



**GREAT FALLS  
COLLEGE**

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**MONTANA STATE  
UNIVERSITY**

## Plan for a Healthy Spring 2021

January 11, 2021

Committed to welcoming people to campus while promoting a healthy environment for students, faculty, staff, and the community

# Foreword

Great Falls College Montana State University has always been committed to the health and safety of our students, faculty, staff, and community. The unprecedented onset of the COVID-19 pandemic reminded everyone how necessary it is to be as prepared as possible for an unpredictable future.

Following guidelines set forth by the Centers for Disease Control and Prevention (CDC), the American College Health Association (ACHA), the Office of the Commissioner of Higher Education (OCHE), Cascade City-County Health Department (CCHD), and other national, state, and local leaders, the college has created an environment that reduces risk and promotes healthy behaviors.

Great Falls College MSU assembled a task force of faculty, staff, and students to create a plan to welcome people to campus for a healthy, safe Fall 2020 semester. Their work continued throughout the fall semester, and revisions have been made to create this plan for a healthy Spring 2021. The college realizes the plan may need to be adapted if the situation changes and new guidelines are given by the Governor or the Office of the Commissioner. Even though every risk cannot be eliminated, the college is promoting a healthy environment for students, faculty, staff, and the community by focusing on these key factors:

1. Increasing Physical Distancing
2. Reducing Potential Spread
3. Promoting Healthy Habits and Good Hygiene
4. Leveraging Technology
5. Preparing for a Potential Illness

In education, every semester feels like a fresh start as we welcome familiar returning faces and look forward to meeting those who will be new to the college. We wish everyone a happy and healthy Spring 2021.

Sincerely,

A handwritten signature in blue ink that reads "Susan J. Wolff". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Susan J. Wolff, CEO/Dean

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# General Campus Actions

The following items apply to all areas of Great Falls College Montana State University.

## Cloth Face Masks and Face Coverings

- Students, faculty, staff, and visitors to the college campus are required to wear face coverings. See the “Amendment: Face Coverings” section of this plan for more details and Appendix B: Suggested Language and Action Steps Regarding Face Coverings.
- One reusable cloth face mask will be provided at no-cost to students, faculty, and staff by the college. Additional protective measures will be provided as needed based on individual situations.

## Food at Events

- Serving food is prohibited at campus events until further notice.

## Healthy Habits and Good Hygiene

- Individuals are expected to practice frequent and thorough handwashing and to use hand sanitizer regularly, especially after handling files and documents.
- Individual sanitizing kits for faculty, staff, and students will be provided by the college.
- People should cover their coughs and sneezes with an elbow or tissue.

## Leveraging Technology

- Each area is encouraged to apply technology to further the mission of the college and serve students and the community.
- Each area will have an alternative to face-to-face interactions to serve high-risk individuals.
- Meetings should be conducted electronically, even when working on campus, until further notice. If in-person meetings are needed, participation is limited to 10 participants and appropriate physical distancing is required.
- Staff will be trained on electronic form creation in order to facilitate paperless processing of documents.
- Employees will have Remote Desktop, a VPN connection, and a WebEx account, and receive training on technology as needed

## Physical Distancing

- All areas of campus will take steps to create space for 6 feet of distance between individuals where practical. Those on campus will be expected to monitor their own behavior to maintain 6 feet of space between themselves and others.

# General Campus Actions (continued)

## Preparing for a Potential Illness

- Each area and individual should be prepared to return to remote working, teaching, and learning should the need arise and such direction be given by the Office of the Commissioner of Higher Education, or local, state, or federal authorities.

## Self-Monitoring

- Faculty, staff, and students should be familiar with the symptoms of COVID-19, which can be found at <https://www.cdc.gov/>.
- Faculty, staff, and students are expected to self-assess their health before coming to campus; this includes recommended daily temperature monitoring. (See Appendix D: A Decision Tree for Students and Employees)
- Education related specifically to curbing the spread of the COVID-19 virus will be provided to students, faculty, and staff.
- Faculty, staff and students feeling or exhibiting cold or flu-like symptoms or with temperatures of 100.4 degrees or higher should not come to campus and should contact a healthcare provider. (See Appendix E: Testing Facilities)
- Individuals diagnosed with the COVID-19 virus are encouraged to immediately notify their supervisor/instructor and to complete the [COVID Self-Reporting Form](#). Campus Case Point Person, Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer, will receive the report and work closely with the Cascade City-County Health Department regarding COVID-19 testing and contact tracing. (See Appendix C: Steps for Those Contact Traced, Awaiting a Test Result, or Positive for COVID-19)

## Staffing

- Recognizing the campus is an employee's primary worksite, the college will facilitate staggered schedules and telework options when possible and when directed to do so by the Office of the Commissioner of Higher Education, or local, state, or federal authorities. All services will continue to be provided to students, whether in-person or virtually.
- Employees with increased risk should work with Human Resources to identify an appropriate plan for return to work.
  - If individuals wish to seek ADA reasonable accommodations related to returning to work, employees should contact Human Resources.

# General Campus Actions (continued)

## Testing and Contact Tracing

- The campus will work through Mary Kay Bonilla as the Case Point Person and follow the direction of the Cascade City-County Health Department regarding COVID-19 testing and contact tracing.
- Each department will keep records of those attending in-person classes, meetings, and events, and those using campus services. Individuals should record in-person interactions that occur in their offices. Departments and individuals will keep records for a minimum of three (3) weeks to aid the Cascade City-County Health Department with contact tracing.
- In order to enable contact tracing and enhance the health of faculty, staff, and students, the college will be open only to students, prospective students, those using the Testing Center, and others with a specific purpose on campus rather than the general public until further notice.

## Vaccinations

- The college will work with the Office of the Commissioner of Higher Education and local health officials to establish and follow a vaccination plan. The State of Montana's vaccination plan can be found on the [Montana Department of Health and Human Services website](#).

# General Facilities

Buildings, Maintenance, Safety, Security, College Vehicles

## Increasing Physical Distancing

- Review room occupancy limits based on square footage
- Evaluate and move/remove furniture in break, common, office, and conference areas to promote physical distancing and discourage congregating

## Reducing Potential Spread

- Sanitize horizontal/vertical surfaces daily (desks/tables/handrails/door key pads/elevator controls/door handles/water fountains)
- Use tracking system for cleaning using red/green flags for classrooms that have been used for purposes other than regularly held classes, red doorknob hangers for offices to signal rooms that need to be sanitized after others besides the main occupant(s) have been in the space
- Place hand sanitizer in all offices, classrooms, and common spaces
- Examine traffic flow – entrances and exits – to reduce contact
- Conduct pre/post event cleaning
- Continue installing swipe access system as funding allows
- Replace reusable items with single-use options in common areas
- Instruct divisions and departments to remove high-touch items, such as magazines and shareable pens, from their common and public areas
- Add plexiglass barriers in high-contact areas
- Place markers 6 feet apart on floor in places where lines tend to form
- Install kick-down door stops on classroom and interior doors
- Prop interior doors open during operational hours to reduce touchable areas

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, healthy hygiene, and traffic flow
- Work with MSU to purchase personal sanitizing kits for individual work spaces
- Maintain adequate stockpile of cleaning/sanitizing supplies
- Ensure garbage cans are in every room for easy disposal of tissues and sanitizing supplies

## Leveraging Technology

- Use room reservations in EMS to plan sanitizing schedule

# General Facilities (continued)

## Preparing for a Potential Illness

- Use SchoolDude work order system to communicate specific cleaning needs
- If notified of a case on campus, close area(s) where the individual has been for 24 hours before entering to clean; move any classes/events from the area

## Other

- College Vehicles
  - Sanitize at the end of each use; maintenance will disinfect steering wheels/dash/switches and seating areas
  - Allow one person per college vehicle; individuals can also take personal vehicles with prior approval from supervisor, or individuals can rent vehicles through the college account

## Events

Community, Public, College-sponsored Events & Meetings

### Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Limit occupancy of Heritage Hall to 50 people with setup to meet 6-foot physical distancing
- Remove chairs in B101 to meet 6-foot physical distancing; reduce capacity to 50

### Reducing Potential Spread

- Schedule only one event per day in Heritage Hall to allow adequate sanitizing time; set-up event night before and take down after the event
- Reserve space only for college-related meetings and events, not community organizations or individuals, until further notice
- Provide sanitizing supplies and hand sanitizer for users, including on the podium and at the computer station
- Prohibit food from being served until further notice

### Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

### Leveraging Technology

- Enter reduced room capacities in EMS for event scheduling purposes

## Events (continued)

### Preparing for a Potential Illness

- Require attendance sheet for events to assist with contact tracing; consider ways to gather attendee information while reducing contact and potential for spreading virus, such as requiring advance registration, with staff marking attendance the day of the event

## Work/Break Rooms

Applies to all work/break rooms on campus

### Increasing Physical Distancing

- Limit the number of employees in departmental workrooms to one (1) at a time
- Remove chairs/furniture to create 6 feet of space in work/break rooms

### Reducing Potential Spread

- Provide sanitizing supplies and hand sanitizer in all work/break rooms
- Limit the number of people using the employee break room to three (3) at a time
- Place one (1) chair at each table in employee work room
- Use sanitizing supplies to clean tables after use
- Remove shared items from work/break rooms; practice “Pack it in, pack it out” behavior
- Sanitize appliances/equipment between each use

# Human Resources

Employee Work, Health & Wellness, Travel, Training

## Increasing Physical Distancing

- See “Staffing” in “General Campus Actions” section of this plan

## Reducing Potential Spread

- See “General Campus Actions” section of this plan
- Avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment
  - In situations where work tools must be shared, employees will take precautions to sanitize tools between use, as well as wash their hands before and after use
- Limit the number of employees using the Wellness room to two (2) at a time
  - Post instructions on proper cleaning of equipment before and after use

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Provide information regarding counseling sessions and other assistance offered by the Employee Assistance Program and Blue Cross/Blue Shield Health Insurance
- Educate employees on how to tell people to maintain their distance/wear a face covering, for example, “We are practicing physical distancing; can you please back up to stand on the sticker on the floor?”
- Educate employees on notification process if tested positive for COVID-19 by their healthcare professional or contact traced; encourage use of the [COVID Self-Reporting Form](#) for those testing positive or contact traced (See Appendix C: Steps for Those Contact Traced, Awaiting a Test Result, or Positive for COVID-19)
- Educate employees about the free COVID-19 testing under our insurance and provide information about testing facilities (See Appendix E: Testing Facilities)
- Create an FAQ to answer questions related to employee work expectations around exposure to COVID-19

## Leveraging Technology

- Meet virtually or via phone with employees and potential employees when possible
- Provide virtual training

# Human Resources (continued)

## Preparing for a Potential Illness

- Send email to those who submit the [COVID Self-Reporting Form](#) outlining actions to be taken, including quarantining or isolation based on CDC and Cascade City-County Health Department recommendations
- Notify supervisor/instructor of quarantine/isolation
- Work with Cascade City-County Health Department to identify steps for the college to follow if a positive case occurs on campus

## Other: Travel

- Limit college-sponsored travel to essential trips
- Strongly encourage virtual attendance to meetings and conferences
- Be aware conditions could change at any time; travelers (whether for personal or business reasons) may be unable to leave a state or may have to quarantine upon reentry to Montana
- When possible, have those returning from out-of-state travel work remotely until 10 days, including weekends, have passed before returning to campus

## Other: Direction for Supervisors

- Encourage employees to stay home when sick
  - Working while home is not an expectation, but may be an option if needed and possible
  - Supervisors should work with HR before encouraging an employee exhibiting cold or flu-like symptoms to leave the workplace.
- Encourage appropriate use of sick leave and/or a mixture of sick leave and work from home if an employee becomes ill
  - Allow time for employee to receive diagnosis and care from healthcare provider
- Report a COVID-19 confirmed diagnosis to Mary Kay Bonilla as the campus Case Point Person and to Human Resources via the [COVID-19 Reporting Form](#) for appropriate leave coding and to determine return to work timeframe

# Instruction

Academic Divisions, Lifelong Learning

## Increasing Physical Distancing

- Develop seating arrangements for classrooms to maximize physical distancing
- Schedule classes in rooms with space to maintain physical distancing when possible
  - If you receive questions about physical distancing or capacity in a classroom, please share the following response, “Great Falls College worked with Cascade City-County Health (CCHD) and followed national and state guidelines when setting up classes. The current capacities for students in classrooms have been approved by CCHD. In addition, there are sanitizing supplies in the classroom that you can use to clean your area.”

## Reducing Potential Spread

- Explicitly support personal hygiene and healthy behaviors related to reducing the spread of the COVID-19 virus
- Use area cleaning supplies when entering a room
- Place red flag outside of classroom, lab, or office if cleaning by the custodians is needed other than the regularly scheduled daily sanitizing of surfaces, doorknobs, and light switches
- Remove extra and shared materials from classrooms and labs; adopt “Pack it in, pack it out” practice. Instructional materials, such as dry erase markers, will be provided by the divisions. Faculty should carry them to and from the classroom.
- Work with the Division Administrative Assistants to create individual student “kits” that can be checked out rather than share materials or equipment when possible
- Sanitize all models, microscopes, training materials, equipment, and tools in labs, simulations, studio classes, and shops before another student uses them
- Create and use seating charts in classrooms/labs
- Arrange group projects/lab partners by seating area
- Use hand sanitizer when entering and leaving a room or office
- Limit the number and proximity of people in office spaces
- Utilize virtual meetings with students and colleagues as often as possible
- Encourage appointments for one-on-one meetings versus walk-in visits
- Schedule classroom use to avoid back-to-back classes whenever possible; if not possible, allow one class to exit before the next enters
- Require the proper use of face coverings (see “Amendment: Face Coverings”); face coverings should cover the nose and mouth (see Appendix B: Suggested Language and Action Steps Regarding Face Coverings)
- Establish and adhere to additional PPE requirements for lab, studio, shop, simulated, and clinical learning sites/areas

## Instruction (continued)

- Sanitize personal work area and tools at the end of the day
- Provide sanitizing supplies for instructor computer stations

### Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Include education on public health practices at student welcome events and during faculty onboarding
- Adjust attendance policies to encourage students with symptoms of illness to stay home and make arrangements to complete missed work through D2L/Brightspace when possible (See Appendix C: Steps for Those Contact Traced, Awaiting Test Results, or Positive for COVID-19)
- Add syllabus section about possible shift to remote learning; be clear if virtual attendance at a given day and time will be required. Be clear students will be responsible for content covered in the class to meet outcomes even if they become ill, are quarantined or placed in isolation.
- Use the campus' Incomplete policy ([308.1 Grading](#)) if more time is needed for a student to complete work or clinical/shop time missed due to illness and other policy criteria are met
- Use available technology or peer coverage as available to deliver instruction if faculty is experiencing symptoms of illness; contact division administrative assistant with plans
- Work through the Office of Disability Services to meet accommodations of high-risk students
- Contact Human Resources to discuss any changes to regularly scheduled delivery mode of instruction

### Leveraging Technology

- Use available classroom technology to record or stream lectures if needed
- Participate in and provide easy support to staff/faculty and students for chosen media platforms (D2L/Brightspace, WebEx, etc.) (See Appendix F: Training and Resources for Faculty Transitioning to Virtual Instruction)
- Loan technology to students through the Library if needed
- Assign all full-time faculty a laptop computer and WebEx account
- Use Universal Design of Instruction (UDI) for the benefit of all students
- Place all course material in D2L/Brightspace (PowerPoints, notes, etc.)
- Have students submit assignments through D2L/Brightspace to reduce paper contact
- Use the D2L/Brightspace gradebook

# Instruction (continued)

## Preparing for a Potential Illness

- Use seating charts and record accurate daily attendance to aid in contact tracing
- Be prepared to transition to either synchronous or asynchronous remote instruction, including remote assessments of learning outcomes either through D2L/Brightspace or virtual proctoring through the Testing Center, if required by the Office of the Commissioner of Higher Education, local, state, or federal authorities or if warranted due to quarantine and isolation restrictions
- Complete trainings provided by the Teaching & Learning Center and review resources available for teaching virtually (see Appendix F: Training and Resources for Faculty Transitioning to Virtual Instruction). The TAC also has technologies available to try, which can then be ordered if needed.

## Other: Additional Actions for Lifelong Learning

- Complete evaluations electronically using smartphones
- Deliver instructor packets electronically when possible
- Distribute COVID safety talking points to instructors and ask them to read them at the start of the first day of each class
- Ask participants to bring their own pens to class/trainings
- Require instructors to take attendance
- Provide instructors with dry erase markers and other materials to pack in/pack out since shared items will not be available in classrooms
- Refund any classes canceled due to not being able to teach on campus or online
- Cancel or schedule a make-up class if instructors are ill
- Provide an online facilitator for classes hosted online to provide support to the class
- Issue a refund for or provide a link to attend the class online (when applicable) to students who are ill
- Use technology to offer a class online, if possible
- Provide a disposable face mask to instructors and students if needed
- Limit registrations to online and telephone, not walk-in registrations, until further notice

## Dental Clinic

Dental clinic faculty worked with the Cascade City-County Health Department to make modifications to the dental clinic for safe reopening.

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Rearrange public space to encourage physical distancing; limit chairs in waiting area

# Instruction (continued)

## **Reducing Potential Spread**

- Screen all patients medically prior to entering the clinic
- Monitor closely health of staff, students, faculty, and patients
- Isolate operatories with use of floor to ceiling plastic sheeting and a plastic door flap
- Disinfect plastic sheeting nightly
- Disinfect individual operatories between patients
- Require students and faculty while in clinic to wear appropriate PPE at all times
- Continue to follow ADA and accreditation guidelines for safe operations

## **Promoting Healthy Habits and Good Hygiene**

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## **Preparing for a Potential Illness**

- Use appointment scheduling system to record use for contact tracing purposes in compliance with HIPAA regulations

# Operations - Business Office

Accounts Payable & Receivable, Payroll, Student Accounts

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet

## Reducing Potential Spread

- Evaluate the need for physical barriers in the Business Office and Payroll
- Keep doors open
- Sanitize personal workspaces

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## Leveraging Technology

- Use technology to meet, conduct business, and provide training virtually and via phone
- Continue to use ChromeRiver
- Provide training on Teams and WebEx

## Preparing for a Potential Illness

- Provide laptops to staff to help transition quickly to remote work if needed; possibly provide scanner/printer if needed
- Use calendar updates and daily logs to track interactions
- Maintain need for two (2) Business Office staff to be on campus 2-3 times per week to manage deposits

# Services

Academic Success Center, Bookstore & Café, Disability Support Services, Native American Enrichment Center, Student Central & Information Desk, Technology Assistance Center, Testing Center, Veterans Center, Weaver Library

## Academic Success Center

### Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Rearrange furniture to encourage physical distancing

### Reducing Potential Spread

- Sanitize surfaces regularly throughout the day (tutors will do this in between working with students)
- Require face coverings (see “Amendment: Face Coverings” and Appendix B: Suggested Language and Action Steps Regarding Face Coverings)
- Use dividers when working with students; dividers will be provided
- Place hand sanitizing station at entrance to ASC
- Remove candy jar
- Sanitize anatomical models and other items checked out to students after each use
- Sanitize shared appliances after each use (microwave, refrigerator)
- Remove pens from counters; if writing utensil is needed, staff provide a pen and either have the person keep it, or wipe it down upon return
- Suspend food events until further notice

### Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Include information relating to COVID-19 and prevention measures in Tutor Training sessions
- Encourage staff to wash hands frequently

### Leveraging Technology

- Use Microsoft Teams to offer virtual tutoring

### Preparing for a Potential Illness

- Use ASC’s computerized check-in system to identify when students are in the ASC and the subject they are seeking help with in conjunction with the tutoring schedule for contact tracing

# Bookstore & Café

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Restrict customer capacity in bookstore
- Remove every other table in the dining area, limit seating at tables, close every other booth

## Reducing Potential Spread

- Establish traffic flow plan and create directional signage/markers
- Install plexiglass barriers for front register areas and coffee area
- Sanitize credit/debit cards used for payments before and after staff use (before giving back to customer)
- Provide curbside pickup for orders
- Close kitchen and all self-service buffet stations
- Establish a prepackaged food court
- Remove bulk sugar and cream dispensers; provide single-use packages
- Provide only wrapped, single-use utensils
- Ban customers from bringing in personal containers or food and drinks
- Discontinue catering services, except coffee or drink service, until further notice

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Add hand sanitizer, glove and face masks to inventory for customers

## Leveraging Technology

- Promote online ordering with in-store pickup or shipping
- Assist and provide customer service to students online and by appointment
- Provide laptops for management to increase workplace flexibility

## Preparing for a Potential Illness

- Be prepared to switch to completely online services if needed
- Follow recommendations of Cascade City-County Health if a case of COVID-19 is confirmed on campus

# Disability Support Services

## **Increasing Physical Distancing**

- Post signs and floor markings to encourage physical distancing of 6 feet
- Separate seating in reception area to be 6 feet apart

## **Reducing Potential Spread**

- Provide hand sanitizer, disinfecting supplies, and tissues
- Work with high-risk students and their faculty to make accommodations for alternate instruction delivery; for such students, encourage online classes when available
- Place hand sanitizing station at entrance to Disability Services
- Sanitize workspaces and study room spaces before and after use

## **Promoting Healthy Habits and Good Hygiene**

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## **Leveraging Technology**

- Use technology to meet virtually and via phone with students and others
- Provide virtual workshops for students
- Explore ways to virtually read exams to students to limit people in the testing environment at one time
- Create D2L/Brightspace groups for Disability resources

## **Preparing for a Potential Illness**

- Keep a log of users of Disability Services spaces: reception area, meetings, testing room

# Native American Enrichment Center

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Remove couch and separate seating to be 6 feet apart
- Remove chairs in the study rooms, leaving only two (2) chairs in each room

## Reducing Potential Spread

- Provide hand sanitizers, disinfecting supplies, and tissues in each study room and the center itself
- Move anatomical models to reception desk in Disability Services; instruct students to return all models to the desk for disinfecting after each use
- Remove magazines and shared kitchen items, such as dishes, towels, sponges, dish brushes, etc.; encourage single-use options
- Limit access to kitchen area to one (1) person at a time; sanitize kitchen appliances between each use
- Suspend food events until further notice
- Require students to bring their own pens for signing in and checking out models
- Provide individual sets of dry erase markers and erasers
- Sanitize computers, printers, and mice after each use
- Sanitize desk and table tops after each use
- Prop doors open to the entrance to the study rooms and NAEC during operating hours

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## Leveraging Technology

- Use technology to meet virtually and via phone with students and others
- Conduct workshops virtually
- Research options to provide technology for students who may not have their own devices or internet service
- Create D2L/Brightspace groups for NAEC resources

## Preparing for a Potential Illness

- Keep a log of users for the study rooms and center

# Student Central & Information Desk

Admissions, Advising & Career Services, Financial Aid, Registrar, Student Accounts

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Rearrange public space to encourage physical distancing; limit chairs in waiting areas, student computer use area, and tables
- Space Information Desk workers 6 feet apart

## Reducing Potential Spread

- Install plexiglass at reception desks to limit physical interaction between staff and patrons
- Provide additional tissues, sanitizing supplies, and hand sanitizer for staff and public
- Reduce number of shared work spaces, and require sanitizing of shared supplies and spaces (student/prospect-use computers and keyboards, counters, doorknobs) between uses
- Remove pens from counters; if writing utensil is needed, staff provide a pen and either have the person keep it, or wipe it down upon return
- Sanitize credit/debit cards used for payments before and after staff use (before giving back to customer)
- Limit access to the vault to one (1) staff member at a time and sanitize equipment and surfaces between use
- Allow one (1) person at a time to use copier/fax/scanner; sanitize between each use
- Limit access to break room to one (1) person at a time; sanitize kitchen appliances between each use
- Remove shared towels, sponges, dish brushes, etc., from break room; encourage single-use options
- Encourage virtual prospective student meetings and limit in-person visits to the prospect and two (2) guests; conduct meetings in a conference room with physical distancing or in an open-area visit area (atrium)
- Limit group in-person visits and tours to 10 people and require physical social distancing
- Place hand sanitizing station at entrance to Student Central

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Encourage staff to wash hands frequently, especially after handling files and documents

## Student Central & Information Desk (continued)

### **Leveraging Technology**

- Encourage electronic payment via Banner Web for student bills
- Install web cameras/microphones at work stations to enable virtual meetings
- Create virtual and phone options for advising appointments and prospective student interactions

### **Preparing for a Potential Illness**

- Track in-person interactions to aid in contact tracing; encourage appointments versus walk-in traffic

# Technology Assistance Center

Information Technology, eLearning, Print Center

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet

## Reducing Potential Spread

- Provide hand sanitizer
- Use disinfecting supplies to sanitize any technology worked on both before and after service
- Limit walk-in traffic by scheduling appointments if needed and provide customer service virtually and via phone

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## Leveraging Technology

- Request students, faculty and staff submit Helpdesk tickets instead of walking in
- Acquire different technologies for faculty to try out to see what best works for their delivery style (ex: writing tablets, tablet devices with apps, etc.)
- Fill technology requests for faculty and staff who have specific needs
- Research options to provide technology for students who may not have their own devices or internet service

## Preparing for a Potential Illness

- Log face-to-face interactions to assist with contact tracing

# Testing Center

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Place testers at alternating work stations to maintain physical distancing
- Remove furniture in waiting area to create 6 feet of physical distance

## Reducing Potential Spread

- Limit direct interaction between proctors and testers
- Sanitize keyboards, mice, calculators, locker keys, pencils, pens, and desktops after every use
- Sanitize door knobs, countertops, lockers, and other high touch surfaces regularly throughout the day
- Provide hand sanitizer for all test candidates

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Encourage staff to wash hands frequently, especially after handling files and documents

## Leveraging Technology

- Offer proctored exams through MonitorEDU for high-risk individuals or in circumstances that close campus and/or Testing Center to in-person testing
- Post directions for accessing online proctoring on the Testing Center's webpage and in the confirmation emails testers receive when they schedule their exams
- Provide a college laptop to Testing Center proctors to use for remote proctoring

## Preparing for a Potential Illness

- Require test candidates to sign in and use an assigned computer
- Maintain testers' contact information in scheduling software
- Train proctors to administer remote tests via MonitorEDU

# Veterans Center

## **Increasing Physical Distancing**

- Post signs and floor markings to encourage physical distancing of 6 feet
- Separate seating in the center to be 6 feet apart
- Remove chairs in the Veterans Study Rooms, leaving only two (2) chairs in each room

## **Reducing Potential Spread**

- Provide hand sanitizers, disinfecting supplies in each study room and the center itself
- Sanitize anatomical models after each use
- Sanitize shared appliances after each use
- Suspend food events until further notice
- Keep doors to the study rooms open

## **Promoting Healthy Habits and Good Hygiene**

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow

## **Leveraging Technology**

- Use technology to meet virtually and via phone with students and others

## **Preparing for a Potential Illness**

- Keep a log of users for the study rooms and center

# Weaver Library

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Limit seating to every other computer station and at study tables
- Rearrange public space to encourage physical distancing
- Limit study room use to groups of four (4) individuals
- Provide a staff member at the main library desk at all times to ensure help is available and employees and patrons are practicing safe physical distancing

## Reducing Potential Spread

- Install plexiglass at library desks to limit physical interaction between staff and patrons
- Provide additional tissues, sanitizing supplies, and hand sanitizer for staff and users
- Instruct patrons to return all items to the Return Box located outside the library entrance
- Isolate returned items in a sealed plastic bag, in a locked room, for a minimum of 72 hours; after quarantine, the items will be disinfected and returned to the shelf
- Wear gloves when distributing items or handling returned items
- Sanitize items returned to the library (laptops, books or other items) before returning to shelves
- Sanitize shared workspaces and study room spaces before and after use
- Sanitize shared items, such as scanner, printers, hole punches, etc., between each use
- Remove pens from counters; provide a pen if needed and either have the person keep it, or wipe it down upon return
- Prop doors to the entrance of the library open during operating hours
- Encourage patrons to continue to use remote assistance
- Ask patrons to email or call to make an appointment 24 hours in advance for in-person assistance
- Allow individual, but not group, assistance in person; both the librarian and patron will be required to wear a mask or face covering (see “Amendment: Face Coverings”)
- Allow only employees, students, and prospective students in the library, not the general public, until further notice

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Ask patrons to review the new policies regarding physical distancing and maintaining a healthy environment
- Encourage staff to wash hands frequently, especially after handling files and documents

## Weaver Library (continued)

### **Leveraging Technology**

- Continue to lend physical and electronic resources to patrons, including electronically through Interlibrary Loan, as well as offering virtual reference, email and phone reference and research assistance and teaching Research 101 workshops only online until further notice

### **Preparing for a Potential Illness**

- Require patrons to sign their name and staff/faculty/student ID number at the main library desk to assist with contact tracing

# Student Engagement

Clubs, Activities, Service Learning, Student Government, Food Pantry

## Increasing Physical Distancing

- Post signs and floor markings to encourage physical distancing of 6 feet
- Separate seating in reception area to be 6 feet apart
- Require student organizations and groups to hold meetings using distancing or virtually
- Approve rooms for student activities through the Office of Student Engagement to ensure adequate space for physical distancing
- Modify annual campus student events, traditions, and other large-scale events to meet physical distancing requirements and group size guidelines

## Reducing Potential Spread

- Evaluate installing physical barrier at reception desk in Office of Student Engagement
- Provide hand sanitizers, disinfecting supplies in reception area, office, Student Government office, and by the public use microwaves (add signs by microwaves recommending users sanitize after each use)
- Provide virtual resources and virtual engagement opportunities
- Work with student organizations to redesign traditional in-person student events
- Close pool table until further notice
- Continue distributing food by appointment through the food pantry and following Food Safe rules

## Promoting Healthy Habits and Good Hygiene

- Work with Communications department to post signs promoting physical distancing, face coverings, healthy hygiene, and traffic flow
- Use television monitors to show CDC recommendations and health updates

## Leveraging Technology

- Develop and host virtual events, social media engagement opportunities, and asynchronous activities to provide social interaction and build communities
- Create D2L/Brightspace groups for student organizations, Office of Student Engagement, and Student Government trainings and resources

## Preparing for a Potential Illness

- Keep a log of users for the offices of Student Engagement and Student Government, as well as records of attendance for any in-person meeting or event

# Appendix A: Communication Plan

In order to keep students, faculty, staff, and the community informed regarding COVID-19 related items, Great Falls College MSU will adhere to the following Communications plan.

## Providing Updates

- Use the college's COVID-19 webpage ([www.gfcmsu.edu/covid](http://www.gfcmsu.edu/covid)) to provide an FAQ list, updated content, and an archive of past content
- Email weekly briefing updating faculty, staff, and students on the work of the Healthy Campus task force; archive briefings on the COVID webpage
- Post regular Facebook messages with updated information related to COVID

## Promoting Healthy Habits and Good Hygiene

- Post signs in each classroom promoting physical distancing, good hygiene (wash hands, sneeze into elbow or tissue, stay home if ill, etc.), and the use of face coverings
- Place special pull-up signs by entrances promoting distancing, face coverings, staying at home if ill, and good hygiene
- Show informational video on COVID-19 created with Cascade City-County Health Department to educate faculty, staff and students about the virus and proper face covering wearing

## Preparing for a Potential Illness: In the Event of a Case on Campus

- Notify Cascade City-County Health Department, Office of Commissioner of Higher Education (OCHE), and President of Montana State University
- Follow direction of Cascade City-County Health Department and OCHE for action and communication steps.
  - If approved, determine if CCHD or the college will notify media or send out internal communication to the campus and external communication to appropriate partners.

# Appendix B: Suggested Language and Action Steps Regarding Face Coverings

## For Employees Who Interact with Someone Not Wearing a Face Covering

1. Inform the person of the campus' face covering requirement and ask if the person has a face covering.  
*Example: "Hello. In order to help keep campus healthy, we require a face covering be worn on campus. Do you have one you can put on?"*
2. If the person does not have a face covering and is an employee or student of the college, let the person know where to find a college-issued reusable mask. The campus has purchased a reusable cloth mask for every student and employee as part of a personal hygiene kit. They are available at the Library, TAC, ASC, and Administrative Suite for free. Face coverings can also be purchased at the Bookstore. You can also offer the use of a disposable one. Disposable face masks can be found at the Information Desk and in various offices on campus. Remind the person to bring one in the future.  
*Example: "All employees and students can pick up a free reusable mask and personal hygiene kit at the Library, TAC, ASC, and Administrative Suite. They're also available for purchase in the Bookstore. You can either go get a reusable one or I can get you a disposable one now. In the future, please have a face covering with you."*
3. If the person is not an employee or student of the college, offer a disposable mask. Disposable face masks can be found at the Information Desk and in various offices on campus. Remind the person to bring one in the future.  
*Example: "We have a disposable face mask you can use today. Let me get you one. In the future, please have a face covering with you. If you don't have a reusable one, we can give you a hygiene kit that has one or you can buy one at the bookstore."*
4. If a person says he or she has a medical accommodation for not wearing a face covering, you should not ask the individual about medical conditions because of HIPPA and other privacy laws. However, if someone says they have a medical reason for not wearing a face covering, you can refer an employee to HR or a student to Disability Services for a written accommodation. Maintain physical distancing, serve the person as quickly as possible, wash your hands with soap and water for 20 seconds, and disinfect the area if needed.  
*Example: "If you have a medical reason, you can see HR/Disability Services for an accommodation. Please maintain physical distancing, and I'll serve you as quickly as possible."*
5. If the person does not have a face covering nor reports a medical condition and refuses the offer to use a disposable one, provide the necessary service but let the person know in the future the individual will need a face covering.  
*Example: "I can help you today, but next time you will need a face covering."*

6. If the person becomes belligerent, you can ask the person to leave the premises.  
*Example: "I understand your feelings, but you will need to leave campus unless you calm down. Everyone on campus needs to be respectful. If you don't calm down, you'll be escorted off campus."*
7. If the person continues to be upset, call the campus emergency team by dialing 9999 from a campus telephone or push the Little Green Button on your desktop. If it is after 5:00 pm or on the weekend, call security at 750-8222. Only call 911 if the person becomes violent or you feel unsafe.

### **For Faculty Who Interact with a Student Not Wearing a Face Covering**

1. Inform the student of the campus' face covering requirement and ask if the student has a face covering.  
*Example: "Hello. In order to help keep campus healthy, we require a face covering be worn on campus. Do you have one you can put on?"*
2. If the student does not have a face covering, let the student know where to find a college-issued reusable mask. The campus has purchased a reusable cloth mask for every student as part of a personal hygiene kit. They are available at the Library, TAC, ASC, and Administrative Suite for free. Face coverings can also be purchased at the Bookstore. You can also offer the use of a disposable face mask, which can be found at the Information Desk and various offices on campus. Ask the student to get a mask and return to class. Remind the person to bring one in the future.  
*Example: "All students can pick up a free reusable mask and personal hygiene kit at the Library, TAC and ASC. They're also available for purchase in the Bookstore. You can either go get a reusable one or a disposable one now, and then return to class. In the future, please have a face covering with you."*
3. If the person has a medical accommodation for not wearing a face covering, the student will have an accommodation sheet that Kathy Meier will email to you. Because of HIPPA, you should not ask a person about medical conditions. However, if a student states a medical reason for not wearing a face covering, you can refer the student to Disability Services.  
*Example: "If you have a medical reason, you should see Disability Services for an accommodation. Kathy Meier will provide information to me stating the exemption once you receive the accommodation. Until then, you need to wear a face covering."*
4. If the person does not have a face covering, does not state a medical reason, and refuses to go get a reusable cloth or disposable face mask, you can ask the student to leave the classroom. Complete a [Behavior Referral Form](#) after the event.  
*Example: "Because we want to keep everyone healthy, wearing a face covering is a campus requirement. I need you to either wear one or leave the classroom. If you leave, please come back to class next time with a face covering. We want you here to participate in our class."*
5. If the person becomes belligerent, you can hit the Little Green Button in the classroom or dial 9999 from a campus telephone. A member of the campus emergency team will come to the

classroom to provide assistance. If it is after 5:00 pm or on the weekend, call security at 750-8222. Only call 911 if the person becomes violent or you feel unsafe.

Example: *"I understand your feelings, but I need you to be respectful. You will need to you calm down or be escorted off campus."*

6. If the student returns to class without a face covering again, repeat the steps above – including a second Behavior Referral form. Note on the form that it is a second offense. Failure to comply with the campus face covering requirement will be handled in the same manner as any other Student Code of Conduct issue. You can see the conduct code at <http://www.gfcmu.edu/about/policies/PDF/300/300.pdf>.

7. From time to time, you may need to remind students that the face covering should cover both the nose and mouth to prevent the spread of the virus.

Example: *"Please pull your mask up so that both your mouth and nose are covered. We want to reduce the risk to others so that we can continue to have in-person classes this semester. Thank you."*

You can ask a student who refuses to properly wear a face covering after several reminders to leave the class. The same steps above for not wearing a face covering would be followed in such a situation.

### **For Students Who Interact with Someone Not Wearing a Face Covering**

1. Students do not need to enforce the face covering requirement. Please leave that role to college employees. If you see someone not wearing a face covering and would like to report it, please contact a college employee.

# Appendix C: Steps for Those Contact Traced, Awaiting a Test Result, or Positive for COVID-19

## For Students Who are Contact Traced, Awaiting a Test Result, or Have Tested Positive for the COVID-19 Virus

If a student is officially contact traced or is awaiting a test result because of an exposure to someone who tested positive for COVID-19, the student should take the following steps:

1. Complete the [“ COVID Self-Reporting”](#) form. It can be found on the “Students” web page under “Forms” and on the college’s COVID-19 webpage.
2. Contact instructors. Instructors’ contact information can be found on the syllabus or the course’s D2L/Brightspace homepage.
3. Make arrangements with instructors to stay engaged with the class and to submit any work that may be missed, including completing clinical/shop hours if applicable. Faculty may instruct students to access course content in D2L/Brightspace or to participate in class virtually through live streaming.
  - a. If a student is too ill to complete assignments, the situation will be treated like any other health-related absence – an illness, a surgery, a broken bone, etc. See the [Policies and Procedures Manual](#) for policies related to attendance, request for incomplete grades, and withdrawals. Students should also contact their advisers to discuss their options.
4. Follow directions given by healthcare professionals, health department officials, or the college regarding a date to return to campus. This means students who are awaiting a test result because they are exhibiting symptoms or have been officially contact traced may not return to campus for any reason until given a date to do so – not for classes, work on campus, to take a test, or use other services.

Depending on the situation and in an abundance of caution, an entire class may be moved to remote instruction if the class members were exposed by a person in the class who tested positive, meaning the positive student was attending class/lab up to 48 hours before the person began experiencing symptoms and was in close contact with other students.

Based on recommendations from the CDC and the Cascade City-County Health Department, if the student has not been in close contact with the class, the student will be told to remain at home until fever free for 24 hours, normal health has returned, and at least 10 days have passed since symptoms started.

## For Faculty who have a Student who Tests Positive or is Contact Traced

1. Instruct the student to fill out the [COVID-19 Self-Reporting Form](#). It can be found on the college’s COVID-19 webpage or on the Students webpage under “Forms.”

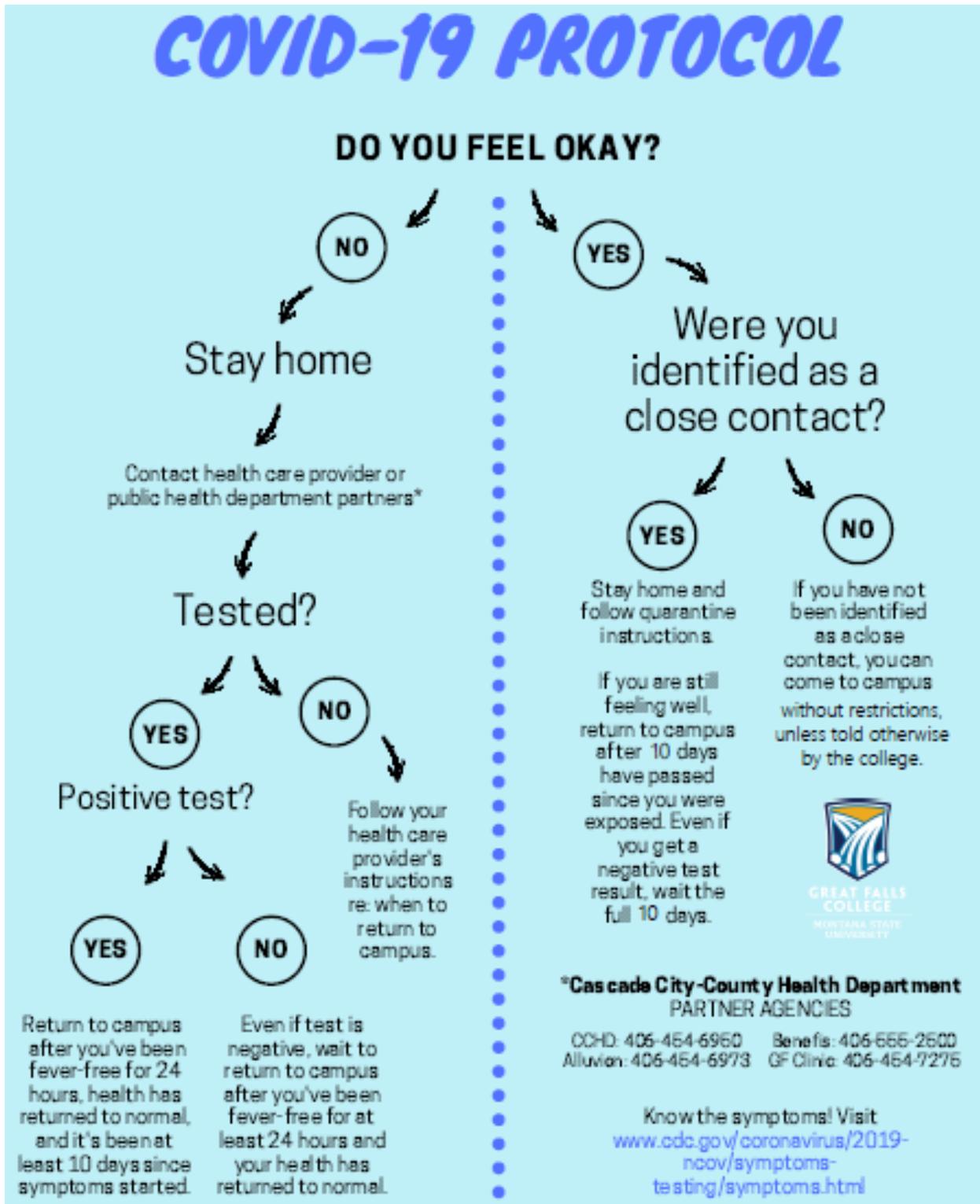
2. Submit a [COVID-19 Reporting Form](#) found in the left column on the “Faculty and Staff” page or on the college’s COVID-19 webpage. It is better to duplicate the notification rather than assume that the student is submitting the form.
3. Continue instruction either by streaming the class or through D2L/Brightspace.
  - a. Depending on the situation and in an abundance of caution, an entire class may be moved to remote instruction if the class members were exposed by a person in the class who tested positive, meaning the positive student was attending class/lab up to 48 hours before the person began experiencing symptoms and was in close contact with other students.
  - b. Based on recommendations from the CDC and the Cascade City-County Health Department, if the student has not been in close contact with the class, the student will be told to remain at home until fever free for 24 hours, normal health has returned, and at least 10 days have passed since symptoms started.
  - c. For those who are going to stream lectures in real-time, use the camera and microphone system installed in the classroom. Then schedule a WebEx event to stream the course live. You may also use the virtual classroom tools inside D2L/Brightspace (see Appendix F: Training and Resources for Faculty Transitioning to Virtual Instruction).
  - d. If the content can be delivered through D2L/Brightspace or another learning platform (like MyMathLab, NetLab, etc.), then please do so.
  - e. In either case – streaming or through D2L/Brightspace – faculty should clearly communicate with the student how content will be delivered and the expectations for participation and completing assignments.
    - a. If a student is too ill to complete assignments, the situation will be treated like any other health-related absence – an illness, a surgery, a broken bone, etc. See the [Policies and Procedures Manual](#) for policies related to attendance, request for incomplete grades, and withdrawals. Students should also contact their advisers to discuss their options.
5. Contact the Testing Center and follow its directions for scheduling a remote test if a test needs to be given during the student’s quarantine/isolation period.
6. Allow the student to return to in-person instruction based on the return date given the student by a healthcare professional, a health official, or the college.

### **For Faculty or Staff Members Who Test Positive or are Contact Traced**

If a faculty or staff member is officially contact traced or is awaiting a test result because of an exposure to someone who tested positive for COVID-19, the person should take the following steps:

1. Complete the [COVID-19 Self-Reporting Form](#). In addition the link given, the form can be found in the left column of the “Faculty and Staff” web page or on the college’s COVID-19 web page.
2. Contact the division director/supervisor.
3. Be prepared to work remotely if possible.
4. Follow the directions given by HR, a healthcare provider, or a health official.

# Appendix D: A Decision Tree for Students and Employees



## Appendix E: Testing Facilities

If you are experiencing symptoms of COVID-19 or are worried you might have the virus, contact the following medical partners to be tested. Please call before going:

Alluvion—406-454-6973

Benefis—406-455-2500

Great Falls Clinic—406-454-7275

Cascade City-County Health—406-454-6950

Great Falls College MSU asks that you quarantine yourself while waiting for your results and use the [COVID Self-Reporting Form](#) to inform campus of your situation.

# Appendix F: Training and Resources for Faculty Transitioning to Virtual Instruction

All faculty have access to the [Faculty Tools Training D2L course](#). Here, you will find curated resources to support online and hybrid instruction. If you cannot access the course, please let Mandy Wright, Becky Sullivan, or Wayne Breau know.

There is a module designed to support faculty who need to teach their synchronous courses remotely, due to their own or a student's quarantine (**see Content>Synchronous Remote Instruction**). We have linked to existing resources in the Faculty Tools Training course and included additional recommended resources.

The Teaching and Learning Center website has a variety of resources as well:

<http://facstaff.gfcmu.edu/development/index.html>

- [Current Workshop Wednesday schedule and recordings](#)
- [Past Workshop Wednesday recordings](#)
- [Two-Year Teaching and Tech Podcast](#)

# Appendix G: Task Force Members

Joshua Archey, Student Engagement Coordinator

Dave Bonilla, Chief Technology Officer

Mary Kay Bonilla, Executive Director Human Resources and Associate Dean of Student Services

Pam Buckheit, Staff Senator

Aaron Frank, Student Government President

Leanne Frost, Executive Director of Instruction

Leah Habel, Director of Financial Aid

Lorene Jaynes, Chief of Staff

Shannon Marr, Director of Recruitment & Enrollment

Kathy Meier, Director of Disability Services

Charla Merja, Director, Academic Success Center and Testing Center

Russ Motschenbacher, Director of Health Sciences

Denise Ostberg, Executive Assistant and Events Coordinator

Tammie Hickey, Interim Director, Lifelong Learning

Jana Parsons, Faculty Senate Chair

Roger Peffer, Faculty, Safety Committee

Carmen Roberts, Director of Operations

Joel Sims, Director of Trades

Gary Smart, Director of Facility Services

Troy Stoddard, Director of Advising & Career Services

Scott Thompson, Director of Communications and Marketing

Dena Wagner-Fossen, Registrar

Mandy Wight, Interim Director, Weaver Library

Dr. Susan Wolff, CEO/Dean

# Appendix H: Resources

American College Health Association [https://www.acha.org/ACHA/Resources/Topics/COVID-19\\_Update.aspx](https://www.acha.org/ACHA/Resources/Topics/COVID-19_Update.aspx)

Cascade City-County Health Department <https://www.cchdmt.org/>

Centers for Disease Control and Prevention <https://www.cdc.gov/>

Great Falls College Montana State University [www.gfcmsu.edu/covid](http://www.gfcmsu.edu/covid)

Montana Department of Health & Human Services <https://dphhs.mt.gov/>

Montana Governor's Coronavirus Task Force <https://covid19.mt.gov/>

*MUS Healthy Fall 2020: Planning Guidelines for Campuses* <https://www.mus.edu/coronavirus/healthy-fall-2020-planning.html>

# Amendment: Face Coverings

Implemented July 23, 2020

The Montana Commissioner of Higher Education adopted the recommendation of the MUS Healthy Fall 2020 Task Force to require face coverings on all the campuses of the Montana University System to reduce the spread of the COVID-19 virus.

CDC guidance suggests that face coverings may help reduce the spread of COVID-19 when they are widely used in public settings. Face coverings help prevent people who are unaware they have the virus and are either asymptomatic or pre-symptomatic from unknowingly spreading it to others. Face coverings are most effective when all individuals in an area are wearing them. Face coverings are a preventative health measure.

To help keep the Great Falls College MSU staff, faculty, students, and community healthy, effective immediately and until further notice, Great Falls College MSU will implement the following:

- Face coverings are required in all indoor spaces and all enclosed or partially enclosed outdoor spaces, including common areas such as hallways and restrooms. Exceptions are listed below.
- Face coverings will be required in all outdoor spaces where physical distancing is not possible or difficult to reliably maintain. In outdoor settings where physical distancing is possible, face coverings continue to be strongly recommended.

The face covering requirement applies to all Great Falls College MSU students, Lifelong Learning participants, employees, visitors, service providers, contractors, vendors, suppliers, alumni, families, and community members.

On campus, face coverings will be required in addition to measures such as physical distancing, frequent handwashing, and the frequent cleaning of offices, work places, classrooms, and gathering spaces already in place.

## **What Counts as a Face Covering?**

Appropriate face coverings are those that cover the mouth and nose of the wearer. Following CDC guidance, effective face coverings include simple cloth masks, disposable paper masks, scarves, buffs, or bandanas. Plastic face shields are allowed as described in the next paragraph.

Following CDC guidance, face coverings should:

- fit snugly but comfortably against the side of the face;
- be secured with ties or ear loops;
- include multiple layers of fabric;

- allow for breathing without restriction; and
- be able to be laundered and machine-dried without damaging them or changing their shape.

Plastic face shields may be used in instances where an individual can consistently and reliably maintain appropriate physical distancing or where a cloth mask is otherwise impracticable. Such instances may include, but not be limited to, ADA and other medical accommodations. If an individual chooses to use a plastic face shield, the shield should cover from above the eyes to below the chin and wrap around the sides of the wearer's face to reduce the risk of the spread of respiratory particles.

## Exceptions

Face coverings may be removed in the following circumstances:

- alone in an office, enclosed study area, or in a shared office space where physical distancing is maintained and no non-employees are present
- eating or drinking where physical distancing is practiced
- working or spending time outdoors (e.g. walking, exercising) and at least a six-foot distance can be consistently and reliably maintained
- engaged in an activity that makes wearing a face covering impractical or unsafe, such as strenuous physical exercise
- other requirements for personal protective equipment (PPE) make it either impractical or unsafe to wear an additional face covering, such as welding labs, nursing labs, etc.
- communicating with someone who is hearing impaired
- alone in a vehicle or utility vehicle used for Great Falls College business
- due to a medical condition verified by a medical professional and approved through the established processes and offices on campus (see Accommodations section below)

Children younger than the age of five and those who cannot physically remove a face covering without assistance are exempt. All children between the ages of two and four, however, are strongly encouraged to wear a face covering. Children younger than the age of two should not wear a face covering.

## Accommodations

Individuals whose unique and individual circumstances require an exception to the face covering requirement, as indicated by a medical professional, may request one in accordance with the campus ADA policies. Employees should contact the HR office. Students should contact the Office of Disability Services. It is strongly recommended that students make contact prior to the start of classes in order to provide adequate time for their request to be evaluated.

## **Responsibility and Accountability**

The goal of the face covering requirement is to reduce the spread of COVID-19 by those who are asymptomatic or pre-symptomatic; it is a preventative measure to protect others. At Great Falls College MSU, we believe the universal adoption of this measure should be implemented in a civil and respectful manner. Therefore, the college will communicate and promote the importance of wearing a face covering for the benefit of our students, employees, visitors, and community.

In the event of willful non-compliance, existing campus policies apply. Employees, students and visitors engaging in sustained, willful non-compliance may be directed to leave campus spaces, taken off duty, and in certain cases be subject to disciplinary action in accordance with existing campus policies applicable to policy violations and codes of conduct.

## **Employee and Student Awareness**

Prior to the start of the Fall 2020 semester, Great Falls College MSU will develop and implement a training and communication strategy for all employees and students to ensure they have a clear understanding of the campus' face covering requirement and enforcement policies.