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Rock Valley College

Operation Plan
PHASE 4
September 22, 2020



Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
1	8/27/2020	Pg. 5 – Added under Personal Protective equipment – After hours pick up of masks.	8/27/2020	T. James
2	8/27/2020	Pg. 7 – under cleaning and sanitizing, added last bullet regarding hand washing and gloves	8/27/2020	T. James
3	8/27/2020	Pg. 9 – Under classroom and lab section, bullet added to reference cleaning of equipment.	8/27/2020	T. James
4	8/28/2020	Pg. 9 – bullet struck regarding water fountains. Addition of appendix A	8/28/2020	T. James
5	9/11/2020	Pg. 5 --Added Student temperature check	9/11/2020	R. Jenks
6	9/11/2020	Pg. 8 – Updated Medical notification to reflect notification of Human Resources and Dean of Students	9/11/2020	R. Jenks
7	09/22/2020	Pg. 1 and throughout - Change from reopen plan to operation plan	9/23/2020	R. Jenks
8	09/22/2020	Pg. 1 Change date from July 10 to September 22, 2020	9/23/2020	R. Jenks
9	09/22/2020	Pg. 4 Added “to have in person certification classes” for Community and Continuing Ed	9/23/2020	R. Jenks
10	09/22/2020	Pg. 6, 12, 14 lowered number of indoor in person meetings to 30 from 50.	9/23/2020	R. Jenks
11	09/22/2020	Pg. 6, 12, 14 lowered number of indoor in person meetings to 25 from 30.	10/1/2020	R. Jenks

The Rock Valley College Administration has developed a phased reintegration plan in response to the COVID-19 pandemic. This plan applies to RVC employees and is meant to work in adherence with the State of Illinois Five Phases of Reopening Illinois Plan.

Under Governor Pritzker's Plan Illinois is currently operating in Phase 3 – Recovery indicates the rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patient's needing ICU beds is stable or declining. During the Recovery phase manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm. In addition, the State is separated into different regions with Winnebago County being part of region 1, which consists of the Northwest portion of Illinois and encompasses our community college district.

Phase 4 – Revitalization: The rate of infection among those surveillance tested, and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, childcare and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Purpose

The purpose of this document is to establish standards that allow staff to return to their areas of in-person engagement in the work setting in a manner that protects their health and the health of the community.

The information contained in this documents is based on information from the Center for Disease Control Coronavirus Disease 2019 (COVID-19) | CDC, the Illinois Department of Public Health Guidelines (IDPH), in conjunction with the Winnebago County Health Department.

Document Organization

This document will concentrate on actions taken by RVC during Illinois Phase 4 – Revitalization. Additional plans, if needed during Phase 4, will be labeled Phase 4.2, 4.3, etc.

RVC Overall Plans for Phase 4.

Phase four begins the process of returning larger quantities of students back to campus while still planning for possible regression back to Phase 3 or even Phase 2. In order to accommodate both the need to move forward while being prepared to drop back if needed RVC administration has decided the following:

- **RVC phase four begins July 13, 2020.**
- The majority of credit classes will be online for the Fall semester 2020
 - Some Hybrid Classes will be offered, offering some in person meetings for classroom or lab work.
 - Some in person classes will be allowed as long as social distancing standards are maintained. Use of these classes will be at the discretion of the RVC Academic Leadership team.
 - In person classes must be prepared in such a way as to allow the class to switch to all online should the need arise for Illinois to revert back to Phase 3.
- This will be allowed as long as there is no change in phase status requiring RVC to move back to

- a lower stage. Credit classes which require lab work will be offered in a hybrid version.
 - Class sizes will depend on the size of the classroom.
 - There will be the ability to maintain 6 feet of social distance.
 - The number of people in each lab/classroom will depend on the following factors:
 - Size of lab space.
 - Ability to maintain 6 feet of social distance.
 - A lab which has more than 10 students, will be prepared to revert to fewer than 10 students at a time should Phase 3 is instituted.
 - In class sessions of hybrid classes will be completed within the first 12 weeks of the course.
- All Non-Credit classes, including Community and Continuing Education, Workforce Development, and Adult Education, will be allowed to have in person certification classes as long as they follow similar guidelines to credit classes and labs.
 - Classes that are designed for populations that are considered high risk by the CDC guidelines will not be offered by RVC.
- Exterior Doors of all buildings will remain unlocked starting August 1, 2020 except for the Student Center (see below).

This plan attempts to complete all necessary in person lab teaching before Thanksgiving and the beginning of the cold and flu season.

Phase Definitions

PHASE 4.1

- Phase 4.1 shall go into effect the day the state of Illinois officially enters into the statewide Phase 4 plan and we are past July 13, 2020. Phase 4.1 will not begin prior to July 13, 2020.
- Any change in status that results from state/local/CDC guidelines, several employees testing positive having been in contact with other employees, or community spread being detected in the area may be a cause for RVC to return to Phase 3 or fully telecommuting to the extent possible.
- Returning most operations to campus operations while social distancing and proper protection/hygiene will be employed.
- These guidelines apply to all grant and non-grant employees.

Reporting to Work

- This phase will see the return of larger numbers of students and faculty while maintaining approximately 100 percent return of other work group employees.
- Protective shielding will remain in place where deployed.
- Employees will be required to complete the self-observation questionnaire before entering any RVC building. Submission of the questionnaire will not be required. It is a measure put in place to protect yourself and others.
- Employees should check their temperature before coming to work; however, for those employees who do not have a thermometer, locations (see map) will be set up in each building for them to do so. Employees who have not checked their temperature should enter through a designated door for their building and utilize temperature measuring station.
 - Employee should wipe off touchless thermometer before each use utilizing sanitizer.
 - Employee will measure personal temperature utilizing the touchless thermometer.
 - If temperature is above 100.4 degrees F conduct a second reading of temperature.
 - If temperature is still above 100.4 utilize cleaning disinfectant, clean off thermometer and door handles as you exit building.

- Return to vehicle, contact supervisor and do not return to work.
- Below 100.4 degrees
 - Employee wipes off thermometer utilizing cleaning disinfectant.
 - Employee wipes hands off with hand sanitizer.
 - Employee continues into building.
 - It is highly recommended the employee goes to restroom and washes hands utilizing CDC recommended hand washing standards before entering their personal work area.
- It is highly recommended the employee goes to restroom and wash their hands utilizing CDC recommended hand washing standards before entering their personal work area.
- All faculty and staff will be allowed to visit their offices during normal business hours.
- The college will abide by the Families First Coronavirus Response Act.
- Rock Valley College strongly encourages students, faculty and staff to self-identify if you are Covid positive. Employees should contact RVC Human Resources. Visitors and students can report using the Rock Valley College COVID-19 website. In addition, students can contact the Dean of Students office. Rock Valley College web pages:
 - Students: rockvalleycollege.edu/covidreport
 - Visitors: rockvalleycollege.edu/covidreportvisitor

Exceptions

- Campus employees who self-identify as high risk, or those with other extenuating circumstances will be given an opportunity to request permission to continue to work from home. This request shall be requested handled by the RVC Human Resource Department.
- Students who self-identify as a high risk and wish to obtain an exemption from the mask covering, will be asked to provide medical documentation to Disability Support Services. The office can be contacted by calling 815-921-2371 or my email at RVC-DisabilityServices@rockvalleycollege.edu

Reporting to School

- Students will be required to complete the self-observation questionnaire before entering any RVC building. Submission of the questionnaire will not be required. It is a measure put in place to protect yourself and others.
- Students should check their temperature before coming to school; however, for those students who do not have a thermometer, locations will be set up in each building for them to do so. Students who have not checked their temperature should enter through a designated door for their building and utilize temperature measuring station.
- Students should wipe off touchless thermometer before each use utilizing sanitizer.
- Students will measure personal temperature utilizing the touchless thermometer.
- If temperature is above 100.4 degrees F conduct a second reading of temperature.
- If temperature is still above 100.4 utilize cleaning disinfectant, clean off thermometer and door handles as you exit building. DO NOT REPORT TO CLASS
- Below 100.4 degrees:
 - Student wipes off thermometer utilizing cleaning disinfectant.
 - Student wipes hands off with hand sanitizer.
 - Student continues into building.
 - It is highly recommended the employee goes to restroom and washes hands utilizing CDC

recommended hand washing standards before entering their personal study area.

Interaction at College Campus locations

Rock Valley College, in an abundance of caution, has made the decision to reduce the **indoor meeting capacity from the state of Illinois level of 50 persons to a 25 person level. This change is reflective of the college's efforts to attempt to minimize potential exposure issues that might arise.**

- All employees, students, and guests will maintain proper social distancing of at least six feet.
- Any meeting over 25 people or where social distancing cannot be possible, virtual meetings will be required.
- In general Zoom meetings or other virtual meetings will be strongly encouraged for any size meeting.
- Traveling between buildings/departments is strongly discouraged for social gathering purposes.
- Individuals or groups visiting any of the Rock Valley College campuses, will be asked to complete a visitor log in order to contact the visitor should a positive case occur that the visitor may have encountered. If this interaction occurs, the visitor (s) will be contacted by the Winnebago County Health Department.

Personal Protection Equipment Guidelines

- Employees, students, and guests are allowed to wear cloth or homemade masks at work. No offensive or objectionable images or text will be allowed.
- Face masks will be provided by RVC for employees, students, and guests who do not bring their own.
- On Main campus, masks will be available at the Student Center Information Desk for pick up during normal business hours. After business hours contact RVCPD at 815-921-4357 for a mask.
- Access to the SC will be by appointment only until the beginning of the fall semester, unless a person needs to retrieve a mask. Access to the first floor of the SC will be allowed for mask retrieval. Individuals who do not have an appointment in the SC will be required to depart the SC and travel to their desired location at the RVC main campus.
- Non-main campus buildings will have a designated location or person who will distribute RVC provided face masks.
- Face masks are required indoors.
- Employees, students, and guests shall wear masks when walking in interior areas. This is required because of the increased chance of coming upon another person in a confined area in interior hallways or spaces.
- Employees and students must wear a mask at all times before, during, and after class or lab instruction.
- Employees who can maintain social distancing guidelines do not have to wear a mask in offices. Mask must be worn if someone enters your work area and remain on until they depart.
- Mask are not required when outside of a building unless social distancing cannot be maintained.
- Employees and students who are unable to wear a mask due to a documented medical need will need to request an ADA exemption. Once the ADA exemption is granted the employee or student will not be required to wear a mask but MUST maintain six-foot social distancing.

- **Masks must cover both mouth and nose.**
- An exception will be granted when an instructor is lecturing for longer than 10 minutes and remains within the designated lecture area within each classroom or lab. This will allow for better ability of students to clearly hear the instructor and reduce fatigue on the instructors when speaking for long periods of time. If a student is hearing impaired and must visually see the instructor speak, the instructor must return to the designated lecture area and remove their mask, while maintaining social distancing.

Employee Failure to Comply with PPE Guidelines and other requirements

- Employees who fail to comply with the PPE Guidelines or other requirements will be subject to progressive discipline through the Human Resources Department and may be required to leave the campus until compliance is regained.

Student Failure to Comply with PPE Guidelines and other requirements

General Guidance on Mask Usage

Mask Usage: Students will be required to wear their masks while inside any RVC property. This will include times when students are in a classroom/lab. Face to face classes are reserved for lab and other activity-based instruction and is by its nature fluid. Therefore, masks will be worn in classroom by students and the instructor to ensure safety. The only exception will be when an instructor is lecturing for longer than 10 minutes and remains within the designated lecture area. This will allow for better ability of students to clearly hear the instructor and reduce fatigue on the instructors when speaking for long periods of time.

Students will be required to follow these guidelines while in class and while moving around campus in public areas. It is expected that students will maintain a social distance of at least six feet at all times. If a six-foot social distance is not able to be maintained, mask usage will be required. If a student fails or refuses to wear a mask or maintain appropriate social distance, the following steps should be followed.

1. Instructor or designated program/course leader will inform and remind the student(s) of the guidance requirements for protective masks and social distancing.
2. Inform and remind the student(s) of the RVC Student Code of Conduct Policy that details the need for the student to follow “reasonable directives” of College personnel and the Health and Safety provisions related to Disruptive Behavior. (Student Handbook, page 87, items 15, 20, 25)
3. If student(s) is not compliant, inform the student that RVC Police and the Dean of Students Office will be informed of the student(s) non-compliance.
4. Contact RVC Police department by calling 815-966-2900 and requesting a RVC police officer to come to the classroom and/or the RVC Dean of Students Office to respond and assist.
5. RVC Police and/or Dean of Students will assist in supporting the instructor to request the student comply with the request to wear protective mask and/or comply with social distance requirement.
6. RVC Police will determine if student(s) needs to be removed for continued non-compliance.
7. RVC Police will determine need to remove student from campus and enforce Temporary Suspension. (Student Handbook, page 90, item A)

8. RVC Police will contact/work Dean of Students Office and the instructor to file Student Complaint.
9. Dean of Students Office will inform student(s) of the Complaint and begin formal Student Discipline and Conduct Procedure process. (Student Handbook, page 92, item A).

https://www.rockvalleycollege.edu/StudentServices/upload/2019-20_StudHandbook.pdf

Cleaning and Sanitizing

- Disinfectant will be provided for staff allowing staff to voluntarily assist in disinfecting common areas during the day to supplement normal cleaning and disinfecting done by the cleaning crew.
- Disinfectant will be available in each classroom to allow for students or staff to voluntarily clean their respective workspace.
- Hand sanitizers will be placed throughout each office area and in each building.
- Additional cleaners will be utilized to clean common surfaces during the day.
- After cleaning and disinfecting, wash your hands thoroughly with soap and water as directed by the CDC. If you chose to wear gloves, follow CDC guidance on how to properly remove gloves, then wash your hands with soap and water.

Medical Reporting

- Employees, students and visitors must remain home if not feeling well for any reason and will be sent home if they are not feeling well while at any college campus.
- Once you begin your day, continue to observe yourself for any changes such as fever, coughing and/or difficulty breathing.
- **If your condition changes while at campus or you suspect someone else is symptomatic of COVID-19 contact the RVC Police who will follow the policy on Communicable Diseases utilizing the guidelines listed in the Communicable Diseases Administrative Procedure.**
- Employees who are not symptomatic but have a sick family member at home who is confirmed to have COVID-19 should notify their supervisor and Human Resources and not come to work and follow the recommended provided guidelines by the local health department.
- Students who are not symptomatic but have a sick family member at home who is confirmed to have COVID-19 should notify the Dean of Students and not come to school and follow the recommended provided guidelines by the local health department.
- If an employee or student tests positive for COVID-19 they should notify Human Resources or Dean of Students immediately and not come to campus. The employee or student should notify their local health department, if the results did not come from the health department, and follow directions given to them by the health department.
- Any supervisors made aware of an employee COVID-19 case should immediately contact Human Resources regarding an employee who tests positive and any instructors should immediately contact the Dean of Student if they learn of a student who has tested positive for COVID-19. This will allow RVC to contact the Winnebago County Health Department (WCHD) quicker for guidance.
- Working with the WCHD, RVC will determine any other employees or students who may have had close contact with the COVID-19 individual.

- Employees or students who are deemed by the WCHD as exposed will be given guidelines by WCHD to isolate at home. Because individuals who come to campus can travel from other counties to RVC campuses this information may be transferred or originate from a different county health department.
- If after 14 days of quarantine, the exposed employee or student has no COVID-19 symptoms and/or a negative COVID-19 test, they may return to campus with documentation from the health department or healthcare provider.
- The College will deep clean areas in which the employee or student worked, studied or frequented. This may involve temporarily moving other employees or classrooms to a different part of the campus or transition to working/teaching remotely, as needed.
- The college will work to reopen any area where there has been a positive COVID-19 result.

Classroom and lab layout

- **Room layout** – The classroom/lab will be marked with blue tape on all floors to designate a safe 6’ area for the lecturer. Instructors will be able to remove your mask within this area if you will be presenting for longer than 10 minutes. Room occupancy will be kept at 50% of occupancy as deemed by fire code or as applicable within the six-foot guidance as set forth by ICCB, IDPH and the CDC.
 - **Lecturing** – REMAIN inside marked six-foot area if presenting longer than 10 minutes without a mask. Once you step outside the designated six-foot area you MUST wear your mask. (*i.e. Winnebago County Health Department Covid Press Conference where speakers remove their masks while speaking at podium and replace mask when done*). No students are allowed in this area during a lecture.
 - **Students** – Classrooms and labs will be set up in a manner that is socially distance compliant, where possible. Staff should not alter the setup, if an obvious error in setup has occurred, instructors should contact the RVC POM office or RVC Police. Students should be seated in these predetermined locations during any lecture. Students MUST remain in this seat unless directed otherwise by faculty. When in a lab situation, the floors will be marked to designate each station area.
- If sharing of equipment needs to take place, it is recommended to wash equipment between students. Once you wash the equipment, wash your hands thoroughly with soap and water as directed by the CDC. If you chose to wear gloves, follow CDC guidance on how to properly remove gloves, then wash your hands with soap and water.

College Amenities

- Students and visitors will be allowed on campus and exterior doors to buildings will be open. Every effort should be made by various departments to schedule times for students to come in for assistance to ensure that social distancing can be maintained.
- ~~All drinking fountains and water dispensers will be turned off or access restricted.~~
- Student Fitness Center is accessible on a limited basis to students for registered courses and athletic health activities. Social distancing must be maintained. Individuals must wipe-down equipment before and after each use as required.
- Outside walking paths will remain open
- Food service vendors will open at their own discretion but will be required to

- implement social distancing and personal safety procedures.
- Vending machines will be allowed to open at the vendor's discretion.
- The Bookstore will be allowed to open to customers as long as social distancing and mask requirements are maintained.
- Only cash payments will be allowed at the college Accounts Receivable Office.
- Other payments can be done online or placed in the drop box located outside the north front door of the Student Center

College Services

- College Library will be available to students and visitors on a limited basis, ensuring appropriate social distancing standards shall remain in effect. Services shall continue to be offered virtually.
- Advising and Financial Aid will be available to students who are not able to complete or are having great difficulty completing the services virtually. Virtual service shall still be the norm.
- Tutoring and testing will be available to students who are not able to complete or are having great difficulty completing the services virtually. Virtual service shall still be the norm.

Special Instructions Student Center

- During the time leading up to the start of the fall semester the SC will be operating under special procedures in order to minimize the amount of people occupying the building. This practice will continue beyond the start of the fall semester and will be re-evaluated as needed.
- Access to the building will be limited to the North Exterior door closest to the PEC.
- Signs will be placed directing all who enter to proceed to the Information Desk to sign in and be directed to their appointment.
- SC will have extra areas setup inside the Atrium for first year students needing assistance.
- See Student Center COVID19 Operational Plan for details.
- Student Center -personnel will monitor the situation.
- Student Center personnel who encounter any disruptive students or visitors they should call 815-966-2900 and request RVC Police to respond.
- After the start of the Fall Semester, the bridge side exterior doors will be unlocked to allow for students to pass through the first floor of the Student Center which will allow access to both sides of the campus for students.

Overcrowding following start of Fall Semester:

- Areas where it will be difficult to schedule all interactions and students, or visitor numbers might increase above a point that proper social distancing may be maintained may need to be closed until such time as the amount of people in the area is reduced.

- Student Center Second Floor:
 - Every attempt should be made to minimize the amount of people coming to the second floor of the Student Center my scheduling appointments.
 - Should the second floor reach a level that is deemed by RVC Police to be the maximum allowed and still maintain proper distancing the area will be temporary secured.
 - The doors and elevator will be locked so no additional personnel will be able to access the area.
 - Social distancing locations will be placed in the SC Stairwell for persons waiting to enter the second floor of the SC.
 - Student Center Personnel will need to be posted at each of the two second floor entry ways to monitor the situation and will allow more persons to enter when enough individuals have left.
 - Student Center personnel who encounter any disruptive students or visitors they should call 815-966-2900 and request RVC Police to respond.
- Library
 - The Library by its very nature will be difficult to control the number of persons who are inside. The Library typically does not experience an excessive number of persons occupying the area during normal operations but should the situation occur where RVC Police deem the amount of people will not allow for proper social distancing the Library entrance will be locked.
 - Social distancing locations will be placed in the lobby area for persons waiting to enter Library to line up.
 - Library personnel will need to be posted at the main floor entry ways to monitor the situation and will allow more persons to enter when enough individuals have left.
 - Library personnel who encounter any disruptive students or visitors they should call 815-966-2900 and request RVC Police to respond.

Food and Drink / Breaks

- All persons should avoid eating together.
- Delivery of food will be allowed but the employee or students must meet the delivery person outside of the building. Delivery personnel will not be allowed in buildings
- Use of communal or departmental refrigerators and microwaves will be allowed.
- Employee should only touch their items inside the refrigerator
- Employees should wipe down communal amenities after usage.

- Group orders of pizza, donuts, or other like items is not allowed for both students and staff.
- Employee will need to remove common candy dishes from their desk spaces.

College Events and Facility Usage

- College sponsored events, whether on campus or off campus, will be limited to 25 attendees or fewer and must follow IDPH guidelines for social distancing and personal safety.
- Rental or usage of College facilities by outside organizations is prohibited. Critical exceptions can be approved by the College president.

Travel

- Only essential travel for College business will be allowed and must be approved by the appropriate Executive Leadership vice president or the College president.
- There are currently no personal travel restrictions in place.

Office Spaces and Workstations

- POM conducted a survey of workspaces throughout the college campuses and they could not locate a work space that was not separated by less than 6 feet. Should an employee discover area that does not have a minimum of 6 feet separation the employee should notify their supervisor. The supervisor should then notify POM who will verify the distance and if needed determine if 6 feet of separation is feasible.
- Visits to employee offices or workspace should be limited to one visitor at a time, maintaining 6 feet of separation between individuals if possible. Masks should be worn.
- For workstations or check in locations, where student or visitor interaction occurs (reception desk, SC information desk, accounts receivable, financial aid, records, etc.) the staff will be provided with gloves and hand sanitizer. Social distancing practices, when students are present, will be consistent across all campuses and will include:
 - Installation of Plexiglass screens to separate the students/visitors from staff.
 - Use of stanchions, signage and/or floor guides to ensure 6 feet of separation between guests waiting for services.
 - Implementation or continuation of virtual service to students or guests to minimize on-campus presence.

Shared Workstations

- Employees should avoid sharing workstations.
- When sharing of workstations is unavoidable, employees should wipe down the workstations before and after each use.

Conference Rooms, Computer Labs, and Program Labs

- Conference Rooms
 - Individuals must maintain appropriate social distancing of at least

- 6 feet while using conference rooms and masks must be worn.
 - Disinfectant will be available to allow employees to wipe down their seating location and work surface.
- Computer Labs
 - The only open computer lab that will be open during this time period will be the main computer lab located in the WTC. Computers will also be available in the first floor Library area.
 - Only designated stations will be available for use in a computer lab so that proper social distancing can be maintained.
 - Computer labs will be set up to maintain social distancing. Some computers will be turned off and signage placed on them not allowing anyone to utilize them during the COVID19 incident. This is to allow for proper social distancing.
 - Should all stations inside the computer lab be filled students will be required to wait outside of the computer lab for a spot to open.
 - Class specific labs will still be open if needed but must maintain social distancing standards. Virtual learning will be the norm.
- Disinfectant will be available to allow students to wipe down their seating location and work surface. After cleaning and disinfecting, wash your hands thoroughly with soap and water as directed by the CDC. If you chose to wear gloves, follow CDC guidance on how to properly remove gloves, then wash your hands with soap and water.
- Program Labs
 - Equipment will be appropriately spaced in program labs to meet social distancing guidelines.
 - When equipment is unable to be relocated to facilitate social distancing, lab maximum capacities will be adjusted.
 - Program Labs will be sanitized by cleaners before the classroom is re-utilized.
- Clinical work and specialized units
 - Each division that clinical work or specialized training is needed; for example, dental hygiene, aviation, nursing, massage therapy and other similar programs shall develop and submit a detailed plan on how they will meet IDPH standards relating to COVID-19 within their specific disciplines. This plan shall be submitted to their appropriate Vice President to be shared with Executive Leadership and RVC Police.

Common Spaces

- Use of common areas will be prohibited/strongly discouraged. The ability to remove all furniture in all common spaces throughout the college is not practical. Students and employees should exercise restraint and not utilize these areas. Should persons choose to utilize a common area, social distancing should be maintained.
- Disinfectant will not be available for these areas as they are prohibited from use.

Athletics

- Recruiting for Athletics will be allowed to resume July 1, 2020.
- When approved by the local health department, IDPH, athletic teams may use the Physical Education Center under direct supervision of a coach and while practicing social distancing. Athletes are required to thoroughly clean equipment with supplied disinfectant after each use.
- Athletes will be allowed to practice in accordance with local health department, IDPH, NJCAA and Region 24 guidelines.
- All fall sports competitions are postponed until the spring 2021 sports season. Teams will be allowed to practice according to NJCAA regulations.
- Winter athletic events will continue, when allowed by local health departments, IDPH, the NJCAA and Region 24 guidelines, without fans present. Only coaches, athletes, essential personnel (referees, scorekeepers, etc.) and media will be allowed in the facility. Social distancing and personal safety practices are required for all non-athletes.
- Outdoor athletic events will continue next spring, when allowed by local health departments, IDPH, the NJCAA and Region 4 guidelines, without fans present. Only coaches, athletes, essential personnel (referees, scorekeepers, etc.) and media will be allowed in the stands. Social distancing and personal safety practices are required for all non-athletes. Signage will be posted in closed areas
- Team travel will be allowed only with approval from an Executive Leadership Team vice president or the president of the College.

Clubs and Student Events

- In person meetings of Rock Valley College student clubs will be limited to less than 25 persons. Meetings shall maintain 6 feet social distancing standards and mask guidelines. Should this not be obtainable in the designated space the club will have to restrict access so social standards are kept. Clubs are strongly encouraged to meet virtually.
- Any student club found in violation of the social distancing guidelines could lose their ability to have in person meetings.
- Student events, whether on campus or off campus, will be limited to 25 attendees or less and must be approved by appropriate vice president.
- Overnight travel is prohibited.

Key Strategies for Reopening

1. Use appropriate prioritization to incrementally bring back staff and students.
2. Continue and expand innovative work practices developed during the onset of the pandemic.
3. Institutionalize appropriate health and safety mitigations as cultural norms.
4. Monitor appropriate health and safety mitigations as cultural norms.

5. Implement consistent and flexible mitigation actions as needed based on monitoring.

PHASE 4

- **CONTINUE TO ENCOURAGE TELECONFERENCE WITH STUDENTS.** Continue whenever possible and feasible with business operations utilizing existing practices for registration, financial aid, and other student processes.
- **CLOSE COMMON AREAS:** Identify and close areas personnel are likely to congregate and interact or enforce strict social distancing protocols.
- **RESTRICT TRAVEL:** Restrictions still apply and will be reviewed using the established exception process to include following CDC guidelines regarding isolation following travel.
- **PROTECT VULNERABLE POPULATIONS:** Accommodate personnel who are members of a vulnerable populations or have close family who are members of a vulnerable populations.
- **STATEWIDE EVENTS:** Remain postponed.

Appendix A

Water Fountains

As of August 28, 2020, the water fountains will be re-activated in all locations for bottle filler use only.

- Signs will be placed in the basin of water fountains to deter the use of the communal spout.
- Water fountains will be cleaned multiple times a day by cleaning staff.