

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

Monday, November 23, 2020

Dear Members of the College of Menominee Nation Community,

The cases for Menominee Reservation/Shawano County and surrounding communities continue to rise. CMN buildings will remain locked to the public through the end of the Fall semester. Staff is available by appointment. We encourage our employees to be safe over the Thanksgiving holiday. Tips from CDC are included in this communication.

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.

## EXTENSION OF MITW EMERGENCY ORDER:

On November 19 Menominee Tribe extended the Emergency Order to January 9, 2021.

[MITW Emergency Order #10](#)

## New at CMN:

- **Counseling Services to begin December 1, 2020:**
  - CMN will begin counseling services to any CMN student, staff and faculty members through Lutheran Counseling and Family Services of Wisconsin.
  - Services include individual, group or family depending on need.
  - Counseling hours will be available every Tuesday from 8:00 AM until 12:00 PM.
  - Watch for further communications from Lutheran Counseling and Family Services.
- **CMN is ready with classes safely configured for 2021 Spring Semester:**
  - Traditional *Face-to-Face* on-campus lectures and in-class discussions
  - Technically supported *Online* instruction accomplished entirely off campus
  - Flexibly planned *Hybrid* courses including in-person and web-based online work
  - Hands-on *Lab and Shop* learning flexibly scheduled for low-contact safety
  - Options for *8-week or 16-week* sessions among 115 different courses
  - [View courses and methods of delivery](#)
- **Student Learning Labs -**
  - There are designated spaces for CMN students to reserve. If you need to come on campus for internet, printing, and/or a quiet space to study, you may reserve a time slot on the Main Campus Keshena and GB campuses from Monday-Thursday through the hours of 9 am - 4 pm. **Watch your student email and social media for the official start date.**
    - To schedule an appointment contact:
      - **Keshena Campus:**
        - Geradette Richmond 715-799-6226, Ext. 3018
      - **Green Bay Campus**

- Sheila Solenos-House, Ext. 4000

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

### Thanksgiving Tips from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/thanksgiving.html>

### COVID-19 Resources:

[Coping with Stress](#)

[How to communicate with your children about COVID-19](#)

[COVID-19 Parent Handout](#)

[Children and Grief](#)

[COVID Symptoms](#)

[10 Things you can manage your COVID-19 symptoms at home](#)

### 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 departments schedules as they change.
  - Please continue to report staff that are in quarantine and/or positive cases for contact tracing to HR.
- Children are not allowed on campus per the CMN Reopen Protocols. **Please do not bring children or pets to campus. If you cannot arrange adequate pet or child care, please contact your instructor to use streaming services.**
- 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).
- 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. **Please do not bring children or pets to campus. If you cannot arrange adequate pet or child care, please contact your instructor to use streaming services.**
- 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, 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.

**Campus Commons** Curbside Services are available Monday through Friday from 8:00 AM - 4:30 PM. Staff contact can be made by appointment only at (715) 799-6226, Ext. 3089, or contact Retention Director Norman Shawanokasic [nshawanokasic@menominee.edu](mailto:nshawanokasic@menominee.edu).