



UNITED TRIBES  
TECHNICAL COLLEGE

## **Office of the President**

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### **GUIDELINES FOR REOPENING**

#### **Phase One (06/29/2020)**

1. **Employees:** Essential employees will continue to work on campus as identified by UTTC. Non-essential employees needing access to an office or space on campus will obtain approval from their supervisor and schedule an appointment for access through UTTC Safety and Security.
2. **Regular Monitoring:** All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and/or the Student Health Nurse.
3. **Individuals with confirmed COVID-19 or symptoms of COVID-19:** Sick employees should contact your supervisor and the Wellness Department at 221-1764 for guidance on following the most current CDC recommendations.
4. **Higher Risk Employees:** Employees who self-report as being at higher risk for highly contagious infections will have the option to stay home, telework as much as possible, and maintain isolation. Supervisors may deem employees who are at higher risk as essential personnel depending on the position and the ability to social distance. If an employee is deemed essential, the employee is expected to report to work on campus.
5. **Wear a Mask:** The employee should wear a face mask if there is the potential to come within six feet of other persons. Non-healthcare workers can use cloth face coverings. All employees should wear a face mask when entering buildings on campus where others may be working.
6. **Hand Hygiene:** Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department.
7. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected, by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. Employees should avoid touching other employee's work space when possible.
8. **Travel:** All business travel is cancelled.

*"Leadership begins here"*

## **Phase Two (08/03/2020)**

1. **Employees:** All employees will return to their normal on-campus work spaces.
2. **Individuals with confirmed COVID-19 or symptoms of COVID-19:** Sick employees should contact your supervisor and the Wellness Department at 221-1764 for guidance on following the most current CDC recommendations.
3. **Pre-Screen:** Upon reporting for work on each shift, employees will be responsible to review the Staff Self-Screening Tool for possible signs and/or symptoms of infection and ensuring the absence of any symptoms prior to starting work.
4. **Regular Monitoring:** All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and/or the Student Health Nurse.
5. **Wear a Mask:** All employees will wear a face mask at times of close contact with other persons (less than six feet).
6. **Hand Hygiene:** Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department.
7. **Wellness Exercise Areas:** The Wellness Center and exercise rooms, including in-person exercise classes will reopen at the discretion of Health Promotions staff. All equipment will be wiped down after use.
8. **Events:** Group gatherings may be held as long as social distancing can be maintained at all times.
9. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected, by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. Employees should avoid touching other employee's work space when possible.
10. **Travel:** Non-essential travel can resume based upon supervisor approval. Consideration will be given to destination, restrictions and current risks.

## References

- <https://www.whitehouse.gov/openingamerica/#guidelines>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>  
<https://www.osha.gov/Publications/OSHA3990.pdf>  
<https://ndresponse.gov/covid-19-resources>

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