

KEEPING OUR COMMUNITY SAFE



WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



AVOID CLOSE CONTACT

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
- Remember that some people without symptoms may be able to spread the virus.
- Stay at least 6 feet (about 2 arms length) from other people.
- Do not gather in groups.



WEAR FACIAL COVERINGS

- **Facial coverings are required in any situation where a 6 ft social distance cannot be maintained.** Use of facial coverings are strongly encouraged at all other times (exceptions: private work areas, prolonged work in hot/humid environments, ADA restrictions for face coverings, etc.).
- Limited supplies of PPE will be made available. **Students and employees should be prepared to bring their own PPE to campus.**



COVER YOUR COUGHS & SNEEZES

- **If you are in a private setting and do not have on your facial covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

SOURCE: CDC

IECC SOCIAL CONTRACT

All members of the IECC community are expected to follow the safety guidelines in the Restore IECC plan. Any employee or student who does not adhere to social distancing requirements or who refuses to wear face coverings when social distancing is not possible will be asked to leave the facility.



WATCH FOR SYMPTOMS

It is expected that students and employees will self-monitor their health and stay home when they are sick. According to the CDC, symptoms may appear **2-14 days after exposure to the virus**.

Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



RETURN TO CAMPUS GUIDELINES

Members of the IECC Community who have been tested for COVID-19 are not permitted to return to campus until a negative diagnosis has been given. Faculty are encouraged to work with students to provide accommodations or access to e-learning while they await test results. Employees who have the ability to telework will be permitted to do so until a negative test result is received.

Members of the IECC Community who test positive for COVID-19 will not be permitted to return to campus until they are released by a medical doctor.





ILLINOIS EASTERN COMMUNITY COLLEGES

RESTORE IECC BLUEPRINT TO REOPEN

The purpose of this plan is to lay a framework with the following three priorities:

1. Protecting the health and well-being of our students, faculty, and staff.
2. Delivering the distinctive, interactive, and personal educational experience our students desire.
3. Providing all members of the IECC community the guidelines and timelines they need to make local decisions and accommodations that will facilitate the attainment of Goals 1 & 2.

DURATION OF STEPS: Restore Illinois requires a region to experience a downward trend in test positivity rates for 14 days, a downward trend in hospitalizations for COVID-like illness for 28 days, and a specific hospital surge capacity. If a region is able to meet those metrics outlined by public health experts, they can move to the next phase. Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

SEE: <https://coronavirus.illinois.gov/s/restore-illinois-faqs>



JUNE 1-JUNE 26

The IECC workforce will begin to transition from remote to on-site work functions. College facilities are closed to the general public.

EMPLOYEES

COVID-PAY for full-time employees ends June 5.

Employees who do not have the ability to work from home are permitted to return working staggered schedules on June 8.

All employee work days/times must be recorded by a designated point person at each college.

College bookstores and business offices will designate specified dates/times to be available to serve students taking Summer 2020 courses.

STUDENTS

The College facilities are closed to all students except:

Those completing incomplete grades from SP20.

Those who are engaging in essential workforce training.

Those participating in courses that received prior administrative approval.

No groups of more than 10 are permissible at this stage.



JUNE 27-TO BE DETERMINED

The IECC workforce is largely back on site with vulnerable employees working with HR to request accommodations. College facilities re-open for limited student traffic.

EMPLOYEES

All IECC employees are cleared to return to work provided state and national guidelines for social distancing can be accomplished in the physical work space. Remote work and staggered work schedules are permissible as supervisors deem necessary to maintain a safe work environment.

STUDENTS

Students begin returning to campus for typical pre-term activities (i.e. advising, paying bills, etc.). Appointments are encouraged, but walk-in service is available.



TO BE DETERMINED

All campus activities can resume without restrictions.

EMPLOYEES

All IECC employees can return to normal work arrangements with vulnerable employees continuing to work with HR to request accommodations.

STUDENTS

Students can return to campus and will only be required to adhere to guidelines and restrictions based on state and federal guidelines.

PPE & PHYSICAL SPACES



JUNE 1-JUNE 26

The IECC workforce will begin to transition from remote to on-site work functions. College facilities are closed to the general public.

Two (2) facial coverings will be provided to all returning employees. Facial coverings are required in any situation where a 6 foot social distance cannot be maintained.

Plexiglass or other physical barriers will be placed in front of all "point-of-sale" or other service areas that will see heavy student/staff interaction.

Cleaning supplies will be made available in central locations and available for all college staff.

Sanitizer stations will be filled - where possible with 60% alcohol solution - and placed conveniently in high traffic areas. Stations **not** filled with 60% alcohol solution will be noted with visible signage.

CDC signage about prevention, social distancing and symptoms will be posted in prominent locations across the campus.

Steps will be taken to ensure that adequate social distancing is readily identifiable when students begin returning in Phase 4 (i.e. arrows for one direction hallways, "X's" on floors in areas where lines are likely, designation of approved seating areas in classrooms).



JUNE 27-TO BE DETERMINED

The IECC workforce is largely back on site with vulnerable employees working with HR to request accommodations. College facilities re-open for limited student traffic.

Facial coverings will continue to be provided to all returning employees, and employees & students will be required to wear them in situations where a 6 foot social distance cannot be maintained.

Plexiglass or other physical barriers will be monitored and added/adjusted as necessary.

Cleaning supplies will be made available in central locations and available for all college staff. Common areas (i.e. computer labs/classroom spaces) will have signage encouraging students to wipe down high touch areas (desks/keyboards) when first arriving AND when leaving the space.

Sanitizer stations will be filled with 60% alcohol solution as supplies permit. Stations that do **not** have 60% alcohol solutions will be noted with visible signage.

Signs, indicators and floor markings will be monitored and added/adjusted as necessary.



TO BE DETERMINED

All campus activities can resume without restrictions.

Distribution and use of PPE will be discontinued.

Plexiglass or other physical barriers will be monitored and removed as permitted by common sense and circumstances in our community.

Cleaning supplies will be available only in central areas (i.e. administrative suite or O&M storage areas).

Sanitizer stations will be filled with 60% alcohol solution as supplies permit. Stations that do **not** have 60% alcohol solutions will be noted with visible signage.

Signs, indicators and floor markings will be monitored and removed as permitted by common sense and circumstance in our community.

RESTORE IECC



EMPLOYEE REQUIREMENTS



JUNE 1-JUNE 26

The IECC workforce will begin to transition from remote to on-site work functions. College facilities are closed to the general public.

IECC employees are expected to practice social distancing:

- All meetings should be remote when possible.
- No gathering of more than 10 people in a single space is permissible.
- Face-to-face meetings that must take place should start with health & safety reminders and employees should maintain a 6 foot social distance.
- All employees should seek to maintain a 6 foot social distance from others. Employees must wear facial coverings when in a public space that does not permit them to maintain this separation.
- Employees must self-evaluate for symptoms before reporting for work – see page 1. If you have a cough, shortness of breath, or a fever above 100.4 degrees, you should **NOT** report for work. Contact your supervisor to notify them of your symptoms.
- Employees in vulnerable populations who are uncomfortable returning to work should consult with HR to seek accommodations or alternative leave benefits that might be available to them.



JUNE 27-TO BE DETERMINED

The IECC workforce is largely back on site with vulnerable employees working with HR to request accommodations. College facilities re-open for limited student traffic.

IECC employees are expected to practice social distancing under revised requirements.

- All meetings can return to in-person formats with no more than 50 people 6 feet apart in any single space.
- Employees are encouraged to use facial coverings when in a public space that does not permit them to maintain a 6 foot separation.
- Employees should continue to self-evaluate for symptoms before reporting to work. If you have a cough, shortness of breath, or a fever above 100.4 degrees, you should **NOT** report for work.



TO BE DETERMINED

All campus activities can resume without restrictions.

All employee operations resume normal operations with new safety guidance and procedures.

RESTORE IECC



STUDENTS



JUNE 1-JUNE 26

- Engage in online learning experiences from home. Courses may be synchronous or asynchronous.
- Seek assistance from admissions, advising, bookstore, financial aid & the business office through phone/e-mail.
- Upon notification from faculty, make arrangements to return to campus to complete Spring 2020 incomplete grades (if applicable).
- Some classes may have limited face-to-face meetings in Phase 3. Faculty will notify students of dates/times. Students who are not comfortable attending these meetings can drop the course or consult their faculty about an extension/incomplete grade.
- Students should follow all the guiding principles (social distancing, facial coverings, self-monitor symptoms) any time instruction requires face-to-face meeting.
- Students and/or instructors will clean seating areas before and after use.
- Custodial staff will clean rooms & high touch areas based on use/need.



JUNE 27-TO BE DETERMINED

- Engage in learning experiences as directed by faculty. Courses may be synchronous, asynchronous, & some courses may have limited face-to-face requirements.
- Assistance from Student Services (Admissions, Advising, Bookstore, Financial Aid & the Business Office) will be by appointment (preferred) or walk-in.
- Upon notification from faculty, make arrangements to return to campus to complete Spring 2020 incomplete grades (if applicable).
- Some part of term 2 (late summer 2020) classes may have limited face-to-face meetings in Phase 4. Faculty will notify students of dates/times. Students who are not comfortable attending these meetings can drop the course or consult their faculty about an extension/incomplete grade.
- Students should follow all the guiding principles (social distancing, facial coverings, self-monitor symptoms) any time instruction requires face-to-face meeting.
- Students and/or instructors will clean seating areas before and after use.
- Final exams will be conducted remotely. Some CTE and lab-based courses may require a face-to-face final. Your faculty will notify you accordingly.
- Custodial staff will clean rooms & high touch areas based on use/need.



FALL 2020 TERM

- Instruction at IECC will be delivered in face-to-face and online learning environments.
- Assistance from Student Services (Admissions, Advising, Bookstore, Financial Aid & the Business Office) will be by appointment (preferred) or walk-in.
- Students should follow all the guiding principles (social distancing, facial coverings, self-monitor symptoms) any time they are physically present on campus. Students who do not comply with these principles will be asked to leave the facility and will be subject to a range of disciplinary actions as specified in the student code.
- Students are expected to clean seating areas before & after use. Cleaning supplies will be provided by the college.
- Custodial staff will clean rooms & high touch areas based on use/need. More detailed information can be found under "Use of College Facilities."

RESTORE IECC



USE OF COLLEGE FACILITIES



JUNE 1-JUNE 26

IECC Facilities will be closed to the public under phase 3. The following activities are not permissible:

- Theater/fine-art performances
- Athletic events
- Dining services
- Summer camps/clinics
- Community events
- Prospective student visits are permitted by appointment only

Colleges will begin laying the groundwork for reopening in Phase 4 (Fall Term) including:

- Securing PPE
- Securing 60% hand sanitizer to be available at every entrance
- Disconnecting air-dryers in restrooms
- Preparing classrooms by removing chairs, marking floors to allow social distancing
- Installation of plexiglass barriers as required
- Marking floors with X's in high-traffic areas



JUNE 27-TO BE DETERMINED

IECC Facilities will be closed to the public under this portion of Phase 4. Students can access the facility/staff by appointment only (walk-in traffic permitted in Student Services/Business Office). The following activities are not permissible:

- Theater/fine-art performances
- Athletic events
- Dining services
- Summer camps/clinics
- Community events
- Prospective student visits are permitted by appointment only

Colleges will begin laying the groundwork for reopening in Phase 4 (Fall Term) including:

- Making sure PPE distribution plan is in place
- Hand sanitizing stations at the entrance to every college building
- Bottles, cleaner, & paper towels in place in classrooms for student/faculty use
- Adjustments to classroom layouts to allow for social distancing between students/faculty based on classroom capacity
- Revisit floor markings and traffic patterns in hallways so instructions are clear and visible



FALL 2020 TERM

IECC Facilities will be reopened to the public for the start of the Fall term. The following activities are not permissible:

- Theater/fine-art performances with over 50 people
- Camps/clinics with over 50 people
- Community events with over 50 people

The following activities will resume under direction from IDPH & NJCAA

- Dining services
- Athletics

Colleges will continue to monitor & execute the following:

- PPE distribution
- Hand sanitizing stations at the entrance to every college building
- Bottles, cleaner, & paper towels in place in classrooms for student/faculty use
- Bathroom and other "high-touch" surfaces sanitized every 3 hours throughout the day

RESTORE IECC

