

COVID-19 Recovery Guide



Iowa Western Community College
Current as of March 15, 2021

Ongoing evaluation of current operating practices and implementation of new or changed policies will take place as needed or as the situation evolves.

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1. Facility Entrances and Modifications.

- Signs on all entrances will read: Wearing of face coverings is required. Sanitize hands upon entrance and practice social distancing. If you have had exposure to a known or suspected case of COVID-19 or have symptoms DO NOT ENTER. Symptoms include, but are not limited to: fever, cough, chest tightness, shortness of breath and loss of taste or smell. ([CDC List of COVID-19 Symptoms](#))

2. Visitors to Campus.

- Any vendor or visitors in college buildings will be required to adhere to the following protocols:
 - Wearing face coverings.
 - Maintaining proper social distance.

3. Hand Washing, Sanitation, Face Covering and Social Distancing.

1. Everyone entering college buildings will be required to observe safety practices.
 - Hand washing or sanitation will be required when first entering buildings.
 - Face coverings are required in common areas, meeting spaces, classrooms and labs.
 - Face coverings are required in offices when more than one person is in the office.
 - Social distancing (six foot spacing) will be required at all times.

4. General Operating Procedures.

a. Individuals Not Permitted on Campus.

Individuals experiencing any symptoms including, but not limited to: fever of 100.4, sore throat, cough, shortness of breath or loss of taste or smell are not permitted on campus or centers. ([CDC List of COVID-19 Symptoms](#))

Individuals who have had direct contact with someone who has tested positive for COVID-19 are not permitted on campus or centers until their quarantine is complete.

b. Refusal to Comply with Guidance.

Employees and students who refuse to comply may have their building access privileges suspended. Warnings and corrective actions will be issued for non-compliance; students will be subject to Code of Conduct sanctions and employees will be subject to disciplinary action per Administrative Policy (429 Disciplinary Action).

Visitors who do not comply with the posted instructions will be denied access to buildings and asked to leave campus or center.

c. Employee and Student Travel Guidelines.

Business Travel.

- All non-essential business travel is suspended until further notice.
- All essential business travel is required to be approved by your respective vice president.
- Travel increases your chances of getting and spreading COVID-19.
- All essential business travel should be conducted in a manner that is safe, including proper social distancing, hand washing and the use of face coverings.
- Travel by mass transportation methods are places where it is hard to social distance and exposure to the virus can be increased. If these methods are used, please see the [CDC Guidance](#) on considerations for different types of travel.
- If you come in direct contact with someone who has tested positive for COVID-19 you may be required to quarantine. Please contact Human Resources at covidinbox@iwcc.edu for more information. If you develop COVID-19 related symptoms, please contact your physician and self-isolate until you are cleared by your physician to return to work. COVID-19 approved leave time (FFCRA) or sick/vacation (as applicable) will be required to be used; please complete the necessary paperwork with Human Resources. A physician's note may be required to return to work after quarantine or self-isolation.

Employee Personal Travel (including vacation travel plans).

- Travel increases your chances of getting and spreading COVID-19.
- All personal travel should be conducted in a manner that is safe, including proper social distancing, hand washing and the use of face coverings.
- If you come in direct contact with someone who has tested positive for COVID-19 you may be required to quarantine. Please contact Human Resources at covidinbox@iwcc.edu for more information. If you develop COVID-19 related symptoms, please contact your physician and self-isolate until you are cleared by your physician to return to work. COVID-19 approved leave time (FFCRA) or sick/vacation (as applicable) will be required to be used; please complete the necessary paperwork with Human Resources. A physician's note may be required to return to work after quarantine or self-isolation.

Student Travel.

- Travel increases your chances of getting and spreading COVID-19.
- All personal travel should be conducted in a manner that is safe, including proper social distancing, hand washing and the use of face coverings.
- If you come in direct contact with someone who has tested positive for COVID-19 you may be required to quarantine. Please refer to the Protocol for Students Testing Positive or Direct Contact to COVID-19.

d. Cafeteria Operating Protocols.

- Seating has been limited to allow for social distancing. No more than six guests will be allowed per table. Tables have been spaced at six feet. That standard is also applied to the Reiver Room.
- A full-time staff member will be assigned to monitor social distancing throughout the seating area. This person will also be responsible for immediate sanitizing of any table and chair when a guest has departed.
- Face coverings are required by all staff members in the seating area during periods of service. Face coverings will be required by all kitchen staff members during periods of culinary class work by students. Social distancing will be enforced in all areas at all times.
- High touch items in common areas will be sanitized hourly during service periods by FBG. A check list that must be signed by the individual completing the listed tasks is available for inspection at any time.
- Signage is posted on entry doors that no person with a fever or any symptoms of COVID-19 will be allowed on premises.
- Employees are screened upon arrival daily for symptoms, and a touchless thermometer is used to check for fever. A log is kept in the office of the Foodservice Director. No personal information is recorded. Any employee who has a fever greater 100.4 or has symptoms is excluded from the operation immediately.
- Increased monitoring of handwashing is being done by all managers on duty.
- Employees have been provided with additional food safety training and have successfully completed the Servsafe Food Handlers test.
- Contactless payment options are in place.
- Signage is in place advising customers to contact us if they have concerns regarding sanitation or social distancing.
- Hand sanitize stations are available for guests and staff.
- The floor in the entry way and cafe are marked with six-foot distancing measures.

e. Residence Life Protocol.

Residential Spaces – The safety of students residing on campus is of vital importance. Modifying previous norms and promoting behaviors that reduce the spread of the virus are critical to our residential population.

- The spring contract dates have been adjusted to January 10 – April 30, 2021.
- Residents will be allowed to have two guests checked in a time.
- Face coverings will be required when residents are outside of their room/suite/apartment.
- Lounge and lobby areas will have furniture rearranged to allow for social distancing.
- Gaming areas, computer labs, laundry rooms, elevators, lounges and lobby areas will have a limited number of residents at any given time.

- Increased sanitation of the facility will take place.
- Any indoor gathering will be limited to ten residents, with social distancing followed.

f. Course Modality and Safety Protocol.

- The use of face coverings is required for students, faculty, staff and visitors during class, in labs, in offices and in small spaces when two or more people are present.
- If a student refuses to comply with wearing a face covering during class/lab, the faculty member will call security and have the student removed.
- All classrooms and equipment/machines will be sanitized regularly and at the end of the day.

g. Contract Training Off-campus.

Below are the guidelines for off-campus contract training during COVID-19. These guidelines will be followed by Iowa Western employees and contract employees when conducting Iowa Western related business off campus:

- When visiting an establishment/business/etc. of campus, the Iowa Western employee will adhere Iowa Western's safety practices unless the location requires additional safety protocol.
- Iowa Western employees are required to wear face coverings and practice social distancing.
- Proper handwashing and sanitizing will be followed.

h. Off-campus Operating Protocol for Employees.

- Work requiring interaction with off-campus individual or groups should be conducted via remote technology (such as video call or conference call) as a first option.
- Off-campus in person meetings, if necessary, must follow Iowa Western COVID-19 protocols.
- Upon return to campus from any off-campus activity, faculty and staff should follow Iowa Western COVID-19 guidance.
- Any off-campus meetings or functions, if necessary, should be limited to Region 13 including the greater Omaha metro area. Essential work-related travel outside this area requires approval from your respective vice president.
- If a college owned vehicle is used to get to and from an off-campus event, the vehicle will be sanitized by the driver upon return to the college.

i. Protocol for Students Testing Positive or Direct Contact to COVID-19. Quarantine and Isolation Spaces.

Quarantine and isolation spaces are critical in the event of positive cases on campus. Several areas in the Reiver Village, Reiver Suites I and Reiver Suites II, have been designated as locations for residents to quarantine/isolate.

- Quarantine is used to keep someone who was in close/direct contact to an individual who has COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Students who are in quarantine should separate themselves from others, monitor their health and follow the directives from Iowa Western.
- Isolation is used to separate people infected with COVID-19 from people who are not infected. Students who are in isolation should separate themselves from others by staying in a room designated for isolation and use a separate bathroom (if available).

Direct Contact to COVID-19.

A direct contact is:

- Anyone who was within six feet of an infected person, with or without a face covering, for more than 15 consecutive minutes.

If a Commuting Student Tests Positive to COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course(s) virtually.
- Immediately notify the College by completing the COVID-19 form found on ROC under quick links.
- The College may contact the Pottawattamie County Health Department for assistance with contact tracing and further recommendations.
- Students will be required to isolate off campus.
- Symptomatic students must isolate away from others for 10 days (20 days may be needed for those that are immunocompromised or have severe symptoms) after symptom onset.
 - The first day of symptom onset is considered day zero.
 - Students must meet three criteria to be released to return to campus: 1) 10 days since symptoms first appeared; and 2) 24 hours with no fever without the use of fever-reducing medications; and 3) other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- Asymptomatic students must isolate for 10 days from the day the test was performed.
 - Students are considered infectious 48 hours prior to the test date.
 - If symptoms arise during isolation see guidelines for symptomatic with positive test.

If an On-campus Housing Resident Tests Positive to COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course(s) virtually.
- Immediately notify their Residence Life Coordinator and complete the COVID-19 form found on ROC under quick links.
- The College may contact the Pottawattamie County Health Department for assistance with contact tracing and further recommendations.
- Residents will be required to isolate in a specified on-campus housing location or off campus.
- Residents who isolate on campus will have all meals delivered.
- Symptomatic residents must isolate away from others for 10 days (20 days may be needed for those that are immunocompromised or have severe symptoms) after symptom onset.
 - The first day of symptom onset is considered day zero.
 - Residents must meet three criteria to be released to return to campus: 1) 10 days since symptoms first appeared; and 2) 24 hours with no fever without the use of fever-reducing medications; and 3) other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- Asymptomatic residents must isolate for 10 days from the day the test was performed.
 - Residents are considered infectious 48 hours prior to the test date.
 - If symptoms arise during isolation see guidelines for symptomatic with positive test.

If a Commuting Student Had Direct Contact to an Individual With COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course(s) virtually.
- Immediately notify the College by completing the COVID-19 form found on ROC under quick links.
- Students in direct contact (see definition) should quarantine off campus as follows:
 - **Without COVID-19 test:** Return to campus after quarantining for ten (10) days after the last day of exposure, with last exposure considered day zero AND be symptom free.
 - **With COVID-19 test:** Return to campus seven (7) days after the last day of exposure, with last exposure considered day zero:
 - AND be symptom free,
 - AND have a negative test result within 48 hours of the proposed end of quarantine. (i.e. Negative results from a

test that was given on day 5, day 6, or day 7 of the quarantine.)

- Symptomatic. If symptoms arise during the 7-10-day quarantine, the first day of symptom onset is day zero and the student must quarantine for 10 days (20 days may be needed for those that are immunocompromised or have severe symptoms).
 - Students must meet three criteria to be released to return to campus: 1) 10 days since symptoms first appeared; and 2) 24 hours with no fever without the use of fever-reducing medications; and 3) other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

If an On-campus Housing Resident Had Direct Contact to an Individual With COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course(s) virtually.
- Immediately notify their Residence Life Coordinator and complete the COVID-19 form found on ROC under quick links.
- Residents in direct contact (see definition) will be required to quarantine in a specified on-campus housing location or off campus as follows:
 - **Without COVID-19 test:** Return to normal activities after quarantining for ten (10) days after the last day of exposure, with last exposure considered day zero AND be symptom free.
 - **With COVID-19 test:** Return to normal activities seven (7) days after the last day of exposure, with last exposure considered day zero:
 - AND be symptom free,
 - AND have a negative test result within 48 hours of the proposed end of quarantine. (i.e. Negative results from a test that was given on day 5, day 6, or day 7 of the quarantine.)
- Residents who quarantine on campus will have all meals delivered.
- Symptomatic. If symptoms arise during the 7-10-day quarantine, the first day of symptom onset is day zero and the student must quarantine for 10 days (20 days may be needed for those that are immunocompromised or have severe symptoms).
 - Students must meet three criteria to be released to return to campus: 1) 10 days since symptoms first appeared; and 2) 24 hours with no fever without the use of fever-reducing medications; and 3) other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

If a Commuting Student is Showing Symptoms of COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course(s) virtually.
- Contact your health care provider or on-campus public health nurse.
- Immediately notify the College by completing the COVID-19 form found on ROC under Quick Links.
- If testing for COVID-19 is recommended, self-quarantine and do not attend face-to-face classes or any campus activity until the results are known.
 - If positive, follow the guidelines for commuting students with positive COVID-19 tests.
 - If negative, and the student has had no direct contact with a person who tested positive for COVID-19, the student can return to campus 24 hours after their fever and/or other symptoms resolve.
 - If negative, and there has been direct contact with a person who tested positive for COVID-19, follow the guidelines for students with direct contact.
- If testing is not recommended, the student may return to campus 24 hours after their fever and/or other symptoms resolve.

If an On-campus Housing Resident is Showing Symptoms of COVID-19:

- Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course(s) virtually.
- Contact your health care provider or on-campus public health nurse.
- Contact your Residence Life Coordinator and complete the COVID-19 form found on ROC under Quick Links.
- If testing for COVID-19 is recommended, self-quarantine and do not attend face-to-face classes or any campus activity until the results are known.
 - If positive, follow the guidelines for on-campus housing resident with positive COVID-19 tests.
 - If negative, and the student has had no direct contact with a person who tested positive for COVID-19, the student can return to campus 24 hours after their fever and/or other symptoms resolve.
 - If negative, and there has been direct contact with a person who tested positive for COVID-19, follow the guidelines for on-campus housing residents with direct contact.
- If testing is not recommended, the student may return to campus 24 hours after their fever and/or other symptoms resolve.

- Residents who quarantine on campus will have all meals delivered.

j. Protocol for Employees Testing Positive, Showing Symptoms or Had Direct Contact to COVID-19.

- If an employee tests positive, shows symptoms, or has direct exposure to COVID-19 the employee should not report to work and should notify their direct supervisor and the Human Resource Office immediately. Please notify Human Resources using the email covidinbox@iwcc.edu.
- Human Resources will serve as the liaisons to the employee to ensure the College follows all HIPAA requirements.
- The employee may be required to quarantine at their home for up to fourteen (14) days. The college will follow [CDC guidance](#), along with public health guidance.
- The employee will need to provide notice of guidance from their healthcare provider or public health on quarantine requirements. This is expected within 24 hours of starting quarantine or absence.
- The employee will need to provide a release to duty from their healthcare provider or public health before their return to work on-site if public health or their healthcare provider instructed them to quarantine.
- The employee may be allowed to telecommute during their directed quarantine if they are able to satisfactorily perform their job from a remote location and they receive approval from their respective vice-president. Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations during telecommuting.
- The college, in conjunction with the Pottawattamie County Public Health Department, will conduct contact tracing and inform employees and students who have come in contact with an infected person.

k. Iowa Western Testing Site

In partnership with Pottawattamie County Public Health, Iowa Western has a COVID-19 testing site, for employees and students with an Iowa zip code, on the Council Bluff campus. Testing will take place in Clark 106 (Welcome Center) and will be by appointment only. To schedule an appointment, please use our campus specific link: [click here](#).

The campus test site is available to all students, faculty, and staff who have an Iowa zip code. Students in campus housing who are from out of state will need to use their housing address.

This is NOT a public test site.

5. Temporary Administrative Policies Related to COVID-19.

a. COVID-19 Sick Leave Donation Policy

Iowa Western Community College recognizes that employees may have a medical emergency, resulting in a need for additional time off in excess of their available sick time. To address this need, all eligible employees will be allowed to donate accrued paid sick leave from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary, and is only available during this current COVID-19 pandemic.

Eligibility

Any full-time, regular employee (faculty or staff) is eligible to donate their sick leave to another full-time, regular employee (faculty or staff).

Guidelines

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

- Medical emergency connected to the COVID-19 pandemic, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse or child.

Donation of Sick Time

- The donation of sick time is strictly voluntary.
- Donations must be requested by an employee of another employee, or can be donated to another employee anonymously. Human Resources, Administration or supervisors cannot request donations on behalf of any employee.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick hours that an eligible employee may donate is four hours per calendar year; the maximum is 40 hours or no more than 50% of the employee's current balance.
- Employees cannot borrow against future sick time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick time.
- Eligible recipients cannot "pad" their leave bank with donations and will only be applied when their sick leave bank will become negative.

Requesting Donated Sick Time

- Employees who would like to request or donate sick time are required to complete a Donation of Sick Time Request form and submit to Human Resources.
- Requests for donations of sick time must be approved by Human Resources and must be signed by both the requester and the donator.
- If the recipient employee has available sick time in his or her balance, this time must be used prior to requesting or receiving donated sick time. Any unused donated sick time will not be returned to the donator and must be used within 90 days of the donation or be forfeited.
- Employees who receive donated sick time may receive no more than 480 hours within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

This policy will remain in effect to cover the current COVID-19 pandemic and will be discontinued as deemed appropriate by administration.

6. Appendices

a. COVID-19 Intake Form

b. Employee COVID-19 Flowchart

After completion you will need to save this on your device before sending it back to the inbox!!

Iowa Western Covid-19 Employee Intake Form—Follow All Directions and Read Completely

Please complete and return to covidinbox@iwcc.edu along with all applicable forms (see below).

All questions, concerns, inquiries, etc. should be directed to the covidinbox for a timely response.

Please do not send forms to your supervisor

Today's Date: _____

Name/Employee ID Number: _____

Email Address where you can be reached: _____

Your supervisor: _____

Have you read the [IWCC Covid-19 Recovery Guide](#) for the proper protocols? ☐ Yes ☐ No

Have you contacted your supervisor regarding your potential absence? ☐ Yes ☐ No **If not, please do so immediately**

Check all that apply:

☐ *Do you have Covid-19 symptoms (fever, 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)?

☐ *Have you received orders to stay home with exposed family members? **(Please provide written, with dates)**

☐ *Have you had a direct exposure according to the [CDC Guidelines](#)?

☐ *Have you had an indirect exposure according to the [CDC Guidelines](#)?

***If you had direct exposure**, have you contacted a healthcare professional (e.g. Urgent Care, Dr. On Demand, or a Physician) about this situation? ☐ Yes ☐ No **If no, you will need to do so asap** If yes, who and what date? _____

☐ *Have you received a written direction to take a Covid-19 test? **(Please provide)** ☐ Yes ☐ No

Do you have the testing confirmation? **(Please provide)** ☐ Yes ☐ No

☐ *Have you been ordered to quarantine? **(Please provide)** ☐ Yes ☐ No If yes, by whom? _____

☐ *Have you received written documentation to quarantine? ☐ Yes ☐ No

(Please provide, with dates; we will not approve any covid absence without this)

☐ *Have you discussed telecommuting options with your supervisor (if ordered to quarantine only)? ☐ Yes ☐ No

*Have you been approved for telecommuting? ☐ Yes **(please provide approval via email)**

☐ No; you will need to use sick time or take an unpaid leave of absence
And will be required to provide doctor's notes excusing your absence

➤ Please complete this form and return, along with all medical documentation, test results, FFCRA Claim Forms, to the covidinbox@iwcc.edu **ONLY please**; do not forward health information to your supervisor. Once received we will give further instructions.

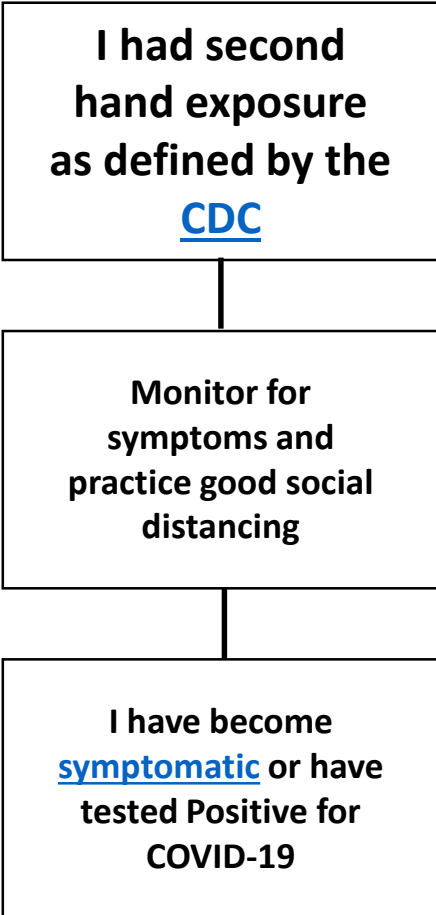
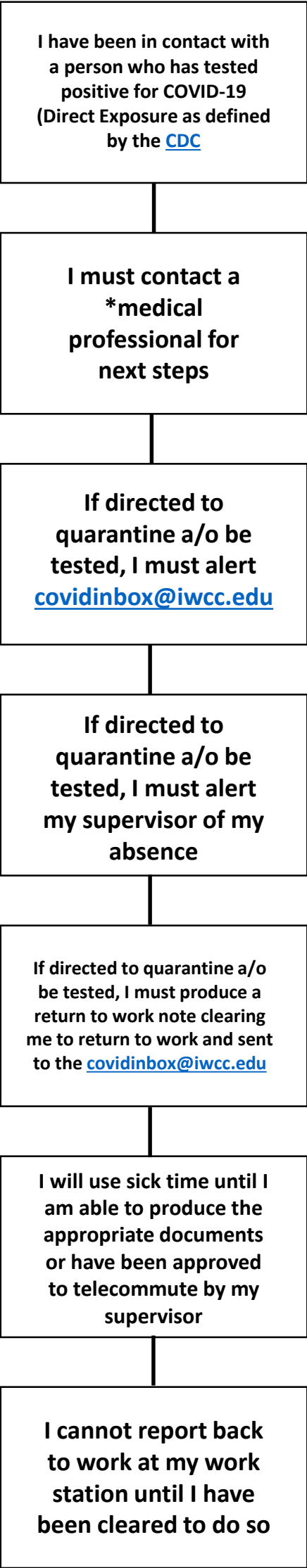
➤ **You have 24 hours from the date of the test, quarantine or absence to provide documentation supporting the absence.**

➤ Please do keep your supervisor informed of your absences or projected absences.

➤ **You will be required to provide a doctor's note prior to returning to work on-site if you have symptoms, have been ordered into a quarantine, have been directed to test for Covid-19, or as needed or requested or directed otherwise.**

➤ **Each new Covid related absence will require new forms.**

You will need to save this on your device before sending it back to the inbox



*A medical professional is defined as public health, a physician, urgent care, telehealth visit, etc.

