.**
- **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.

- **Register for 2021 Spring Classes by Friday, January 8, 2021.**
  - **To register for classes, please contact the campus you plan to attend:**
    - **Keshena Campus:**
      - Geradette Richmond 715-799-6226, Ext. 3018
    - **Green Bay/Oneida Campus:**
      - Melissa Larson 920-965-0070, Ext. 3223
- Children are not allowed on campus per the CMN Reopen Protocols
- All buildings will be locked during normal business hours. This will continue through the end of the year. Staff will be available by appointment.

### **VISITOR 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.
- 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, the 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.](#)

### **CONTINUED 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.