

# COVID-19 Procedures & Safety Measures

Updated 07/23/2020

# Dragons Protecting Our Community Donnelly College's Procedures & Safety Measures

## Green = Low Risk

**Green level indicates only minor changes.**

Masks are required in all indoor spaces when 6' physical distancing cannot be achieved and where 15 or more people are gathered.

Sanitation stations must be used in and out of buildings.

Personal daily temperature checks are required.

6' physical distancing in the classroom

Any student or employee exhibiting symptoms of COVID-19 on campus must report to the Office of Academic and Student Affairs.

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## Blue= Low Risk, Higher Alert

**Blue level indicates that one or more cases of COVID-19 has been identified on campus.**

Masks are required in all indoor spaces when 6' physical distancing cannot be achieved and where 15 or more people are gathered.

Sanitation stations must be used in and out of buildings.

Personal daily temperature checks are required.

6' physical distancing in the classroom

Any student or employee exhibiting symptoms of COVID-19 on campus must report to the Office of Academic and Student Affairs.

**Donnelly College will notify instructors and students who have been within 6' for more than 15 minutes of an infected student.**

**Donnelly College will follow all CDC guidelines in terms of cleaning and disinfecting campus spaces.**

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## Yellow= Moderate Risk

**Yellow level indicates that a cluster (the occurrence of a greater than expected number of cases within a group of people over a defined period of time) has been identified.**

Masks are required in all indoor spaces when 6' physical distancing cannot be achieved and where 15 or more people are gathered.

Sanitation stations must be used in and out of buildings.

Personal daily temperature checks are required.

6' physical distancing in the classroom

Any student or employee exhibiting symptoms of COVID-19 on campus must report to the Office of Academic and Student Affairs.

**Donnelly College will notify instructors and students who have been within 6' for more than 15 minutes of an infected student.**

**Donnelly College will follow all CDC guidelines in terms of cleaning and disinfecting campus spaces.**

**Additional physical distancing measures may be put in place such as increasing sections of classes. Virtual or hybrid learning may be adapted on a case by case basis.**

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## Orange= High Risk

**Orange level indicates that community spread has been identified. A community spread is the circulation of a disease among people in a certain area.**

Masks are required in all indoor spaces when 6' physical distancing cannot be achieved and where 15 or more people are gathered.

Sanitation stations must be used in and out of buildings.

Personal daily temperature checks are required.

6' physical distancing in the classroom

Any student or employee exhibiting symptoms of COVID-19 on campus must report to the Office of Academic and Student Affairs.

**Donnelly College will notify instructors and students who have been within 6' for more than 15 minutes of an infected student.**

**Donnelly College will follow all CDC guidelines in terms of cleaning and disinfecting campus spaces.**

**Teaching will move to a hybrid or online model with limited use of the classroom.**

**Telework or a rotating staff schedule will begin to increase physical distancing for staff and employees.**

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## Red= Severe Risk

**Red level indicates that the number of positive cases on campus is greater than Donnelly College's ability to quarantine and isolate effectively.**

Masks are required in all indoor spaces when 6' physical distancing cannot be achieved and where 15 or more people are gathered.

Sanitation stations must be used in and out of buildings.

Personal daily temperature checks are required.

6' physical distancing in the classroom

Any student or employee exhibiting symptoms of COVID-19 on campus, must report to the Office of Academic and Student Affairs.

**Donnelly College will follow all CDC guidelines in terms of cleaning and disinfecting campus spaces.**

**Donnelly College will reassess the teaching modality for the health and safety of all.**

**Telework will be encouraged for campus operations when possible; only essential staff will be required to report to campus.**

# Dragons Protecting Our Community Donnelly College's Procedures & Safety Measures

## Covid-19 Safety Measures for Students, Faculty, and Staff

**Stay home or self-isolate when appropriate:** we ask that faculty, students and staff who are sick or recently had contact with a person with COVID-19 to stay home and to contact the office of Academic and Student Affairs for further instructions.

**Hand hygiene and respiratory etiquette:** wash hands with soap and water for at least 20 seconds. Cover coughs and sneezes with a tissue or the inside of your elbow.

**Face Coverings:** Face coverings are recommended for all students, faculty and staff both indoor and outdoor settings when 6' physical distancing cannot be achieved or in groups larger than 15. Do not touch the face covering and wash hands frequently.

**Cleaning and Disinfecting:** Frequently touched surfaces on campus will be cleaned and disinfected regularly. Used of shared objects should be limited when possible. We ask that students, faculty and staff keep their personal items and work spaces clean and to use disinfectant wipes to wipe down shared desks or equipment.

**Water Systems:** Please bring your own water bottles to minimize the use and touching of water fountains.

**Modified Layouts:** seating/desks will be at least 6' apart when feasible. Adequate distance between individuals engaged in experiential learning will be required.

**Physical Barriers and Guides:** some physical barriers such as sneeze guards have been installed in offices where individuals have requested. Physical guides, such as tape, footprints, or signage, will be used to ensure individuals remain at least 6' apart.

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## Maintaining Healthy Operations

Donnelly College will comply with the Kansas Department of Health (KDHE), Wyandotte County Health Department, and CDC policies to determine if events can be held.

As much as possible, Donnelly College will pursue virtual group events, gatherings or meetings and promote physical distancing of at least 6' between people if "in person" events are to be held. Group size will be limited to the extent possible.

Donnelly College will limit nonessential visitors, volunteers, and activities involving external groups and organizations as much as possible--especially with individuals who are from out of town.

Donnelly College will use the recommendations of the Wyandotte Health Department to determine the extent flexible work or learning sites are needed to help establish policies and practices for physical distancing.

Donnelly College has a system in place to notify faculty, staff, and students about any closures or restrictions in place due to COVID-19.

Donnelly College has implemented flexible sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick, have been exposed to COVID-19, or are caring for someone who is sick.

We ask that all faculty, staff, and students conduct self-checks (e.g., temperature screening and/or symptom checking) daily.



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## Maintaining Healthy Operations (cont.)

We encourage our employees and students to take breaks from watching, reading, or listening to news stories (including social media) if they are feeling overwhelmed or distressed. We also encourage you to eat healthy, exercise, get enough sleep, and find time to unwind. Please talk with people you trust about your concerns and how you are feeling.

Susan Lechliter, Director of Counseling Services: 913-621-8781 or slechliter@donnelly.edu

Dr. Mary Pflanz, Director of Student Affairs: 913-621-8762 or mpflanz@donnelly.edu

Lisa Stoothoff, Vice President of Academic and Student Affairs: 913-621-8726 or lstoothoff@donnelly.edu

Resources:

<https://restart-wyco-reopen-kansas-unifiedgov.hub.arcgis.com/>

<https://www.coronavirus.kdheks.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>