PRIORITIES AND GUIDING PRINCIPLES FOR TURTLE MOUNTAIN COMMUNITY COLLEGE (TMCC)

Act with safety and responsibility. Your health and well-being are our top priority. This safety journey requires a cautious and strategic approach. We will continue to work closely with the Indian Health Service (IHS), the Turtle Mountain Band of Chippewa Indians (TMBCI) Tribal Council, the North Dakota Department of Health, and the Centers for Disease Control and Prevention (CDC) to follow public health and safety guidelines and recommendations.

Protect education and scholarship. We will prioritize student success and scholarly excellence. We will not let this crisis compromise the success of our people.

Support public health efforts and outreach. The college understands the need to balance health, safety, and education to give our communities the best possible resources and support during the COVID-19 pandemic.

As the Centers for Disease Control (CDC) and North Dakota state guidelines change, due to the evolving nature of the pandemic, our policies may change as well. Students are expected to review all Campus messaging regarding any changes and abide by current policies. We, as a community, are committed to complying with the requirements set forth by TMCC and the Turtle Mountain Band of Chippewa Indians.

By guiding all efforts with these principles, we can ensure the best possible outcome for our students, faculty, and staff. It is important to note that these guidelines remain a living document. There is no blueprint for how the world will evolve during and after this pandemic.

Phase One (08/17/2020)

1. **Employees:** Essential employees will continue to work on campus as identified by TMCC. Non-essential employees needing access to an office or space on campus will obtain approval from their supervisor and request access through the TMCC Safety and Compliance Officer and College President.

2. **Students:** Any meeting requiring student presence on campus will be done by appointment only with **social distancing guidelines** in place and approval of TMCC Safety and Compliance Officer and College President.

3. **Pre-Screen:** The TMCC Coronavirus COVID-19 Screening Questionnaire is available online at **TMCC COVID-19 Pre-Screen**. Anyone requesting an appointment on campus can review this tool prior to visiting the campus. If you have answered "yes" to any of these questions, it could indicate possible infection. Please contact the Safety and Compliance Officer for further direction and guidance (477-7814 or 550-6375). Anyone entering the building will be screened for possible signs and/or symptoms of infection.

4. **Regular Monitoring:** All employees should immediately report the onset of any fever, cough, and shortness of breath, sore throat, new loss of smell or taste, or diarrhea and nausea, congestion and runny nose to their direct supervisor and/or the Safety Compliance Officer for further direction and guidance (477-7814 or 550-6375).

5. **Individuals with confirmed COVID-19:** Individuals with a confirmed positive COVID-19 test will not be allowed in the building and must provide notification to their supervisor and the Safety and Compliance Officer. Confirmed positives will be allowed to return to work when they present documentation from the North Dakota Department of Health, Rolette County Public Health or other official tribal or state agency/facility to the Human Resource Manager and their supervisor.

6. **Higher Risk Employees:** Employees who self-report being at higher risk for highly contagious infections will have the option to stay home, telework as much as possible, and maintain isolation. Supervisors may deem employees who are at higher risk as essential personnel depending on the position and the ability to social distance. If an employee is deemed essential and at high risk, a plan will be developed between the supervisor and the employee to determine work station.

7. **Wear a Mask:** As mandated by order of the Turtle Mountain Band of Chippewa Indians Tribal Council, **all employees and visitors** will be required to wear a face mask when in buildings on all TMCC campuses. Face masks may be removed if you are in an office or work area by yourself. Violation of this mandate will result in building and facility access denial.

8. **Hand Hygiene:** Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department. Contact the Safety and Compliance Officer to request and/or replenish supplies.

9. **Disinfect and Clean Workspaces:** All workspaces will be routinely cleaned and disinfected by the office employees, including frequently touched surfaces such as workstations, keyboards, telephones, handrails, light switches and door knobs. Employees should avoid touching other employee’s work space when possible. TMCC custodial will routinely clean commonly used areas throughout the campuses.

10. **Personal Protective Equipment (PPE):** TMCC employees should contact the Safety and Compliance Officer to request PPE such as gloves, paper masks, face shields, etc.
11. **Travel**: All business travel is prohibited. Personal travel to high risk areas of COVID-19 and large gatherings is strongly discouraged by both the CDC and TMCC. Please contact your supervisor with concerns regarding travel.

**Phase Two (TBD)**

1. **Employees**: All staff will develop a plan with their supervisor for return at no more than 50% normal capacity. CTE faculty will return for in-person labs.
2. **Students**: CTE students will return for labs. Some academic courses/labs will return face to face with supervisor approved plan and recommendation.
3. **Pre-Screen**: The TMCC Coronavirus COVID-19 Screening Questionnaire is available online at TMCC COVID-19 Pre-Screen. Anyone requesting an appointment on campus can review this tool prior to visiting the campus. If you have answered "yes" to any of these questions, it could indicate possible infection. Please contact the Safety and Compliance Officer for further direction and guidance (477-7814 or 550-6375). Anyone entering the building will be screened for possible signs and/or symptoms of infection.
4. **Regular Monitoring**: All employees should immediately report the onset of any fever, cough, shortness of breath, sore throat, new loss of smell or taste, or gastrointestinal problems to their direct supervisor and/or the Safety Compliance Office.
5. **Individuals with confirmed COVID-19 or symptoms of COVID-19**: Sick employees or those with a confirmed positive COVID-19 test must provide notification to their supervisor and the Safety and Compliance Officer. Confirmed positives will be allowed to return to work when they present documentation from the North Dakota Department of Health, Rolette County Public Health or other official tribal or state agency/facility to the Human Resource Manager and their supervisor.
6. **Higher Risk Employees**: Employees who self-report as being at higher risk for highly contagious infections will have the option to stay home, telework as much as possible, and maintain isolation. Supervisors may deem employees who are at higher risk as essential personnel depending on the position and the ability to social distance. If an employee is deemed essential and at high risk, a plan will be developed between the supervisor and the employee to determine work station.
7. **Wear a Mask**: As mandated by order of the Turtle Mountain Band of Chippewa Indians Tribal Council, all employees and visitors will be required to wear a face mask when in buildings on all TMCC campuses. Face masks may be removed if you are in an office or work area by yourself. Violation of this mandate will result in building and facility access denial.
8. **Hand Hygiene**: Alcohol-based hand sanitizers that are at least 60% alcohol will be available in multiple locations to encourage frequent hand hygiene. If hands are visibly dirty, soap and water should be used versus hand sanitizer. Adequate supplies will be maintained in each department. Contact the Safety and Compliance Officer to request and/or replenish supplies.
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11. **Travel:** All business travel is prohibited. Personal travel to high risk areas of COVID-19 and large gatherings is strongly discouraged by both the CDC and TMCC. Please contact your supervisor with concerns regarding travel.

**EACH PHASE WILL BE REASSESSED AND ADJUSTED ACCORDINGLY WITH THE ONGOING PANDEMIC.**

**References**
https://www.whitehouse.gov/openingamerica/#guidelines  
https://ndresponse.gov/covid-19-resources

**THE TMCC ROLE IN HELPING SLOW COVID-19 TRANSMISSION**

Below we lay out the baseline behaviors we will need from our entire college community to help mitigate the spread of COVID-19. To help with the below, face coverings, portable hand sanitizer stations and disinfecting wipes will always be available for students, faculty, staff, and visitors.

**MAINTAIN SOCIAL DISTANCING OF 6-FEET BETWEEN INDIVIDUALS:**
Keeping space between you and others is the best tool, we must avoid being exposed to the COVID-19 virus.

- Each person must remain at least 6 feet (about 2 arm lengths) from others.
- We need to maintain that distance in classrooms, corridors, laboratories, recreation areas, common spaces, elevators, stairwells, and social settings.

**USE OF FACE COVERINGS**
Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

TMCC will require face coverings in all classrooms, common areas, gatherings, and office spaces, except where social distancing (separation of 6 feet or more) is possible.

**Face coverings are required to be worn:**
- When attending an event held indoors.
- In indoor common spaces (e.g. lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time.
- When interacting in-person with others.
- By employees when representing TMCC in an official capacity at events held both on- and off-campus.
**Face coverings do not need to be worn:**

- While outdoors, if a 6-foot physical distance from others can be maintained.
- When medical conditions preclude the wearing of a face mask (medical verification required).
- In laboratory and professional technical classroom and training settings where the wearing of a mask would create a health/safety hazard for the student/trainee.
- When alone in a private office, or work-space.
- While participating in programs, events and experiences granted exceptions by the College President.

The Safety and Compliance Office will have extra face coverings for students, employees, and public who come onto campus.

See here for more information about how to wear, use and launder face coverings.

**ESCORTS**

All visitors will be escorted to their destination, either by security or the person they are meeting with, while on campus. Visitors will not be allowed to walk freely throughout the building, unless here on official business (approved contractors, first responders, etc.).

**DAILY SYMPTOM CHECK AND GOOD HAND HYGIENE**

- Every day, you will need to run through a daily symptom checklist. If you answer “yes” to any of the questions, you need to stay home or contact your health care provider.
- Frequently wash your hands (with soap and water for at least 20 seconds) throughout the day. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains 60%-95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Throw used tissues in the trash.
- Wash your hands with soap and water immediately after coughing, sneezing, or blowing your nose.

**USING RESTROOMS**

- Please do not congregate in bathrooms while waiting your turn.
- Wash your hands thoroughly afterward following CDC guidelines.

**USING ELEVATORS**

- Elevators will have signs reminding users about the necessary social distancing.
- Use the stairs when possible.
- Most elevators allow for only 1 to 2 riders (distanced 6 feet apart) at once.
- Do not lean on the walls of the elevator or touch your face after using elevator buttons.
- Wash your hands or use hand sanitizer after you exit the elevator.
- Elevators will be cleaned more often during the day as a high-touch area.
**Recommended for all students and employees**

We encourage you to monitor your health using a daily symptom checklist. Make sure your temperature does not exceed 100.4 F. If you experience any of the symptoms below, you should reach out to your health care provider. You will not be allowed on campus until you are symptom free for three (3) days.

**Symptoms of COVID-19 may include:**

- Fever greater than 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**COVID-19 MONITORING PLANS (Faculty, Staff, and Students)**

**Testing based on symptoms:**

TMCC will refer any student or staff member to local healthcare providers who shows symptoms of COVID-19 for testing. Individuals may receive a PCR (virus) test and possibly an additional antibody test.

**Daily symptom monitoring:**

To provide the safest possible environment for all TMCC community members, it is essential we all follow proper health and safety guidelines and continuously self-monitor for COVID-19 symptoms.

Every day, you will need to run through a daily symptom checklist.

**SELF MONITORING**

If you have answered "yes" to any of the screening questions, it could indicate possible infection. Please contact the Safety and Compliance Officer for further direction and guidance (477-7814 or 550-6375).

- Do not attend your classes and/or work in person, and do not visit any public areas. Practice good hygiene while distancing from others.
o Contact your health care provider or a local health care provider:
  o Call a health care provider before you seek in-person medical care for guidance regarding testing. If you are advised to get COVID-19 testing, stay home until your results are known. If you have insurance, your insurance company will be billed for the test, and there is no co-pay. If you do not have insurance, there is no charge.

• Take care of yourself:
  o Get rest and stay hydrated.

• Avoid public transportation and public areas:
  o This includes ride-sharing and busy campus spaces.

• Continue to monitor your symptoms:
  o Separate yourself as much as possible from others.
  o Stay in a specific room of your home or residence.
  o If possible, use a separate bathroom.
  o If you need to be around other people in or outside of your home, wear a face covering.

**When to seek emergency medical attention:**

If you begin exhibiting any of these signs, seek emergency medical care immediately*:

• Trouble breathing
• Persistent pain or pressure in the chest
• New confusion
• Inability to wake or stay awake
• Bluish lips or face

*This list (from the CDC) does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

**COVID-19 Positive Case Plan**

**If you test positive for COVID-19:**

Whether a student or employee, your healthcare provider will let you know if you test positive. If a student or employee gets tested because of close contact with a COVID-19 positive case or because of exhibiting symptoms, while waiting for COVID-19 results, please stay home. After you receive your test results, a public health contact investigator will call you.

COVID-19 positive students and employees will be required to self-isolate for fourteen (14) days, or as long as your health provide instructs you too. You will not be allowed on campus until you are 3 days with no fever, your symptoms have improved, it has been at least 14 days since symptoms first appeared, and you have received a return to work/school letter from public health.
COVID-19 Positive Case Plan

If you test positive for COVID-19:

Whether a student or employee, your healthcare provider will let you know if you test positive. If a student or employee gets tested because of close contact with a COVID-19 positive case or because of exhibiting symptoms, while waiting for COVID-19 results, please stay home. After you receive your test results, a public health contact investigator will call you.

COVID-19 positive students and employees will be required to self-isolate for fourteen (14) days, or as long as your health provider instructs you too. You will not be allowed on campus until you are 3 days with no fever, your symptoms have improved, it has been at least 14 days since symptoms first appeared, and you have received a return to work/school letter from the ND Department of Health.

COVID-19 Positive Test

If you receive notification from ND Department of Health, Indian Health Service, or any other Medical Health Facility, please follow the protocol outlined below:

Students

- Contact the TMCC Dean of Students (477-7875) and the Safety Compliance Officer (477-7814)
- TMCC Dean of Students will contact instructors to coordinate work and attendance
- Follow ND Public Health Office’s guidelines for quarantine measures
- Present TMCC Dean of Students with return to work/school letter from ND Department of Health

Employees

- Contact direct supervisor and Safety Compliance Officer
  - Supervisor will contact HR for leave guidelines
- Coordinate work plan with supervisor and HR
- Keep supervisor and Safety Compliance Officer updated with any changes of health or symptoms
- Follow ND Public Health Office’s guidelines for quarantine measures
- Present Direct Supervisor and HR with return to work/school letter from ND Department of Health

Contact tracing process for positive COVID-19 (Faculty, Staff, and Students)

The contact tracing team for the local health unit and the ND Department of Health will maintain high standards of communication and confidentiality in accordance with HIPAA, FERPA and state communicable disease laws.

Whether you are an employee or student, after you receive your positive test result, you will hear from a Public Health staff contact investigator to initiate contact tracing.

The investigator will work to help you recall everyone you have had close contact with, starting from 48 hours before you began feeling sick until the time you were isolated. If you have not had symptoms even though you tested positive, you will be asked to identify close contacts for the last 48 hours. The investigator will then turn this list of names over to a contact tracer.
The tracer will warn these contacts by phone or email of their potential exposure to a positive student. The tracer will not know the name of the positive individual.

To protect your privacy, those contacted are only informed they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.

TMCC will conduct an internal contact tracing for cleaning and disinfecting purposes only. TMCC will track where the positive individual went while inside of the building and clean and disinfect those areas.

If you are contacted about possible exposure to a positive COVID-19 individual:

You will hear by phone, text, or email from a contact tracer that you may have been exposed to a person with the infection.

You will not be told the identity of the person to whom you were exposed.

TMCC will require you to self-quarantine by staying home and maintaining physical distance from others (at least 6 feet) until 14 days after your last exposure in case you become ill or as advised by ND Department of Health.

You will receive education, information, and support from ND Department of Health to understand your risk and information about how:

- To separate yourself from others who are ill.
- To monitor yourself for illness – checking your temperature twice daily, watching for a cough and shortness of breath.

You could spread the infection to others even if you do not feel ill. If you do develop symptoms, you should notify public health staff or your health care provider to be evaluated for infection and the need for medical care.

**COVID-19 Close Contact Notification:**

A close contact is a person who has had contact of 15 minutes or more and been within 6 feet of a person who tested positive for the virus. You are also considered a close contact if you have had physical contact with a COVID-19 positive patient.

- You will hear from public health contact tracer.
- TMCC will require you to self-isolate for fourteen (14) days or as long as the public health contact instructs you.
- You should increase your vigilance in monitoring your symptoms daily.
- If you develop symptoms, you should notify the public health contact tracer who contacted you or your healthcare provider.

**To get released from isolation/quarantine:**

You will be released from isolation/quarantine once you have received a public health return to work/school letter.

TMCC students and employees will need a return to work/school letter to resume campus activities.

**Contact twice or more removed from COVID-19 positive individual:**
If a student and/or an employee is two or more times removed from a COVID-19 positive case, they should monitor themselves for symptoms. If they show any signs or symptoms related to COVID-19, the student and/or employee should go and get tested.

If a student and/or an employee is concerned about having contact two or more times removed from a COVID-19 positive case, they should take the following steps:

**Student**

- Contact the TMCC Dean of Students and the Safety Compliance Officer
- Express their concerns about the matter and detail the extent of contact
- If self-isolating, work with TMCC Dean of Students to contact instructors about not attending class and how to receive assignments
- If not self-isolating, monitor for signs and symptoms

**Employees**

- Contact their supervisor and the TMCC Safety Compliance Officer
- Express their concerns about the matter and detail the extent of contact
- If self-isolating, work with their supervisor to conduct remote/telework
- If not self-isolating, monitor for signs and symptoms

If a student or employee shows any signs or symptoms of COVID-19, or answer yes to one of the screening questions, while on campus, they will be asked to leave campus. If they are unable to leave, they will be isolated away from everyone until they are able to leave the campus. The isolation rooms at TMCC Main Campus will be the dressing rooms/restrooms behind the Auditorium. The student or employee will exit through Door 6 when their ride arrives.

**FACULTY, STAFF, and STUDENT COVID-19 ACCOUNTABILITY MEASURES**

If you have concerns about how a fellow student or colleague is following the COVID-19 policies and protocols laid out in this guide, please report your concerns to the Office of the President or the Safety and Compliance Office. All policies/standards are based on college expectations as informed by tribal, state, and federal guidelines. Your attendance at TMCC cannot pose a health risk to other students or staff members. Any violation will be referred to appropriate handbook and policy.

In light of this unprecedented public health crisis, there will be a zero tolerance for violations of COVID policies in order to prioritize the health and safety of our community. Anyone who violates these protocols may be subject to restrictions from campus and further disciplinary action.

Click Here for Student Handbook

Click Here for TMCC Policy Manual