Plan for a Healthy Campus

Effective May 14, 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. In response to the unprecedented onset of the COVID-19 pandemic, the college followed guidelines set forth by national, state, and local leaders to create an environment that reduced risk and promoted healthy behaviors.

Because of the conscientious efforts of students, faculty, and staff, the college maintained in-person classes through the 2020-2021 academic year.

Due to improved health conditions in Montana, on May 14, 2021, the Office of the Commissioner of Higher Education lifted many of the COVID-related restrictions and asked campuses to work closely with local health authorities to maintain a healthy environment on campus. The college worked with Cascade City-County Health Department to create the following plan, building on the experience gained during the pandemic.

This plan will remain in place until further notice. Its scope extends beyond COVID-19 and will help prevent the spread of other illnesses by promoting healthy behaviors. I look forward to everyone's continued work to keep campus healthy and safe.

Sincerely,

Dr. Susan J. Wolff, CEO/Dean

Contents

General Campus Actions

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

Cloth Face Masks and Face Coverings

- Face coverings are not required on campus.
- However, wearing a face covering is encouraged for those who have not been vaccinated against the COVID-19 virus and for those who feel more comfortable wearing one for a variety of reasons.

Events and Meetings

- Events with fewer than 250 individuals require no special planning; events with more than 250 attendees need to work with the Cascade City-County Health Department.
- Organizers are encouraged to keep a list of attendees to aid in contact tracing if needed.
- Events will be scheduled to allow adequate sanitizing before and after the event
- Sanitizing supplies and hand sanitizer for users will be provided for events, including on the podiums and computer stations
- Pre-packaged or individual servings of food are encouraged for meetings and events but not required.

Healthy Habits and Good Hygiene

- All individuals (students, faculty, staff, and community members) who are feeling ill should stay home; employees may be able to work remotely during that time depending on their responsibilities and with approval from their supervisor. Students should work with their faculty and follow course attendance policies regarding missed classes.
- Individuals are expected to practice frequent and thorough handwashing and to use hand sanitizer regularly.
- People should cover their coughs and sneezes with an elbow or tissue.
- People should use the sanitizing products provided to clean their personal areas regularly.
- The use of shared items, such as pens, supplies and equipment, should be limited with consideration given to ways to reduce the spread of a potential illness.
  - In situations where items must be shared, individuals should take precautions to sanitize between use, as well as wash their hands before and after use.

Leveraging Technology

- Each area will have an alternative to face-to-face interactions to serve high-risk individuals and those unable to come to campus.
- Employees will have Remote Desktop, a VPN connection, and a WebEx account, and receive training on technology as needed.
- All areas will use technology to increases paperless and touchless practices.

General Campus Actions (continued)

Physical Distancing
- All those on campus are encouraged to use increased physical distancing when possible.
- Areas may decide to continue to use plexiglass and other barriers to reduce contact.

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 and other contagious illnesses, 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 taking their temperature if they are not feeling well.
- 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.
- Individuals diagnosed with the COVID-19 virus are encouraged to immediately notify their supervisor/instructor and to follow information they receive from Cascade City-County Health. (See Appendix A: Steps for Those Contact Traced, Awaiting a Test Result, or Positive for an Infectious Disease)

Staffing
- The campus is an employee's primary worksite. Employees who are ill may work with their supervisor regarding remote options when possible.
  - 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.
- 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

- Cascade City-County Health Department will be responsible for COVID-19 testing and contact tracing.
- A record of those attending in-person classes, meetings, and events should be kept for a minimum of three (3) weeks to aid the Cascade City-County Health Department with contact tracing if needed.

Travel

- College-affiliated travel will follow travel guidelines from federal public health agencies, such as the CDC.
- Virtual attendance of off-campus meetings and conferences is encouraged.

Vaccinations

- Individuals are encouraged, but not required, to be vaccinated against the COVID-19 virus. State of Montana's vaccination plan can be found on the [Montana Department of Health and Human Services website](#).

Instruction

Additional Actions for Academic Divisions, Lifelong Learning

Create Distance When Possible

- Develop seating arrangements for classrooms to increase distancing when possible
- Schedule classes in rooms with space to create 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."

Reduce Potential Spread

- 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 models, microscopes, training materials, equipment, and tools in labs, simulations, studio classes, and shops between student use when possible
- Sanitize personal work area and tools at the end of the day

Promote Healthy Habits and Good Hygiene

- 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
- 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 or are quarantined.
- 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

Instruction (continued)

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 C: 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 when possible
- Use the D2L/Brightspace gradebook

Preparing for a Potential Illness

- 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 C: 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
- 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
- Cancel or schedule a make-up class if instructors are ill
- Issue a refund for or provide a link to attend the class online (when applicable) to students who are ill

Instruction (continued)

Dental Clinic

Dental clinic faculty worked with the Cascade City-County Health Department to create a healthy environment for patients, faculty, students and staff.

Reducing Potential Spread

- Screen all patients medically prior to entering the clinic
- Monitor closely health of staff, students, faculty, and patients
- 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

Appendix A: Steps for Those Contact Traced, Awaiting a Test Result, or Positive for an Infectious Disease

For Students Who are Contact Traced, Awaiting a Test Result, or Have Tested Positive for an Infectious Disease

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

1. Follow the directions given by the Cascade City-County Health Department.
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, to work on campus, to take a test, or to 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.

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

1. 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. 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 C: Training and Resources for Faculty Transitioning to Virtual Instruction).

c. If the content can be delivered through D2L/Brightspace or another learning platform (like MyMathLab, NetLab, etc.), then please do so.

d. 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 or health official.

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 an infectious disease, such as the COVID-19 virus, the person should take the following steps:

1. Contact the division director/supervisor.
2. Be prepared to work remotely if possible.
3. Follow the directions given by HR, a healthcare provider, or a health official.

Appendix B: Testing & Vaccinations

For COVID-19 or other infectious disease testing and vaccination information, contact Cascade City-County Health—406-454-6950 or https://www.cchdmt.org/ .

Appendix C: 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.gfcmsu.edu/development/index.html
- Current Workshop Wednesday schedule and recordings
- Past Workshop Wednesday recordings
- Two-Year Teaching and Tech Podcast

Appendix D: Resources

American College Health Association 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/

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

Montana University System https://mus.edu/