

Q: Why are masks recommended but not required?

A: Right now, the state of Montana, the Montana University System, and the Cascade City-County Health Department are strongly recommending but not requiring masks. Other states may choose to require masks, and requirements may change in Montana depending on the situation surrounding the COVID-19 virus. The college encourages faculty, staff and students to set an example by wearing masks. The more people wear masks, the more comfortable everyone will feel wearing masks on campus. All of the most recent research shows wearing masks does reduce the spread of the COVID-19 virus.

Q: Will masks be provided for those on campus?

A: As part of a personal sanitation kit, the college will provide one reusable mask to any faculty, staff or student who needs one. There will be distribution locations set up across campus.

Q: Should we be prepared to return to remote teaching, learning, and working in the future?

A: Nobody knows what the future of this pandemic will look like. Being prepared to teach, learn and work remotely is a good idea in case we receive an order from the governor's office or the Office of the Commissioner of Higher Education instructing the college to do so.

Q: The re-opening plan says to log the interactions we have with other people in case the county needs to conduct contact tracing. How do we feasibly do that?

A: Contact tracing focuses on locating those whom someone who tests positive for the COVID-19 virus has been within 6 feet of for 15 minutes or more, as opposed to simply passing in the hall. To help the Cascade City-County Health Department in its contact tracing, a meeting organizer will record attendance for any in-person meetings. Instructors will use seating charts and take daily attendance. Those with offices should record either on a pad of paper or in their Outlook calendar those who come into their office for a sustained conversation. Front line staff should ask walk-up individuals for their name and phone number and record the information on a pad of paper. Staff can simply ask, "Can I get your name and phone number in case we need to contact you later?" Sign-in sheets are discouraged because sharing pens can spread the virus. All such records should be kept for at least 3 weeks.

Q: When handling paper documents and forms, how do I reduce the risk of catching the illness?

A: The college is creating ways to reduce the need for paper copies of documents and forms, but until everything is online those handling paper should use hand sanitizer after touching documents, wash their hands with soap and water frequently, and make a conscious effort not to touch their faces. Departments should discuss ways to reduce the need for paper, use technology like scanners, or even isolate documents for 24 hours before processing them if feasible.

Q: Will wearing gloves help reduce the spread of the virus?

A: Wearing gloves only helps if someone doesn't touch their face or other items with the contaminated gloves. Wearing gloves can be a reminder to not touch your face, but they can also lead to a false sense

of security if someone wearing gloves is still touching their face or other items and spreading the virus further.

Q: The re-opening plan says those who travel out of state may have to quarantine upon their return. What does that mean?

A: Because the circumstances surrounding the coronavirus are constantly changing, those traveling out of state should be aware that the governor's office may change the state restrictions at any time, particularly if the number of cases is increasing. If you have questions about your travel, work with HR and your supervisor.

Q: Is COVID-related leave still available?

A: At this time, COVID-related leave is available through December 31, 2020. Contact HR for more information.

Q: What if there is furniture in my area that is not spaced 6 feet apart or tends to lead to people congregating?

A: Talk with your supervisor. If the furniture needs to be moved or removed, a work order can be submitted to maintenance.

Q: Is there a specific plan for refilling campus hand sanitizers?

A: Yes. Maintenance has a very detailed list of instructions for cleaning and sanitizing. For example, the list instructs the custodians to refill the hand-sanitizing stations when there is a third remaining. If you see a need, submit a work order to maintenance.

In addition, there will be a hand-sanitizing refill station in the cafeteria area for refilling the small, personal hand sanitizers that will be distributed to faculty, staff and students as part of a personal sanitation kit.

Q: Do you know why some of the hand sanitizer smells funny?

A: Cleaning and sanitizing supplies across the country are in very short supply. Gary Smart is working hard to purchase supplies to keep the campus healthy. Sometimes he has to use new vendors and buy what's available. For example, if he is unable to buy sanitizing wipes, he'll make sure he has a sanitizing spray to use instead. In every case, maintenance is carefully checking ingredients and use information before purchasing.

Q: What should I do if I test positive for the COVID virus?

A: Contact your healthcare provider and supervisor/instructor, and then follow the directions given to you by the City-County Health Department. On campus, positive cases will be reported to Mary Kay Bonilla, chief student affairs and human resources officer, who will contact the Cascade City-County Health Department and follow their directions regarding additional testing and contact tracing.

Q: Will I find out if there's a case on campus?

A: If someone on campus tests positive for COVID-19, a general message will be sent to faculty, staff and students to notify them. However, because of privacy laws, specific information about the individual will not be released. Those found through contact tracing to have been directly in contact with the person will be contacted and given specific instructions.

Q: Are there currently any plans underway for spring semester?

A: Spring semester is being discussed, but no specific plans are being made yet because the circumstances surrounding the virus are changing so quickly.

Q: Why will only one person be allowed in the Native American and Veterans study rooms at a time when six people can sit at a table in a restaurant?

A: The study rooms are smaller, more confined spaces, especially when compared to a restaurant. For the health of our students, we want spaces to contribute to physical distancing and reduce possible exposure to illness.

Q: Why is there a limit to only one person per college vehicle when I've seen multiple county workers in the same truck?

A: It's difficult to maintain physical distancing in a vehicle. In a closed space, people in the vehicle could wear masks to reduce the potential spread of an illness, but that becomes uncomfortable for the distances many of our employees travel in the state. Instead of using a college vehicle, travelers can also request permission from their supervisor to drive their own personal vehicle or use the college's rental car agreement.