



**HAWKEYE**  
COMMUNITY COLLEGE

**RETURNING TO CAMPUS**

*Summer 2020*

# RETURNING TO CAMPUS

*Summer 2020*

INTRODUCTION .....	2
RETURNING TO CAMPUS TIMELINE .....	2
QUALIFIERS FOR RETURNING TO CAMPUS .....	2, 3
CAMPUS FACILITIES ENTRANCES .....	3
FOOD ON CAMPUS .....	3
PHYSICAL OR SOCIAL DISTANCING .....	3
FACE COVERINGS .....	4
ENHANCED CLEANING AND ENVIRONMENTAL CONTROLS .....	4
PROTOCOL FOR STUDENTS TESTING OR EXPOSED TO COVID-19 .....	5, 6
STUDENT HEALTH PRIVACY .....	6

# RETURNING TO CAMPUS

*Summer 2020*

## INTRODUCTION

Hawkeye Community College is implementing a Return to Work Guide with processes and procedures that will guide the first phase of our reopening plan. The college will continue to make updates and modifications as needed. Restoring college operations will take time, patience, careful consideration, and a deliberate implementation plan in order to protect the health and safety of our campus community.

Hawkeye has worked closely with Black Hawk County Health Department and continues to follow the recommendations of the Centers for Disease Control and Prevention (CDC) and the Iowa Department of Public Health (IDPH).

## RETURNING TO CAMPUS TIMELINE

### Thursday, June 11

Staff are scheduled to return to campus and should contact their supervisor for instructions.

### Monday, June 15

Face-to-face instruction begins for students who need to complete hands-on learning for spring semester classes.

### Monday, July 1

Face-to-face instruction begins for students who need to complete hands-on learning for summer term classes.

## QUALIFIERS FOR RETURNING TO CAMPUS

### Training

All employees are required to complete mandatory COVID-19 Information and Prevention training via the SafeColleges training module prior to June 8, 2020. Employees will receive an email notification from SafeColleges in early June that the training has been activated. Human Resource Services will monitor employee completion.

### Self-Monitoring

Employees are required to self-monitor their body temperature on a daily basis. Those individuals with elevated body temperatures shall follow CDC recommendations.

In addition, self-monitoring for COVID-19 related symptoms will help reduce the likelihood of a symptomatic person coming to campus and reduce the risk of disease spread.

Self-monitoring means checking oneself for fever and remaining alert for cough, shortness of breath, or sore throat.

- Hawkeye recommends all students and employees check their temperature and symptoms at home daily before coming to campus.
  - Wait 30 minutes after eating, drinking, or exercising before taking your temperature.
- It is critical that you stay home if you have a fever (temperature > 100.4) or respiratory symptoms such as cough, sore throat, or shortness of breath.

# RETURNING TO CAMPUS

*Summer 2020*

- If you have a fever or respiratory symptoms, contact your health care provider or the Hawkeye Student Health Clinic and follow their guidance.
- Hawkeye Student Health Clinic will not be testing for COVID-19. Students will be referred to their primary health care provider, MercyOne, or UnityPoint Clinics.
- Students with a high exposure risk, such as those in Health Science programs, will self-monitor and record as instructed by the Dean of Interprofessional Health and Safety Services.

Protective measures, including wearing a face covering and practicing physical distancing, are required when two or more people are in a common area on campus. Additionally, frequent hand washing or use of hand sanitizer is recommended.

## CAMPUS FACILITY ENTRANCES

- Hawkeye will reopen all the main campus buildings except for the Brock Student Center to students and visitors starting on Monday, June 15.
- Buildings will have one designated entrance with access from the parking lot. Hawkeye Center will have two entrances with the main entrance and the upper level entrance to the courtyard.
- Buildings will be open to college employees with the use of their Hawkeye ID.
- The Student Tutoring and Computer Lab in Bremer Hall will be open and all other computer labs on campus will be closed.
- The exercise and fitness areas in HESC will be closed.
- The Cedar Falls Center and Regional Transportation Training Center will open with one entrance starting on June 15. The Van G. Miller Adult Learning Center will be open starting June 15 by appointment.
- At each building entrance, a monitor will be stationed to provide students and guests with a face mask, if they do not have one.
- Signage will be installed at the building entrances informing students and guests of the campus policy requiring physical distancing and the wearing of a face covering.

## FOOD ON CAMPUS

No food service or vending machines will be available on campus this summer.

## PHYSICAL OR SOCIAL DISTANCING

Physical distancing should be maintained at all times, with at least six feet between yourself and others.

- College meetings should be conducted virtually by phone, Zoom, or Google Hangouts.
- Gatherings should adhere to 10 people or less and follow physical distancing rules.
- Classrooms may have more than 10 students, if the room is able to accommodate the six-foot physical distancing recommendations.
- Departments, classes, and other work areas may have specific guidelines to ensure compliance in these areas.
- Employees and students are expected to stay at home if they are not feeling well and consult with their healthcare provider if they are experiencing symptoms related to COVID-19.
- Everyone is encouraged to help enforce physical distancing.

# RETURNING TO CAMPUS

*Summer 2020*

## FACE COVERINGS

All students, employees, and visitors will be required to wear a face covering or a mask when two or more people are in a common area.

- A “mask” can be a cloth mask, a bandana style face covering, or a face shield.
- Students and employees are expected to provide and clean their own masks.
- Hawkeye will have a limited supply of masks available for guests and students.
- Mask dispensing will be available at the following locations:
  - Building Entrances-Building Monitors, Hawkeye Center Receptionist
  - Student Success Specialists
  - Public Safety
  - Student Health Clinic
  - Administrative Assistants
  - Library
  - Student Services

Everyone is encouraged to help enforce the wearing of face masks. If an individual refuses to wear a face mask, they may be asked to leave campus by Public Safety.

## ENHANCED CLEANING AND ENVIRONMENTAL CONTROLS

Hawkeye will implement enhanced cleaning throughout the campus. A Facilities Needs Form was sent to identify specific cleaning and safety measures needed. Facilities personnel conducted campus walk-throughs to identify other accommodations that may be needed for physical distancing.

- Employees and students will clean their personal work space before and after use with provided cleaning supplies.
- Employees and students will clean equipment at the beginning and at the end of lab sessions, as well as between student use, with provided cleaning supplies.
- Each department or office area will clean their work areas including copiers, computer keyboards, phone, etc.
  - Computers and other equipment can also be cleaned by quarantining for 72 hours.
- Plastic shields will be installed at counters in high traffic areas where employees engage with students and visitors.
- Hand-sanitizer, cleaning products, and gloves are available for individual offices and classrooms and will be available through central supply. Refillable containers for hand sanitizer are unavailable due to the high demand and employees should bring their own refillable container.
- Employees and students are expected to frequently wash their hands with soap and water or use a hand sanitizer.
- Classrooms and common areas that are utilized will be cleaned by facilities.

# RETURNING TO CAMPUS

**Summer 2020**

## PROTOCOL FOR INDIVIDUALS SHOWING SYMPTOMS, CLOSE CONTACT TO A CONFIRMED CASE, OR TESTED FOR COVID-19

### If you are showing symptoms of COVID-19:

- Do not come to campus.
- Immediately notify your instructor(s) and complete the online reporting form ([www.hawkeyecollege.edu/COVID-19](http://www.hawkeyecollege.edu/COVID-19)).
- Contact your healthcare provider.
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Per CDC guidelines, if you have symptoms of COVID-19 and **have not been tested**, you should self-isolate at home and avoid direct contact with others until:

- No fever is detected for at least 72 hours without aid of fever-reducing medication.
- All other symptoms have improved.
- At least ten (10) days have passed since the first symptom(s) was noticed.

### If you have (or had) symptoms and test **NEGATIVE** for COVID-19, you may return to campus:

- 24 hours after fever or other symptoms have resolved (improved).
- As directed by your healthcare provider.

### If you have symptoms and test **POSITIVE** for COVID-19:

- Do not come to campus.
- Immediately notify your instructor(s) and complete the online reporting form ([www.hawkeyecollege.edu/COVID-19](http://www.hawkeyecollege.edu/COVID-19))

Per CDC guidelines, if you have symptoms and test positive for COVID-19, you should self-isolate at home and avoid direct contact with others until:

- No fever is detected for at least 72 hours without aid of fever-reducing medication
- All other symptoms have improved.
- At least ten (10) days have passed since the first symptom(s) was noticed.

### If you have **NO** symptoms and test **POSITIVE** for COVID-19:

- Do not come to campus.
- Immediately notify your instructor(s) and complete the online reporting form ([www.hawkeyecollege.edu/COVID-19](http://www.hawkeyecollege.edu/COVID-19))

Per CDC guidelines, if you test positive for COVID-19 and have **NO** symptoms: you should self-isolate at home and avoid direct contact with others until:

- Ten (10) days have passed since your positive test and you remain asymptomatic
- The college may be in contact Black Hawk County Public Health Department regarding students who test positive for COVID-19 for contact tracing and further recommendations.

# RETURNING TO CAMPUS

*Summer 2020*

**If you know you have been in close contact or have been notified by public health officials that you have been in close contact with a person who has COVID-19:**

- Do not come to campus.
- Immediately notify your instructor(s) and complete the online reporting form ([www.hawkeyecollege.edu/COVID-19](http://www.hawkeyecollege.edu/COVID-19))
- Contact your healthcare provider to get tested for COVID-19.
- Per CDC recommended precautions, anyone in close contact to a confirmed case of COVID-19 should:
- Stay home until 14 days after last contact (exposure) and maintain physical distance (at least 6 feet) from others at all times.
- Self-monitor your symptoms.
- Check your temperature twice a day.
- Watch for fever, cough, or shortness of breath.
- If symptoms develop, contact your healthcare provider.
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure).

## HEALTH PRIVACY

Hawkeye has an obligation to respect the privacy of our students/employees related to their health conditions. During this time of vigilance around COVID-19, we want to be as prompt and transparent in providing information. The College may communicate basic information about positive or presumed positive cases on campus to the Hawkeye community. However, we must also continue to handle student/employee health and personnel data in a manner that complies with state and federal laws and college policies. This includes information that a student/employee has sought a COVID-19 or any other medical testing, or is absent from class for a medical condition.

Information may be shared with appropriate faculty and staff on a need-to-know basis. However, unless you have authorization from the student/employee, information about a student's/employee's health should not be shared beyond the need-to-know group.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu).