



UNITED TRIBES
TECHNICAL COLLEGE

CORONAVIRUS (COVID-19) RESPONSE MANUAL



Trust the facts. Get vaxed.

[wecandothis.hhs.gov](https://www.hhs.gov/we-can-do-this)

[#COVIDCollegeChallenge](https://twitter.com/COVIDCollegeChallenge)

General Guidance – Employee/Contractors

All campus buildings will be open and all employee/contractors will return to their normal on-campus work spaces.

COVID-19 Case or Contact:

Any employee who tests **positive for COVID-19** or who has **symptoms of COVID-19** will be required to self-isolate immediately and contact their direct supervisor and the Student Health Nurse at 701-221-1764 for guidance on following the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control.

Any employee who is considered to be a **close contact** of someone who tests positive for COVID-19 (as defined by the ND DoH) will be required to self-isolate immediately and notify their direct supervisor and the Student Health Nurse as soon as possible.

temperature monitoring. Oral thermometers will be distributed to all employee/contractors as requested. Thermometer kiosks and wall-mounted temperature scanners will be available in all buildings and departments for non-contact temperature monitoring. Thermometer kiosk stations will be located across campus in numerous high traffic locations to allow for temperature readings to be taken rapidly.

Symptomatic:

All employee/contractors should immediately report the onset of any fever, cough, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal problems to their direct supervisor and the Student Health Nurse (221-1331). Employee/contractors who are ill should not return to work until their symptoms have resolved.

Hand Hygiene:

Hand hygiene should be performed frequently using soap and water or alcohol-based hand sanitizers. Alcohol-based hand sanitizers will be available in numerous locations throughout campus, including at the entrance to every building.

Face masks:

Universal masking is a requirement of all individuals entering any UTTC campus building or facility, effective August 12, 2021. All employee/contractors are required to wear face coverings in the following situations:

- When inside public buildings, classrooms, and when attending an event held indoors
- When in an indoor common space (lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time
- When interacting in person with others
- When in the cafeteria, except when eating or drinking
- When riding in campus buses or other UTTC vehicles with more than one person
- When participating in a campus tour
- When representing the campus in an official capacity at events held both on and off-campus

Face masks should always be worn to cover both the nose and the mouth.

Employee/contractors wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth



Return to work:

Any employee/contractors required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis, are required to follow up with the Student Health Nurse prior to their return to work. Once the **quarantine period** identified by the Department of Health has been completed and the employee is released from isolation, the employee must contact the Wellness Center or the Student Health Nurse to coordinate a return to work screening.

Shift screening:

Upon reporting to work on each shift, employee/contractors will be responsible to check their temperature and review the Self-Screening Tool for possible signs and/or symptoms of infection. All employees should ensure a temperature reading less than 100.4 degrees and the absence of any symptoms prior to starting work.

Screening tools:

Various thermometer options will be available to employee/contractors to allow for

masks can be washed in any of the following manners:

- Hand wash with soap and water and allow to hand dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Place in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate social distance from others is maintained, typically six feet
- When alone in a private office or work space
- When competing in sports events for UTTC
- When eating or drinking; however, it is important to maintain physical distancing of six feet from others if at all possible

Face shields:

Face shields will be available for use for employee/contractors who work in close contact with students or others and who cannot tolerate a face mask for long periods of time. Face shields may also be used by socially-distanced teachers and faculty in place of a mask for short periods. Face shields must be disinfected after each use.

Social distancing:

Selected buildings and locations across campus will have social-distancing cues

indicated on the floor. Individuals entering those locations must adhere to social distancing and follow the cues.

Work spaces:

All employee/contractors are responsible to routinely clean and disinfect their offices and work spaces. This includes frequently touched surfaces such as keyboards, telephones, handrails, light switches and door handles.

Where appropriate, work spaces will have protective barriers installed to lessen the potential spread of infectious droplets. These barriers should be cleaned on a daily basis with an appropriate disinfectant solution or wipes. Student Health has disinfecting supplies and hand sanitizers. Please contact the Wellness Center at 221-1764 to arrange to collect any of these items.

Non-vaccinated employees:

Any employee not fully vaccinated is required to get a weekly COVID-19 rapid antigen test at the Student Health Center. Employees should contact Ruth Hursman, RN, to set a time for testing.

Travel on behalf of UTTC:

Employee travel on behalf of the college is limited to those who have been immunized and requires strict adherence to our UTTC COVID-19 protocols.

Compliance:

Failure to comply with COVID-19 related safety measures may result in an individual being asked to leave a physical location. Non-compliance may also result in disciplinary and/or corrective action.

General Guidance - Students

All campus buildings will be open and all students and faculty will be in their normal classroom locations for in-person classes.

COVID-19 Case or Contact:

Any student who tests **positive for COVID-19** or who has **symptoms of COVID-19** will be required to self-isolate immediately and contact their academic advisor and the Student Health Nurse at 701-221-1331 for guidance on following the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control (CDC).

Any student who is considered to be a close contact of someone who tests positive for COVID-19 will be required to self-isolate immediately and notify their academic advisor

and the Student Health Nurse as soon as possible.

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>



Return to class:

For any student required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis, he/she must follow up and get clearance from the Student Health Nurse to return to class. The Student Health Nurse is located within the Wellness Center of Building 69. Once the **quarantine period** identified by the Department of Health has been completed and the student is released from isolation, the student must contact the Wellness Center or the Student Health Nurse to coordinate a return to class screening.

Hand Hygiene:

Hand hygiene should be performed frequently using soap and water or alcohol-based hand sanitizers. Alcohol-based hand sanitizers will be available in numerous locations throughout campus.

Face masks:

All persons are required to wear CDC-approved face masks (www.cdc.gov) when in UTTC buildings and facilities. All students are required to wear face coverings in the following situations:

- When inside public buildings, classrooms, and when attending an event held indoors
- When in an indoor common space (lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time
- When interacting in person with others
- When in the cafeteria, except when eating or drinking
- When riding in campus buses or other UTTC vehicles with more than one person
- When participating in a campus tour
- When representing the campus in an official capacity at events held both on and off-campus

Masks should always be worn to cover both the nose and the mouth. Students who cannot wear a mask for a medical reason should speak to the Student Health Nurse (221-1331) about possible options.

Students wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth masks can be washed in any of the following manners:

- Hand wash with soap and water and allow to hang dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Place in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate distance from others is maintained, typically six feet
- When alone in a private residence, apartment, dorm room or workspace
- While competing in sports for UTTC



Daily screening:

Prior to reporting to the physical classroom, students will be responsible to check their temperature and review the Self-Screening Tool for possible signs and/or symptoms of infection. All students should ensure a temperature reading less than 100.4 degrees and the absence of any COVID-19 symptoms prior to attending any in-person classes.

Screening tools:

Various thermometer options will be available to students to allow for temperature monitoring. Oral thermometers will be distributed to students as supply allows. Thermometer kiosks and wall-mounted temperature checks will be available in all buildings and departments for non-contact temperature monitoring. Thermometer kiosk stations will be located across campus in numerous high traffic locations to allow for temperature screenings to be conducted rapidly.

Symptomatic:

All students should immediately report the onset of any fever, cough, shortness of breath, sore throat, loss of smell or taste, or gastrointestinal problems to their academic advisor and the Student Health Nurse (221-1331). Students who are ill should not return to the classroom until their symptoms have resolved and may be asked to complete course work virtually.

Social-distancing:

Selected buildings and locations across campus will have social-distancing cues indicated on the floor. All individuals entering these locations must adhere to social distancing and follow the cues.

Work spaces:

All students are responsible to routinely clean and disinfect their work spaces. This includes all frequently touched surfaces.

Non-vaccinated students:

Any student not fully vaccinated is required to get weekly COVID-19 rapid antigen testing at UTTC's Student Health Center. Contact Ruth

Hursman, RN, to schedule a testing time (221-1331).

Travel on behalf of UTTC:

Student travel on behalf of the college is limited to those who have been immunized and requires strict adherence to UTTC COVID-19 protocols.

Compliance:

Failure to comply with COVID-19 related safety measures may result in an individual being asked to leave a physical location. Non-compliance may also result in a Student Code of Conduct violation and disciplinary action.

Academics

Temperature checks and the Self-Screening Tool will be completed before entering United Tribes Technical College classroom buildings.

Classroom seating will be arranged to allow for social distancing with desks distanced six feet apart when possible. Desks and work spaces should all face the same direction or away from each other whenever possible.

Disinfectant wipes will be available for use as needed.

Disinfectant spray solution should be used in all of the classrooms between class sessions. Faculty and students will participate in cleaning and disinfecting classroom spaces at the end of each class session. Facilities personnel will provide additional cleaning and disinfecting services throughout the day, as well as in the morning prior to classes beginning and in the evening when all classes have ended.

Water fountains in the hallways will be



available only to fill water bottles.

Plexiglas guards have been installed at service windows and in other locations across campus.

UTTC may at its discretion move classes or assignments to an online platform and suspend in-person classes if needed.

Housing

Please remember that, when in common areas of the dorms, masks are required to mitigate the spread of the coronavirus among student colleagues. When in your private room setting, no mask is required. A plan of action has been established for individuals that test positive for COVID-19 and an area has been designated for quarantine purposes.

Shared bathrooms, laundry rooms and other shared spaces within dormitories will be cleaned and disinfected on a routine basis. Dorm furniture will be spread out to ensure social-distancing practices. Exercise and play

equipment will be cleaned and sanitized after each use (by the student).

Resident Assistants will assist with cleaning high touch surfaces at least once per shift including door handles, light switches, TV remotes and elevator buttons.

If a student is ill or not feeling well: 1) do not mingle with other students in the living quarters, and 2) contact UTTC's Student Health Nurse (221-1331) to discuss symptoms and next steps.

Athletics

All individuals participating in or attending athletic events will have a temperature screening performed when entering any campus building. Student athletes who are feeling ill, must notify their coach immediately.

encouraged not to work out in groups greater than two people.

Athletes are responsible to use a disinfectant wipe to clean any touched equipment after each use. All high touch surfaces will be disinfected again at the beginning and end of each day by UTTC staff.

Basketballs and other shared equipment will be disinfected as much as possible. Game balls will be rotated and disinfected periodically throughout the game.

Student athletes must have their own water bottles and towels for personal use. No shared water bottles or towels will be available.

Games/Scrimmages:

Games and scrimmages will be scheduled with fans in attendance. However, all fans must wear masks and physically distance from others as much as is possible. Attendance numbers for games may be limited depending on pandemic developments and the need for greater mitigation.

No pre-game or post-game handshakes will be conducted.

Players will go from the locker rooms to the gym, and directly back to the locker room in any facility where games are held.

Social distancing and mask requirements will be enforced inside of any campus buildings and in any college vehicles carrying more than two athletes/individuals.

Athletic Trainer:

Ice will be issued by the trainer or the coaches only. Taping stations and treatment tables will be spaced six feet apart and will be disinfected after each use.

Training room access shall be limited to essential personnel only at the discretion of the trainer. Masks will be worn at all times.

Transportation:

Any individuals traveling with the team on a UTTC bus shall have their temperature checked prior to boarding the bus. Any individual with a temperature reading 100.4 or greater will not be permitted to enter the bus or be transported to the host site.

Any individual traveling on the bus as part of the team will be required to wear a mask both on and off of the bus.

Upon arrival at the host site, all individuals



Mask use is mandatory in all campus buildings with the exception of athletes who are physically on the court during actual games and scrimmages.

All student athletes will be required to have mandatory testing completed for COVID-19 performed on a weekly basis, with the exception of those individuals who have tested positive for COVID-19 within the past 90 days.

In the event of a positive test result found within a student athlete, that entire team will be required to suspend all in-person activities and quarantine as directed by the Student Health Department.



Prior to return to regular play, any student athlete who has tested positive for COVID-19 will be required to follow Sanford's "Return to Play" guidelines. Contact Ruth Hursman, RN, for Student Health guidance (221-1331).

Training Room:

All athletes are required to perform hand hygiene prior to entering the training room.

Weight equipment will be properly spaced to allow for physical distancing. Athletes are

traveling with the team shall have their temperatures checked prior to entering the host facility. Any individual with a temperature reading 100.4 or greater will not be allowed to participate in the game and will be directed to the bus for the remainder of the contest. This person will be placed at the back of the bus as far away as possible from other passengers.

The bus used for transportation will be cleaned and disinfected after each use.

Laundry:

All dirty practice/game uniforms will be placed in a team laundry cart in the locker room. Appropriate PPE will be utilized by laundry personnel when handling the dirty linens.

Health Promotions

(Weight Room, Gymnasium, Cycling Studio, Steam Room, Fitness Studio, Cardio Room)

All individuals must wear a mask while exercising and maintain physical distancing of six feet as much as is possible. Do not use equipment with a sign that reads “this machine is off limits due to social distancing” or equipment that is blocked off with tape.

Individuals must disinfect equipment before and after use with a gym wipe or anti-bacterial spray.

To limit person-to-person contact, do not lift weights that require a “spotter.”

Proper PPE or face coverings will be worn when transitioning to different areas of the Wellness Center.

Individuals must be respectful of others and limit exercise to 30 minutes.

All water fountains will be temporarily out of use and only water bottle fill stations will be accessible.

TJES and FACE Programs

Each child and employee/contractor will have their temperature checked upon arrival at class each day. All students are required to wear a face mask, unless for medical reasons this is not possible. With the latter, please contact our Student Health Coordinator, Ruth Hursman, to problem solve.

Each classroom or grade level will be considered a “cohort.” Each cohort will remain separated from other cohorts as much as possible throughout the day. As much as possible, cohorts of students will be prevented from mingling on the playground, cafeteria or other shared spaces. Pre-K through Grade 6 will have their own enter and exit doors.

Hand sanitizer will be available near the entrance doors.

Classroom books and supplies will be brought by students or assigned to specific students. Sharing of supplies or materials between students will be kept to a minimum.

All students must have a personal water bottle for their own use. Fountains will be utilized for filling bottles only and no shared drinking fountains will be available for use.

All employee/contractors will be required to wear a face mask daily. Face shields will also be available.

Social-distancing markings will be utilized where appropriate as visual reminders for

students and staff. All students will have assigned seating. Classroom desks will be spaced six feet apart when allowable. All



classrooms will have dividers available as well as individual desk shields.

Grades 4-6 will have lockers installed for storage of materials and personal items.

Special emphasis should be placed on assisting and encouraging students to perform proper hand hygiene throughout the day.

Locked cleaning cabinets will be located within each building. Each classroom will have a caddy with cleaning materials. Staff will clean periodically in the classroom and establish cleaning procedures with students.

Playground equipment will be cleaned periodically.



Temperature screening will be performed on students prior to providing bus transportation. Buses will be disinfected throughout the day and hand sanitizer will be available for use. Bus monitors and bus drivers will wear face masks. Limitations will be placed upon bus capacity and students will be encouraged to social distance on the bus.

Meals will be provided and coordinated with the campus cafeteria to ensure the greatest safety for TJES children during meal times. Principal Jessie Talley and TJES staff will direct students concerning eating protocols.

TJES staff will determine best practices to ensure mitigation and safety during recess times.

Individual classrooms will practice safety drills. Exit locations for each classroom will be designated prior to practicing drills. Classrooms will practice physical distancing when transitioning between TJES and UTTC buildings.

Any close contacts of individuals who test positive for COVID-19 within the school system will be shared with parents and staff as soon as possible.

Child Care Centers

Each child and employee/contractor will have their temperature checked upon arrival at class each day.

All children two years old and older are required to wear a mask, per CDC guidance to keep children safer, as well as others. Children under the age of two should NOT wear face coverings.

Parents must drop off child(ren) at the entrance with a staff member instead of coming inside the childcare program. If a parent/guardian is required to enter the building, they will be required to wear masks and use hand sanitizer.

considered a “cohort.” Each cohort will remain separated from other cohorts as much as possible throughout the day. As much as possible, cohorts of children will be prevented from mingling on the playground, cafeteria or other shared spaces.

There will be a limit of 15 total people per room (includes both adults and children).

Children are not required to wear masks while eating and drinking. Physical distancing is important when masks are off for meals and snacks. Care center staff will implement necessary protocols during meal times to ensure greater safety for children using physical distancing, scheduled eating times for different groups, and hand sanitizing by children before and after eating.

Shared toys and supplies will be disinfected frequently throughout the day. Toys which cannot be disinfected safely between the children will not be used.

Physical-distancing markings will be utilized where appropriate as visual reminders for children and staff.

Special emphasis should be placed on assisting and encouraging children to perform proper hand hygiene throughout the day.

Any close contacts of individuals who test positive for COVID-19 within the child care center will be shared with parents and staff as soon as possible.



All individuals entering the childcare facility must complete the entrance-screening questionnaire.

Only essential personnel to the childcare operations are permitted in the center.

Each classroom or age group will be

Cafeteria / Cozy Creek

Social distancing should be encouraged between student groups and cohorts as much as possible.

Face masks should be worn at all times except while eating or drinking.

Social-distancing markings will be placed on the floor to help students maintain social distancing while in line to pick up food.

Shared condiments will be eliminated when possible.

High touched items and surfaces will be disinfected frequently.



Face-to-face meetings should be kept to a minimum and zoom meetings utilized when possible.

Finance

Mask use and social distancing requirements identified under the general guidance for employee and students sections must be

adhered to by everyone entering the finance buildings.

Book Store / Art Gallery

Mask use and social distancing requirements identified under the general guidance for employee and students sections must be adhered to by everyone entering the book store building.

Book store may limit the number of customers allowed into the store at a time.

Books will be mailed out upon request.



Student Services

Admissions & Recruitment, Financial Aid, Registrar, Career Services, Retention

All students and visitors who enter the building will be required to sign in electronically at the front desk. Temperatures will be taken, hand sanitizer provided, and face masks provided if the visitor doesn't have one.

Front desk staff will direct students and visitors to the appropriate offices as social distancing allows.

All of the staff in the building will be wearing masks and practice social distancing. There are sneeze guards installed at all of the desks for an extra layer of protection.

All students and visitors will enter through the front door on the south side (signage is provided).

Students and visitors will refrain from congregating in the building and are asked to leave the building when their business is complete. This will allow for others who are waiting to meet with staff to do so on a timely basis.

UTTC has a \$500 incentive for all students and employees who are fully vaccinated (as long as funding permits). Contact Student Health (221-1331) for more information or to provide a copy of your vaccination verification card.

Human Resources

I have received a copy of the United Tribes Technical College (UTTC) Coronavirus (COVID-19) Response Manual.

I understand that the information in the Coronavirus (COVID-19) Response Manual represents guidelines only and that UTTC reserves the right to modify, amend, or terminate procedures.

I understand that I am responsible for reading the Coronavirus (COVID-19) Response Manual either online format or hardcopy, familiarizing myself with its contents, and adhering to all of the procedures. Employees who violate the Coronavirus (COVID-19) Response Manual are subject to corrective action including, and up to, termination of employment.

Information Technology (I.T.)

Mask use and social-distancing requirements identified under the general guidance for employees and students sections must be adhered to by everyone entering the I.T. department.

Floor decals may be utilized to help control traffic and space individuals waiting in line.

Facilities



All requests for assistance or work to be completed by facilities employees must be submitted through an electronic work order. Electronic request submission will ensure that projects are prioritized and completed in a timely manner while also assisting to avoid any unnecessary direct contact.

Meetings and Small Groups



Meeting rooms should be arranged to allow

for appropriate social distancing when possible.

As much as possible, tables will be spaced six feet apart with seating only available on one side of the table.

Outdoor venues or zoom meetings should be utilized whenever possible.

Hand sanitizer and disinfecting wipes will be available in all meeting rooms.

Eating and drinking in meetings and in shared spaces should be discouraged.

Events and Large Groups

Meeting rooms, bleachers and seating should be arranged to allow for appropriate social distancing.

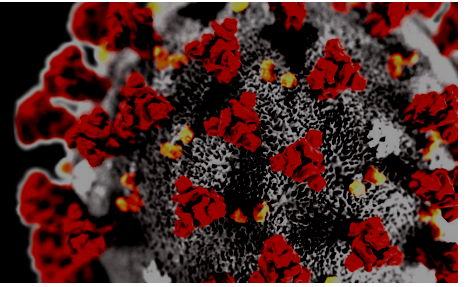
Outdoor venues or zoom meetings should be utilized whenever possible.

Hand sanitizer and disinfecting wipes will be available in all meeting rooms and indoor locations.

Eating and drinking in meetings and in shared spaces should be discouraged.



COVID-19 Daily Screening Tool



All members of the United Tribes Technical College campus community are responsible for monitoring themselves for signs or symptoms of infection on a daily basis. This guide can be utilized as a self-check for signs and/or symptoms of COVID-19 infection.

Any “YES” responses could indicate possible infection. Please contact your direct supervisor or the Student Health Nurse (221-1331) for further direction.

Do you have a temperature reading greater than 100.4?

YES NO

Have you had any new onset of cough or shortness of breath?

YES NO

Have you had any episodes of fever, sweating, or chills (without the use of fever reducing medications such as Tylenol)?

YES NO

Are you, or anyone in your household, feeling unwell today?

YES NO

Have you had any episodes of headache?

YES NO

Have you had close contact with anyone who has been diagnosed with or who is under investigation for COVID-19?

YES NO

Have you had any episodes of loss of smell or taste?

YES NO

Do you have any other illness symptoms that are of concern to you (e.g., gastrointestinal issues, body aches)?

YES NO

ALL INDIVIDUALS MUST WEAR MASKS WHEN INDOORS ON THE UTTC CAMPUS. Physical distancing should be adhered to as much as possible by maintaining a six-foot radius from other people when indoors.

Hand hygiene should be performed frequently throughout the day. Alcohol-based hand sanitizers are available throughout campus and should be used frequently by all individuals. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Wash hands for at least 20 seconds.

Throughout the campus, there are temperature kiosks and wall-mounted temperature monitors. Please check your temperature upon entering a UTTC building. If your temperature is greater than 100.4 degrees, please do not enter the building and contact Student Health for guidance (221-1331).



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Leadership Begins Here