



COVID GUIDELINES

DONNELLY COLLEGE

Reopening Committee |

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State and County Recommendations:

Donnelly College is following all State and County recommendations to ensure a safe and healthy environment for all staff and students.

- Kansas Updates: Governor Laura Kelly has recommended that all Kansas businesses require a face mask when indoors. Donnelly College is following that recommendation as well as CDC guidelines on social distancing and safe hand washing. [KDHE Coronavirus](#)
- Unified Government Updates: The Unified Government posts weekly updates that we are following as well. The updates can be found here: [Wyandotte County Health Updates](#)

COVID-19 testing is available at the UG Public Health Department, Mon-Fri. 9am-3pm.

Unified Government Guidelines for People Infected with COVID-19:

“People who followed this guidance on self-isolation (stayed home for at least 10 days after symptoms subside) are considered safe to return to work. They should take the same precautions as other people when returning to work, including social distancing and wearing a mask. The person is not likely to be infectious any longer, and a positive on a follow-up test would merely mean there were residual fragments of virus in their body, which are not likely to “shed” and infect other people. We ask that employers do NOT tell employees to get a negative test to return to work. We do not recommend this, nor do we offer testing under these circumstances at our testing site.”

STUDENTS

The safety and well-being of our students is our utmost concern. After transitioning to distance learning in spring 2020, in a student survey, 52% responded that they would prefer an in-person class. We have contemplated the seriousness of bringing students back on campus and have made the decision to hold classes in person while reducing class capacity by 50%. This will require more course sections but will allow us to continue our mission of small class sizes with individualized attention.

- Students will be assigned seats in classes for contact tracing.
- Students will attend classes and be required to follow indoor mask protocol set by the State of Kansas. Hand sanitizing and social distance protocol will also be followed closely. Donnelly College does not have residence halls or cafeterias. Safety guidelines for our Grab-N-Go will be posted in that area.

- Students will be asked to sign a “Good Faith Agreement” at the end of every syllabus which states that they will be good stewards of health and take into consideration their health and those around them.

Good Faith Agreement

“I pledge to monitor myself for the symptoms of COVID-19 and to observe the 3 “Ws” while on campus: Wash my hands, watch my distance and wear a mask. I will look out for others and encourage them to stay committed to keeping everyone healthy and I will participate in contact tracing to preserve the wellness of the Donnelly Community.”

- If a student becomes ill or must quarantine, Instructors will work with the students for a maximum educational experience during their physical absence from class.
- Students who are experiencing symptoms may be tested at one of the following sites: <https://alpha.wycokck.org/Coronavirus-COVID-19-Information>
- Donnelly students and employees will also act as stewards in community by asking those on campus to respect the recommendations for health and safety.
- The Office of the VPASA will consider all ADA modifications to a student’s experience when provided with the appropriate documentation.
- Donnelly College has been approved an HLC for a waiver extension should we be required to return to distance learning modality at any point during the fall semester.

All students will be asked to self-report if they must quarantine or have been exposed to COVID-19 by filling out this form. [COVID-19 Incident Report Form](#)

EMPLOYEES

All employees will be asked to keep the same Good Faith agreement as the students and to self-report if they must quarantine or have been exposed to COVID-19 by filling out this form: [COVID-19 Incident Report Form](#)

Good Faith Agreement

“I pledge to monitor myself for the symptoms of COVID-19 and to observe the 3 “Ws” while on campus: Wash my hands, watch my distance and wear a mask. I will look out for others and encourage them to stay committed to keeping everyone healthy and I will participate in contact tracing to preserve the wellness of the Donnelly Community.

- All employees will be asked to wear masks when in common spaces but may take them off when they are working at their desk or cubicle.
- Employees are asked to wash their hands/sanitize their hands as often as possible.
- Social distancing measures should be considered for all meetings.
- All employees should contact their immediate supervisor and fill out the COVID-19 notification form.
- Donnelly College will follow the protocol outlined on the Disease Investigation Policy and work with local health officials on contact tracing.

COLLEGE-WIDE GENERAL PRACTICES

- Students will be asked to wipe down table surface before and after class starts.
- Bathrooms will be cleaned three times daily by Donnelly facilities.
- Hand sanitizer stations will be set out throughout the building.
- Social distancing signs will be placed on the floors in common areas.
- Faculty will maintain seating charts in all classes for contact tracing.
- Faculty will maintain current phone numbers and addresses for each student in their course (notecard system)
- Faculty may remove their mask when teaching as long as they remain 6 feet from the nearest student and do not roam around the
- Masks are required in common areas.
- Course office hours will be held in conference rooms and/or classrooms
- Visitors will have temperature checks when they enter the building, required to sign in and wear a visitor's badge. If a visitor does not have a mask, a safety pack will be provided to them.
- Marian Hall is reserved for Nursing students only for the FA 2020 semester. All employees and non-nursing students are asked to refrain from entering.
- Disposable keyboard covers and mouse covers will be installed in all computer labs.
- All science labs will be sanitized by faculty. Goggles will be placed in the sanitizer after each use.
- Academic Resource Center will use glass partitions in the private tutoring spaces.
- Social distancing will apply to all common areas (Bistro, Library, Academic Resource Center).
- All game room supplies will be checked out from the front desk and sanitized after each use.
- Most student services staff will use sneeze guards at their cubicles when meeting with students.
- While water fountain use will be limited, water bottle refill stations will be operational.
- Please obey all social distancing signs for elevator use.

***This list will be updated as needed by the Reopening Team**