

Roadmap at a Glance

Phase 2 (yellow) May 26, 2020 – July 6, 2020

Telework to continue for all areas of the college with the following exceptions for these offices with an essential function:

Facilities Management

IT

Business Office

Payroll

Admissions and Advising (Mondays and Tuesdays 9a-6p)

Business Office (Mondays and Tuesdays 9a-5p for outside business, Thursdays and Fridays for internal work as needed)

Financial Aid (Mondays and Tuesdays 9a-5p for outside business, other days as needed for internal functions)

ICC West for testing/student intake (Mondays and Tuesdays 9a-6p)

President/EVP office as needed

HR as needed

Marketing and Recruitment as needed

FabLab for employees only

Bookstore on limited basis as needed

Tutoring Services/Registrar's office as needed

- All visitors and employees coming to campus must undergo temperature checks and health screen with NO exceptions.
- All persons on campus must wear masks when in general areas and meeting with employees or students. Masks may be removed in personal offices.
- Meetings or events with more than six (6) people must be done virtually.
- All campus buildings have restricted access. Those not on the essential function list MUST receive approval of their president's cabinet member before coming to campus.
- All classes are online only.
- Business travel prohibited.

Phase 3 (green) July 6, 2020 – August 14, 2020

Telework to continue for college departments without ON-CAMPUS essential functions, or for those employees who are determined to be high-risk and cleared through HR and their supervisor. Student access on campus will be restricted. All offices allowed to open with a regular schedule as needed, with the following restrictions:

- All visitors and employees coming to campus must undergo temperature checks and health screen with NO exceptions.
- Traffic access will be restricted to ensure all persons are checked.
- Persons may be asked to wear masks when in general areas and meeting with employees or students. Masks may be removed in some areas.
- Areas will have a regular sanitation and cleaning schedule based on use.
- Meetings or events with more than 15 people must be done virtually. Some exceptions may be made, but only in circumstances where college operations require it, and the exception must be approved by the college president or their designee.
- Student housing open with restrictions.
- Cafeteria will open with to-go options only.
- All classes are online only.
- Business travel prohibited.

Phase-out (blue) August 14,2020 – Jan. 4, 2021

Decisions to Phase-out are data-driven, conditions-based and informed by experts on campus and in our community. ERT will determine with the approval of the President whether conditions warrant return to Phases 1-3. A determination will be made regarding proceeding with this phase on or before August 1, 2020.

- Student services and business functions/operations return to normal schedule.
- Class Schedule shifted to two 8-week schedules for fall where possible.
- Cafeteria will resume full operation.
- At-risk employees still allowed to telework as possible after self-reporting to HR and schedule worked out with supervisors.
- PPE available, but not required.
- Faculty have the right to require students wear PPE, including masks.
- Community events resume on a limited basis at the discretion of the college.
- Business travel still prohibited except in cases where a credential or professional development cannot be obtained otherwise. Travel must be approved by the college president or their designee.