

UTTC General COVID-19 Guidance

All campus buildings will be open, and all employees and students can return to their normal on-campus workspaces and classrooms.

COVID-19 Vaccine:

COVID-19 vaccines are available free of charge through the Student Health Center. Any interested employees, students or their family members should contact Student Health to schedule an appointment to receive a COVID-19 vaccine. Call 701-221-1331 to schedule.

COVID-19 Testing:

Rapid Antigen testing for COVID-19 is available on campus. All employees, students, or their family members seeking COVID-19 testing should contact Student Health (701-221-1331) to coordinate testing requests.

All employees working on campus who have not received a vaccine for COVID-19 will be required to have a rapid antigen test completed on a weekly basis. Contact our Student Health Nurse at 701-221-1331. Student who are unvaccinated are recommended to complete COVID-19 testing weekly as well. Contact Student Health for more information.

COVID-19 Case or Contact:

Employees and students who test **positive for COVID-19** or who have **symptoms of COVID-19** are required to self-isolate immediately and contact 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).

Anyone who is considered 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 his or her direct supervisor (if an employee) and the Student Health Nurse as soon as possible.

Return to work:

Any employees or students required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis of COVID-19, are required to follow up with the Student Health Nurse (701-221-1331) prior to their return to on-campus work or classes.

Shift or classroom screening:

Upon reporting to work on each shift, employees/contractors will be responsible to review the Self-Screening Tool for possible signs and/or symptoms of infection. All employees should ensure the absence of any symptoms prior to starting work.

Students attending in-person classes will be responsible to review the Self-Screening Tool for possible signs and/or symptoms of infection. All students should ensure the absence of any symptoms prior to attending any in-person classes.

Symptomatic:

All employees/contractors or 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 direct supervisor (employees) and the Student Health Nurse (701-221-1331). Employees/contractors, who are ill, should not return to work until their symptoms have resolved. Students should not return to the in-person classroom until the 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:

All persons are required to wear a CDC-approved face covering when in an indoor setting on the UTTC campus. **Face coverings are required in the following situations:**

- When inside public buildings, classrooms, and when attending an event held indoors, this includes 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, inside buildings
- When in the cafeteria, except when eating or drinking; social distancing should be maintained when masks are off to consume food and drink.
- When riding in campus buses or other UTTC vehicles with more than one person
- When participating in a campus tour

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

Social distancing:

Numerous buildings and locations across campus will have social distancing cues indicated on the floor. All individuals entering those locations should adhere to social distancing and follow the cues.

Workspaces:

All employees/contractors and students are responsible to routinely clean and disinfect their workspaces. This includes frequently touched surfaces such as keyboards, telephones, handrails, light switches, and door handles.

Where appropriate, workspaces will have protective barriers installed to lessen the potential spread of infectious droplets. These barriers should be cleaned daily with an appropriate disinfectant solution or wipes.

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 for students and/or corrective action for employees.

Classroom:

Classroom seating will be arranged to allow for social distancing with desks and workspaces arranged six feet apart where possible. Desks and workspaces 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 will be utilized in all 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.

UTTC may, at the discretion of college administration, move classes or assignments to an online platform and suspend in person classes if needed.

Housing:

Dormitory buildings on campus will be utilized to allow students living in the dorms to social distancing as much as possible. A plan of action has been established for individuals who test positive for COVID-19, which includes the possibility of having to isolate in an alternate location.

Shared bathrooms, laundry rooms and other shared spaces within the dormitory 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 of high touch surfaces at least once per shift including door handles, light switches, TV remotes and elevator buttons.

Athletics:

Student athletes, who are feeling ill, must notify their coach immediately.

Mask use is mandatory for all individuals while in all campus buildings, except for athletes who are physically on the court during actual games and scrimmages.

All unvaccinated student athletes will be required to have mandatory COVID-19 testing completed on a weekly basis, except for those individuals who have tested positive for COVID-19 within the past 90 days. Contact Student Health to schedule (701-221-1331).

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

Training Room and Health Promotions activities:

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

Weight equipment will be properly spaced to allow for social distancing.

Individuals are responsible to use a disinfect 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.

All individuals will always wear a face mask.

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.

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

Transportation:

All athletes and individuals traveling in a bus as part of the team will be required to wear a mask while on the bus.

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

TJES:

All children must wear a mask when indoors at the elementary school or in the FACE Program facility.

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. Cohorts of students will be prevented from mingling on the playground, cafeteria, or other shared spaces, as much as possible.

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 TJES employees/contractors are required to wear a face mask daily.

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

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

Locked cleaning cabinets will be in 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.

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

Classroom lunches and recess times will be on a staggered schedule.

All lunchroom items not prepackaged into containers will be served by staff.

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.

Childcare Center:

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

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

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

Each classroom or age group 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 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).

Family-style dining is suspended and replaced with provider plating each meal and distributing to the child. Each classroom will be eating at different times and sanitizing will be done between uses.

All children two-years-old and older should wear face masks, except when eating. Children under the age of two should NOT wear face coverings.

All shared toys and supplies will be disinfected frequently throughout the day. Any toys which cannot be safely disinfected between children will not be used.

Social distancing markings will be utilized where appropriate as visual reminders for the 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 childcare centers will be shared with parents and staff as soon as possible.

Cafeteria and Cozy Creek:

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

Socially distanced 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.

Meetings and Groups:

In-person meetings may be held.

Masks are required for all indoor groups and meetings.

If possible, limit attendance to 15-20 persons when feasible.

Meeting rooms, bleachers and seating should be arranged to allow for appropriate social distancing. This includes spacing seating six feet apart when possible.

Outdoor venues or zoom meetings should be utilized, when appropriate.

Mask use is not required at outdoor events.

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

Human Resources:

All employees will receive a copy of the United Tribes Technical College (UTTC) Coronavirus (COVID-19) Response Manual upon hire. Updates will be distributed to employees through email. The most current guidance will be available on the UTTC website.

All employees are expected to read the information provided in the latest Coronavirus (COVID-19) Response Manual. All employees are expected to adhere to all the procedures. Employees who violate the Coronavirus (COVID-19) Response Manual are subject to corrective action, including and up to termination of employment.