

ROCKY MOUNTAIN COLLEGE COVID-19 SAFETY PROTOCOLS



Version #2, August 23, 2020

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COVID-19 – POLICY SUMMARIES

This document outlines the on-campus communications that will be shared with the RMC community and constituents regarding RMC COVID-19 policies and procedures.

Communication methods may include RMC website, social media platforms, email, and text messages as appropriate.

Topics that will be communicated include:

- Recognizing signs and symptoms of COVID-19
- CDC personal prevention practices/hygiene (handwashing, social distancing, when to stay home, and hygiene)
- Environmental prevention practices/sanitation (cleaning, disinfecting, and maintaining a healthy environment)
- RMC wellness check policy
- Social distancing policy (in the classroom, in the workplace, buildings and residential halls, gathering sizes, classroom modifications)
- Policy on wearing masks
- Illness reporting and reporting to class/work sick
- Employee training policy
- Student/faculty/staff duty to comply

The following document will be disseminated to the campus body:

Students, faculty and staff,

Please carefully read the following information regarding Rocky Mountain College's policies and practices. This information regarding COVID-19 safety practices and general information, has been assembled in order to facilitate campus safety. We look forward to a safe and successful year.

Recognizing Signs and Symptoms of COVID-19

In order to stop the spread and avoid contraction of COVID-19, all individuals on campus should be able to recognize the signs of the virus and quickly take the steps necessary to isolate possible cases. Click the link below to see CDC information on signs and symptoms of COVID-19.

[CDC SYMPTOMS OF CORONAVIRUS](#)

CDC Personal Prevention Practices

RMC guidelines require that all those on campus take personal preventative measures by strictly adhering to CDC guidelines on personal hygiene. These measures will help to not only protect yourself, but also others around you. The link below will take you to the personal prevention practices recommended by the CDC to reduce the risk of spreading or contracting COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Environmental Prevention Practices/Sanitation

The link below will take you to the CDC outline for cleaning and environmental protection. Every student and employee should use these guidelines in order to properly clean their environment.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

RMC Wellness Check Policy

In an effort to reduce the spread of COVID-19 on the Rocky Mountain College campus, it is imperative that any case on campus be detected early, and those who have been potentially exposed be promptly isolated. Surveillance is key to detection, and in order to better protect everyone on our campus, Rocky Mountain College has implemented a wellness check policy for those who enter campus facilities. The wellness check is a series of questions regarding signs and symptoms of COVID-19 which every individual should ask themselves prior to entering into a campus facility.

The wellness questions will be posted at the entrance of campus buildings and facilities in order to remind individuals of the wellness check policy, and give them guidance on what to do should they have the symptoms. Any non-residential individual who exhibits signs or symptoms of COVID-19 will not be allowed to remain on campus or around the general campus body, and will be required to seek guidance from Riverstone Health prior to returning to campus or leaving isolation. Residential students and staff will be required to return to their residence or designated isolation room and required to seek guidance from Riverstone Health prior to leaving isolation.

For the full policy, please visit [this page](#).

Social Distancing Guidelines

Social Distancing is a public health practice designed to limit the spread of infection by ensuring sufficient physical distance between individuals. Taking measures to ensure social distancing decreases opportunities for close contact among persons, thereby decreasing the potential for disease transmission among people and slowing the spread of disease.

At present, the Centers for Disease Control (CDC) and the State of Montana recommend:

1. Individuals stay at least 6 feet (two arms' length) from other people;
2. No gatherings larger than mandated by the Governor's Office are allowed (See RMC Policy, [COVID-19 - SAFETY STANDARDS FOR MEETINGS AND PUBLIC/SHARED SPACES](#));
3. Avoid mass gatherings and crowded places.

Students, faculty and staff will be expected to observe social distancing recommendations at all times. When social distancing is not possible or practical, individuals will be expected to wear cloth masks (see RMC policy [COVID-19 - GUIDELINES FOR MASK USAGE](#)).

For the full RMC Social Distancing Policy please [click here](#).

Social Distancing for Classrooms

Federal and state guidelines on physical distancing will be used to establish classroom capacity and to keep faculty and students as safe as possible during face-to-face instruction. Currently, RMC community members are expected to maintain 6 feet of distance from other people (June 2, 2020).

Students and instructors will not enter a classroom until the room has been completely vacated by the previous class. Students and instructors will wait six feet apart on the opposite side of the hallway – as indicated by foot traffic guides – while waiting for classrooms to become vacant.

Tables, chairs, and desks will be set up in classrooms to comply with the recommended physical distancing guidelines. Signs will be placed to remind students and faculty not to move chairs, tables, and desks. Hand sanitizer and disinfecting wipes will be available in classrooms. Trash cans will be available nearby. Students and instructors will wipe desks, keyboards, and computer mouse devices before using them. Used wipes will be immediately discarded.

The following new practices will be enforced:

- o Students and instructors will use hand sanitizer as appropriate
- o Eating in classrooms/labs will not be permitted; water will be permitted in closable containers
- o Trash cans will be cleared twice daily
- o Door handles, knobs will be wiped twice daily
- o Desks and chairs will be wiped daily

RMC Mask Usage Guidelines

All RMC members of the RMC Community as well as campus visitors are required to use cloth face masks in all campus buildings and in any environment where social distancing (minimum of 6') cannot be maintained.

Cloth masks are intended to offer a layer of protection for both the wearer and others nearby, and are expected to be worn by all employees while in work-related situations where no PPE is indicated and when physical distancing (minimum 6-foot distance from another person) is not possible. Studies have shown that cloth masks made from tightly woven cotton, such as t-shirt or pillow case material, can block 50% of particles from passing through. In comparison, surgical masks block up to 80% of particles and N95 masks block 95-99% of particles, including viruses. Cloth masks should never be worn in place of surgical or N95 masks when respiratory PPE is indicated.

The College will supply each employee with two (2) cloth masks. If the mask you have been provided is not a good fit, contact your supervisor to obtain a different mask. Indications of a good fit:

- The mask covers from the bridge of the nose just below the eyes and fully wraps the chin with at least one inch under the chin.
- The mask fits securely around the face with little or no gaps.

If preferred, employees are allowed to supply their own laundered cloth masks for work-related use. Employees must launder donated or home-created face masks prior to first use. RMC welcomes donations of cloth masks for use by employees.

For full guidelines on wearing a mask and the full mask usage policy, [click here](#).

Illness Reporting and Reporting to Class/Work Sick

In accordance with CDC and state guidelines, Rocky Mountain College strictly requires that students and employees do not report to classes or work if they are ill. Students, faculty, and staff should contact their instructors or immediate supervisors in order to develop an alternate plan to meet their needs.

RMC Community members should utilize the RMC Illness Self-Report Form

(<https://docs.google.com/forms/d/e/1FAIpQLSfCCnJ-dP73drCKQbVVthN8ObEWSmy0IFZ-hrOA8axqffMDiw/viewform>) in order for RMC to best assist you in the proper steps to recovery and ensuring the safety of others.

At no time should a student, faculty, or staff member report to the campus or classroom while ill.

Employee Training Policy

All employees, including student employees, of Rocky Mountain College will attend training regarding COVID-19 prior to returning to normal operations. Training will include:

- RMC COVID-19 Policies and Procedures and CDC Guidelines
- Social Distancing
- Sanitation
- Personal Hygiene
- Source Control
- Masks and Use of Personal Protective Equipment
- Quarantine vs Isolation
- Wellness Checks
- Family First Medical Leave Act
- Identifying Signs and Symptoms of COVID-19
- Response to Suspected or Confirmed COVID-19 Illness
- Contact Tracing

Employees will receive the instruction through digital or in-class format and will be required to sign a Standards of Safety Agreement Form to verify receipt of and completion of training. The instruction will be given through the Human Resources and Campus Safety offices. Supervisors will be responsible for ensuring their staff attends the training on the date and time assigned.

Duty to Comply

All individuals on the RMC campus have a duty to comply with RMC policy. Failure to do so will result in disciplinary action towards the student or employee. Visitors to RMC campus must comply with RMC policy or will not be permitted in campus facilities.

Staff observing non-compliance of recommended guidelines or college policy can report observations to their supervisor or Human Resources. Faculty observing non-compliance of recommended guidelines or college policy can report observations to the Academic Vice President or Provost. Students observing non-compliance of recommended guidelines or college policy can report observations to class Instructors, Dean of Students, Campus Safety or Residence Life offices.

COVID-19 - GUIDELINES FOR MASK USAGE

Cloth masks are intended to offer a layer of protection for both the wearer and others nearby, and are expected to be worn by all employees while on campus and when physical distancing (minimum 6-foot distance from another person) is not possible.

Masks will be required to be worn in all campus building and classrooms. Exceptions include private offices when the occupant is alone and student residents in the privacy of their rooms when only the rooms occupants are present.

Recommended Locations to Wear Masks

Common areas where individuals must wear masks include but are not limited to:

Hallways	When transitioning between classes	Residence Hall Common Areas
Campus Offices	Campus Restrooms	Lounges
Any area, indoor or outside, where social distancing is not possible (6')		

Obtaining Cloth Masks

The College will supply each employee with two (2) cloth masks. If the mask you have been provided is not a good fit, contact your supervisor to obtain a different mask. Indications of a good fit:

- The mask covers from the bridge of the nose just below the eyes and fully wraps the chin with at least one inch under the chin.
- The mask fits securely around the face with little or no gaps.

If preferred, employees are allowed to supply their own laundered cloth masks for work-related use. Employees must launder donated or home-created face masks prior to first use. RMC welcomes donations of cloth masks for use by employees.

General Guidelines for Use of Cloth Masks

- Cloth masks are not a replacement for proper PPE in any situation.
- Always wash your hands prior to touching a clean mask.
- Cloth masks must be changed after 4 hours of continuous use.
- Masks may be lowered from the face while not in use, but if removed completely, the mask should be stored in either a paper bag or zippered plastic storage bag.
- Masks that become contaminated with blood or other body fluid must be removed immediately and placed in a sealed zippered plastic storage bag or paper bag until laundered.
- Used/soiled masks must be stored and transported in either a paper bag or zippered plastic storage bag, and must be laundered prior to returning to the RMC campus.
- Employees are expected to launder his/her own mask(s) at home after each use and bring the masks to work for each scheduled shift.
- Employees are recommended to have at least two (2) clean masks at the start of each shift to easily change after contamination or four (4) hours of continuous wear.
- If a cloth mask is used infrequently or for brief intervals such that the cumulative amount of time the mask is worn throughout the day equates to less than four (4) hours, only one mask per day may be necessary.
- Each department should have a limited number of extra masks. If your mask becomes soiled and an additional is required, contact your supervisor to obtain a clean mask. All 'borrowed' masks must be laundered and returned in a zippered plastic storage bag or paper bag during the employee's next scheduled shift.

- Additional cloth masks will be distributed to employees as they become available.
- ALWAYS wash or sanitize hands prior to touching a mask, whether it is on your face or not.
- The mask should cover the nose and mouth while in use.

Securing The Mask

- If the mask has ear loops: Hold the mask by the ear loops and place a loop around each ear.
- If the mask has ties: Hold the mask by the ties and bring the mask to your nose. Place the top ties over the crown of your head and tie to secure. Next, bring the lower ties around the nape of your neck, and tie in a bow. Ensure the mask is tied tightly enough so that it is secured around the face with no large gaps.
- If the mask has elastic bands: Bring the mask to your nose and pull the bottom strap over your head and let it rest on the nape of your neck and then pull the top band over your head and let it rest on the crown of your head.

Best Practices for Working While Wearing Cloth Masks

- Cloth masks may be lowered off your face when you are eating and drinking or are at least 6 feet from another individual.
- Wash or sanitize hands before touching or lowering the mask to ensure only clean hands touch your mask.
- Wash or sanitize hands after lowering the mask before touching other surfaces.
- Depending on style, to lower the mask, the mask can be pulled down over the chin, top tie undone or top strap pulled over head.
- After the mask is replaced over the face, wash hands before touching other surfaces.

Laundering Cloth Masks

- Masks should be taken home to launder before first use and after each shift.
- Used/soiled masks must be transported in a paper bag or zippered plastic storage bag.
- Remove masks from a zippered plastic storage bag or paper bag and place directly into the washing machine, close the bag, place the bag into the trash can, then wash your hands immediately with soap and water for 20 seconds.
- Masks should be washed with laundry detergent, dried on the highest possible temperature setting and not washed with other clothing.
- Used masks may not be brought back to the RMC until they have been washed.

COVID-19 - SOCIAL DISTANCING POLICY

Social Distancing is a public health practice designed to limit the spread of infection by ensuring sufficient physical distance between individuals. Taking measures to ensure social distancing decreases opportunities for close contact among persons, thereby decreasing the potential for disease transmission among people and slowing the spread of disease.

At present, the Centers for Disease Control (CDC) and the State of Montana recommend the following:

1. Individuals stay at least 6 feet (two arms' length) from other people;
2. No gatherings larger than allowed by the State of Montana or Yellowstone County Health Officer will be allowed (See RMC Policy, Meeting size and Shared Spaces);
3. Avoid mass gatherings and crowded places.

Students, faculty and staff will be expected to observe social distancing recommendations at all times. When social distancing is not possible or practical, individuals will be expected to wear cloth masks ([see RMC policy on Masks](#)).

Social Distancing for Classrooms

Federal and state guidelines on physical distancing will be used to establish classroom capacity and to keep faculty and students safe during face-to-face instruction. Currently, RMC community members are expected to maintain 6 feet from other people (June 2, 2020).

Students and instructors will not enter a classroom until the room has been completely vacated by the previous class. Students and instructors will wait six feet apart on the opposite side of the hallway – as indicated by foot traffic guides – while waiting for classrooms to become vacant.

Wherever possible, tables, chairs, and desks will be set up in classrooms to comply with the recommended physical distancing guidelines. Signs will be placed to remind students and faculty not to move chairs, tables, and desks.

Hand sanitizer, disinfecting wipes and trash receptacles will be available in classrooms.

Students and instructors will wipe desks, keyboards and computer mouse devices before using them. Used wipes will be immediately discarded.

The following new practices will be enforced:

- Students and instructors will use hand sanitizer as appropriate
- Eating in classrooms/labs will not be permitted; water will be permitted
- Trash cans will be emptied twice daily
- Door handles, knobs will be wiped twice daily
- Desks and chairs will be wiped daily

Classroom Cleaning Checklist (added and posted at the back of all academic classrooms to be signed off on)

Below is a checklist of disinfecting measures to be implemented between classroom periods. These efforts are aimed at minimizing contact exposure to the virus. Supplies of disinfecting materials will be provided by the facilities department as needed. Disinfecting should take place before each class is held. Student participation is essential.

- Spray and wipe desks.
- Spray and wipe the podium.
- Spray and wipe door knobs, both the entry and the exit.
- Spray and wipe chairs.

- Wipe keyboards of computers and any Audio Visual Equipment. Note: do not spray directly on electronic equipment, spray the paper towel to wipe or utilize disinfecting wipes if available.
- Clean and disinfect any surfaces and objects that are touched often.
- Encourage regular and thorough handwashing, in particular, if restroom is utilized during class.
- Minimize use of shared items and disinfect afterwards.

COVID-19 - RESTRICTED BUILDING ACCESS POLICY

In order to maintain the safety of all persons on Rocky Mountain College's campus, RMC has chosen to adopt a restricted building access policy. In order to limit access and the possible spread of viral infections, as well as more effectively disinfect and clean surfaces inside campus facilities, access to buildings on campus will be restricted to those approved (by building). All buildings will remain locked and "card access only" using a Rocky ID.

Card access will be set as follows; exceptions to access levels must be submitted via email to donald.laux@rocky.edu

- Anderson - assigned students only (24/7)
- Widenhouse - assigned students only (24/7)
- Morledge-Kimball - Students, faculty, and staff (Monday - Friday 6:00am - 7:00pm); employees with offices (24/7)
- Prescott - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Losekamp - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Bair Family Student Center - east entrance only (24/7); south entrance (Monday - Friday 6:00am - 10:00pm); employees with offices (24/7)
- Eaton - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Tyler - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Library - Students, faculty, and staff (Monday - Friday 8:30am - 4:30pm); employees with offices (24/7)
- Bair Science Center - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Tech - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Alden - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)
- Fortin - Students, faculty, and staff (Monday - Friday 6:30am - 6:00pm); employees with offices (24/7)
- Rimview - assigned students only (24/7)
- Charles Morledge Science Building - Students, faculty, and staff (Monday - Friday 6:00am - 6:00pm); employees with offices (24/7)

All building entrances will be posted with the following message:

Due to COVID-19 safety practices, this building has been restricted to card access only. If students, faculty, or staff attempt to access this building and are unable to, they should contact the following:

- Campus Safety Office (406) 238-7293
- Dean of Students Office (during business hours) at (406) 657-1000
- After Hours - Campus Safety On-Call (EMERGENCY ACCESS ONLY) at (406) 238-SAFE

COVID-19 – VISITOR POLICY

Due to the COVID-19 pandemic, it is the policy of Rocky Mountain College to prohibit visitors from entering college buildings, including all residence halls.

General Exceptions:

In order to effectively conduct the business of the College, some exceptions to this policy may be authorized.

- Essential vendors such as food and delivery workers
- Construction and service providers
- Maintenance workers

Visitors shall not be allowed to enter any campus building unless the individual has been pre-approved, in writing, by the appropriate Department Head, the Executive Vice President, or the Director of Campus Safety.

Academic Exceptions:

Faculty members may request an exception to the visitor policy by contacting the Academic Vice President. Any academic exception to the policy must be authorized, in writing, by the Academic Vice President.

Conditions:

The following conditions will apply to all authorized campus visitors.

- Any authorized visitor must complete the same wellness check required of students, faculty, and staff prior to entering a campus building.
- The visitor must also strictly adhere to all RMC policies, including the mask requirement
- The representative of the college authorizing the visitation is responsible for ensuring that the individual abides by all RMC policies.

If a visitor does not adhere to RMC policy in any way, they will be asked to leave the campus immediately. Any individual found in a college building, who was not pre-approved, shall be asked to leave immediately.

COVID-19 - SAFETY STANDARDS FOR MEETINGS AND PUBLIC/SHARED SPACES

- All rooms on campus will have postings of maximum number of individuals allowed to use space at any one time to adhere to social distancing, however, this number will not exceed Governor's and Yellowstone County Health Officer mandates according to the current phase.
- Mask use will be required in all internal spaces.
- No community/shared candy/snack bowls.
- Ink pens used for public use, should have one container marked "clean" and one container "used" for proper handling.
- 6' foot social distancing will be required in all spaces.
 - Decals on floors
 - Posters on doors/windows
 - When unable to adhere to 6-foot distance all individuals must wear mask
- Lounges and other shared spaces will have postings of maximum number of individuals allowed to use space at any one time. Groups will be expected to sanitize space after use (scheduled events).
 - Community lounges where individuals congregate will be periodically monitored to ensure social distancing practices are being adhered to. Individuals who violate social distancing expectations will be reported to the Dean of Students and asked to leave the space immediately.
 - Bair Family Student Center - monitored by Dean of Students Office designee
 - Sodexo coffee shop and cafeteria - monitored by Sodexo staff
 - Residence Halls - monitored by Residence Life staff
 - Fortin Center - monitored by Fortin Fitness Center, Athletics and DSS Offices
 - Academic Buildings - monitored by faculty designee per building
 - Library - monitored by library staff
 - Eaton - monitored by HR and Advancement
 - Prescott - monitored by enrollment staff
- Sanitize surfaces after each guest/groups leave
 - Sanitizing space after use will be required by any scheduled event, meeting, etc.
 - Employees will be required to sanitize office spaces at the start of each work day.
 - Employees will be required to leave office/work spaces in a neat orderly area to allow for optimal sanitation by facilities staff in the evenings.
 - Employees will be required to sanitize high touch surfaces between each customer.
- Use of masks, plexi screens, door blocks
 - Areas of campus that service other employees or students face to face will be required to install plexi screens.
 - Areas of campus able to service students with 6-foot distance from door will be required to install door blocks.
- Employee breaks
 - Employees will be required to stagger scheduled breaks, including lunches, to allow for optimal service to customers while also reducing the number of individuals in any office space.
 - Employees will be required to social distance in break rooms since mask use is not viable when eating and or drinking.

- Employees will be encouraged to take breaks outside when weather permits or in individual assigned offices to reduce contact with others.
- Staggered shifts
 - Supervisors will be strongly encouraged to establish a staggered shift schedule to allow for optimal service to customers while also reducing the number of individuals in any office space. If work is able to be done in evenings or weekends while not sacrificing the level of service provided that option will be available to supervisors to implement.
 - Staggered Schedule Example -
 - Employee A - arriving to work at 6am departing at 2pm (30 minute lunch break)
 - Employee B - arriving to work at 9am departing at 5pm (30 minute lunch break)
- Employee guests - employees will be asked to not have guests on campus. If there is a need for an employee to have guests come to campus for urgent purposes the employee and guest will be asked to meet outdoors.
- Residence halls will continue a strict no guest policy - this includes students from other halls.
- Campus sponsored events will be altered to accommodate social distancing; all in person events will be required to submit a proposal to be approved by the Campus Safety Committee minimum of 2 weeks prior to the event.
- Any meeting where social distancing of 6-feet cannot be accommodated should be relocated to a larger space (i.e. meetings with faculty should not be held in faculty offices rather in conference rooms or available classrooms)

COVID-19 - POLICY ON RESTARTING CAMPUS PROGRAMS

Programs and departments wishing to engage on-campus activities prior to the lifting of all State and Federally mandated pandemic restrictions, will be required to submit to RMC Safety Committee a comprehensive safety plan. Safety plans must document how programs intend to observe the following conditions:

1. **Adhering to governmental recommendations:** All programs must track and observe all existing and emerging government-mandated covid-19 related orders, including social distancing, hygiene, use of disinfectants, face coverings (if applicable), self-quarantine orders, etc.
2. **Programmatic Flexibility:** All programs must be prepared to cancel programming in the event of RMC mandated campus/facility closures or restrictions.
3. **Addressing Resources:** Adequate protective and preventive equipment and technology must be available and employed as per the details of the respective plans.
4. **Assumption of Risk:** Assumption of Risk agreements, that have been approved by RMC, must be signed by all persons who engage in College related activities and programming (does not apply to regular RMC employees).
5. **Safety Protocols:** All campus safety protocols must be observed. The campus safety task force is charged with establishing, regularly reviewing and, when necessary, updating/modifying COVID-19 related protocols. All supervisors are responsible for ensuring that the most up-to-date protocols are being observed at all times.

RMC reserves the right to modify programmatic expectations and/or cancel programming as the pandemic continues to evolve.

COVID-19 - GUIDELINES FOR CLASSROOM SANITIZING AND DISINFECTING

With heightened concerns about the potential transmission of the COVID-19 virus, members of the RMC community are being asked to make an extra effort with regard to their daily disinfecting/cleaning when re-entering building spaces (offices, office suites, classrooms, etc.). Each constituent has a role in maintaining a safe environment for study as defined within this policy.

Note: All personnel are also expected to follow RMC COVID-19 protocols regarding mandatory Personnel Symptom Monitoring, Social Distancing and Personal Protective Equipment.

Faculty/instructors will be required to distribute disinfecting products for classroom participants to disinfect personal workspaces. Facilities will be centrally purchasing disposable wipes. In the event wipes are not available, instructors will be provided bottles of disinfectant and disposable towels will be placed in all classrooms.

Procedures

FACULTY: Prior to the start of each class faculty will be expected to:

- Provide a disinfectant wipe to all students.
 - Wipe down all exposed surfaces **which you anticipate physically touching**, utilizing a disinfectant cleaning product.
 - Wipe down physically contacted items, such as door hardware, light switches, phones, keyboards, and other office or laboratory equipment in your classroom, office areas and workspaces.
 - Eliminate the use of (preferred) or regularly clean and disinfect any items in classrooms that are shared between individuals, such as markers and erasers. Faculty may obtain as many markers and erasers as needed from Central Operations in the Bair Family Student Center.
- Note: Custodians will disinfect all common areas as identified below.

STUDENTS: Prior to the start of each class students will be expected to:

- Wipe down all exposed surfaces **which you physically touch**, utilizing a disinfectant cleaning product.
- Wipe down physically contacted items, such as desk/table top, chair, keyboards, and other equipment in your workspace.
- Eliminate the use of any items that could be shared between individuals, such as pens/pencils, notebooks, textbooks, markers, erasers, etc.

CUSTODIAL SERVICES: The College continues to take precautions to ensure the health and well-being of the campus community in light of the Coronavirus. Custodial Services will increase cleaning and disinfecting processes in several areas including classrooms:

- Disinfecting touch points (door handles, light switches, etc.) in common spaces around campus, including residence halls. This process will continue throughout the semester.
- Initiate regular deep cleaning of restrooms in common areas and the use of electrostatic disinfectant spray to fog the areas. This process will continue in all restrooms around the campus.

- Deep cleaning of all classrooms will be conducted daily including the use of electrostatic disinfectant spray to fog the areas.
- Processes currently being used are: disinfecting wipes, disinfectant cleaners, disinfecting spray. All disinfectants used meet to CDC recommendations.

Disinfectant Material Requests: To receive disinfectant products for your classrooms and office area, please submit a [Facilities Work Request](#) online. Supplies, depending upon availability, will be delivered to the room referenced in your request.

- If using disinfectant wipes, please do not flush these down toilets. Place used wipes in common area or classroom trash receptacles.
- Likewise, disposable towels should be placed in common area or classroom trash receptacles.
 - The disinfectant can be used directly from the bottle and does not require dilution.
- **Gloves:** The College will not be providing gloves specifically for COVID prevention as good hand washing practices remain the best method for preventing the spread of the COVID-19 virus. However, each department will be responsible for providing gloves for task specific jobs as required by OSHA and/or CDC.

COVID-19 - CLEANING AND DISINFECTING POLICY GUIDELINES

With the advent of the COVID-19 pandemic outbreak, thorough cleaning and disinfecting has been recognized as one main defense in controlling the spread of the virus. Rocky Mountain College has elected to follow the guidelines recommended by the CDC.

RMC also recommends that each individual on the RMC campus follow the guidelines set forth by the CDC for personal hygiene in protection from the virus.

- Don't touch your face
- Don't cough or sneeze into your hands
- Maintain Social Distance (6 feet)
- Wash your hands with soap and water for at least 20 seconds

Definitions:

- **Disinfecting:** Using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces the risk of spreading infection.
- **Sanitizing:** The removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. By removing the germs, cleaning decreases their number and reduces the risk of spreading infection.

Below are some of the CDC recommended cleaning guidelines. RMC staff will closely follow all CDC recommendations for cleaning and disinfecting. We have provided links to specifics on those guidelines, and encourage everyone to review them.

Cleaning staff, nightly, will clean and disinfect all areas such as offices, bathrooms, common areas, and most electronic equipment. RMC staff do not clean personal items such as keyboards, coffee cups or items on desks.

Below is a list of links to the CDC, EPA, and FDA in reference to cleaning and disinfecting.

Cleaning and Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidance for Cleaning and Disinfecting - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

Safe and Effective Disinfectant Use - <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

Using Hand Sanitizer - <https://www.fda.gov/consumers/consumer-updates/safely-using-hand-sanitizer>

Cleaning and Disinfecting for Non-emergency Transport Vehicles - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

Guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes - https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

COVID-19 - HIGH RISK/VULNERABLE POPULATION POLICY

Rocky Mountain College acknowledges based on the currently available information and clinical expertise that older adults and people of any age who have serious underlying medical conditions might be at higher risk for COVID-19. The definitions for those considered at a higher risk are as follows:

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

For those who are considered in the high risk or vulnerable population and feel that may need an accommodation:

1. Visit with your direct supervisor, express your concern and determine if there is a reasonable accommodation on campus that may be considered.
2. If the position is one that work can be done remotely from home, work with your supervisor and Human Resources Officer to determine if this is an option that may be considered.
3. If the employee is in a position where they are unable to work remotely, the Families First Emergency Leave Act applies, the employee will need to complete an emergency leave request form and submit to the Human Resources Office for review.

How to protect yourself and others

For those who are considered in the high risk category it is important to take precaution and know how to protect yourself from the virus when out in the community.

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
- [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).
 - Remember that some people without symptoms may be able to spread virus.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectantsexternal icon](#) will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

COVID-19 - WELLNESS CHECK PROTOCOL

In an effort to best prevent the spread of COVID-19 on Rocky Mountain College campus, it is our goal at RMC that any case which might arrive on campus be detected early and those who have been exposed be promptly isolated. Surveillance is key to detection, and in order to better protect everyone on our campus, Rocky Mountain College has implemented a wellness check policy for those on campus. The wellness check is a series of questions regarding signs and symptoms of COVID-19. The wellness check begins with individuals asking themselves the following questions prior to leaving their residential halls, returning to campus, or entering RMC buildings or the classroom environment.

1. Have you had in the last 48 hours:
 - a. Any of the following symptoms
 - i. Shortness of breath?
 - ii. Persistent cough?
 - iii. Loss of taste or smell?
 - b. Two or more of the following symptoms:
 - i. New onset fever?
 - ii. Chills?
 - iii. Repeated shaking and chills?
 - iv. Muscle pain?
 - v. Headache?
 - vi. Sore throat?
 - vii. Diarrhea?
 - viii. Loss of taste or smell?
2. Have you had close contact in the last 14 days with a person who has confirmed COVID-19?
3. Have you had close contact in the last 14 days with a person who was experiencing symptoms of COVID-19?
4. Do you currently have a fever (exceeding 100 degrees)?

Individuals answering “yes” to any of these questions should not return to campus, class, or any RMC facility (immediately returning to their assigned residence hall room if on-campus student). If the individual is found to have a temperature exceeding 100 degrees, they should also immediately leave campus if possible or return to their residence hall room.

The wellness questions will be posted at the entrance of campus buildings and facilities in order to remind individuals on campus of the wellness check policy, and give them guidance on what to do should they have the symptoms. Any individual who exhibits signs or symptoms of COVID-19 will not be allowed to remain on campus or around the general campus body, and will be required to seek guidance from Riverstone Health prior to returning to campus or leaving isolation. **Any student, staff, or faculty member shall not report to class or work if they are ill.** They should take the following steps:

Off Campus Students and Employees

Students should perform a welfare check on themselves prior to coming to campus. If the individual has no signs or symptoms listed in the wellness check, they should continue to campus and go about their daily activities. If the individual does have any of the signs or symptoms, they should immediately contact their supervisor or instructor

to advise them of their condition. The individual should then complete the illness report form on the RMC website and contact Riverstone Health (Phone: (406) 256-2770) if necessary.

Instructors shall be prepared to implement alternate forms of instruction for students who cannot attend classes due to illness. At no time shall any person come to the Rocky Mountain College campus while exhibiting signs of an illness.

On Campus Students

On campus residents should perform the welfare check on themselves prior to leaving their assigned room. If the student shows any signs or symptoms, they shall not leave their room and should contact the Resident Life staff (Phone: 406-698-8777) for immediate direction and assistance. The student should then complete the Illness Report form and contact their instructor, if applicable.

Vendors and Visitors to Campus

While Rocky Mountain College is implementing a very limited access policy to campus buildings, any approved vendor or visitor to the campus will also be asked to undergo the same wellness check prior to coming to campus. If the visitor or vendor answers yes to any of the wellness questions, or exceeds a 100-degree temperature, they will not be allowed entry and should return at a later date. Vendors or visitors who have not made prior arrangements to visit campus may contact the Campus Safety office prior to, or upon arrival at (406) 238-7293.

As the situation involving the COVID-19 continues to change rapidly, RMC administrators may amend or change the proceeding policy at any time if it is deemed to be in the best interest of the College.

COVID-19 - ILLNESS REPORT PROTOCOLS

- Illness Self-Report Form Link: <https://forms.gle/MQayERCC5SFM1UQ28>
 - Posted on website
 - If you are experiencing the following, you should complete the [Self Report Form](#) **AND** contact Riverstone Health at 406.247.3200 concerning possible exposure to COVID-19:
 - Fever
 - New or worsening cough
 - New or worsening shortness of breath
 - Close contact (6 feet or less) with someone diagnosed with COVID-19
 - Recent travel to a country at a [Level 3 CDC designation](#)
 - Posted on bulletin boards and break rooms around campus

- When submission is received
 - By a student
 - Student contacted by Director of Residence Life or Dean of Students
 - Items discussed
 - Place of residency
 - Off-campus
 - Academics
 - On-campus jobs
 - Isolation/Quarantine
 - Return to campus
 - On-Campus
 - Academics
 - On-campus jobs
 - Isolation/Quarantine
 - Meals
 - Documentation
 - Emailed to student and Dean of Students
 - By an employee
 - Employee contacted by Director of Human Resources or designee
 - Items discussed
 - Isolation/Quarantine
 - Return to campus
 - Leave forms
 - Academic requirements (if faculty)
 - Supervisor notification
 - Documentation
 - Emailed to staff member and Director of Human Resources

COVID-19 - WHAT TO DO IF CONTRACT/SUSPECT TO HAVE CONTRACTED COVID-19

[According to the CDC](#) (Centers for Disease Control and Prevention), current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough and difficulty breathing.

If you have had close contact with someone showing these symptoms or who has recently traveled from an area affected by COVID-19, please contact your primary care provider or Riverstone Health for guidance. Do not go in person to any medical provider without first speaking to medical staff over the phone for advice. Students, faculty and staff are expected to report any illness to the College by completing the [Illness Self Report Form](#). All responses will remain strictly confidential.

Students should call their primary care provider or Riverstone Health at 406-247-3200 for medical consultation. Please note, RMC's student health program is not equipped for COVID-19 testing at this time.

Faculty and staff should contact their primary care providers, Teledoc or Riverstone Health. Employees should also notify their supervisor. In support of social distancing, we recommend using Teladoc, your primary care provider or Riverstone Health at 406-247-3200.

Teladoc contact information: 800-362-2667 or www.mydoctorconsult.com

Whether student, staff or faculty, if you suspect you may be sick, follow your health care provider's guidance, remain at home and practice self-isolation to limit the spread of the disease. Additionally, please complete the [Illness Self Report Form](#), to support the College's public health response and ensure the safest possible community.

Please note that the College cannot provide medical services to employees and is only acting in this case as a repository of community health information.

Refer to the [COVID-19 - QUARANTINE AND ISOLATION PROTOCOLS](#) for additional information.

What should students, faculty and staff do to minimize the risk of transmitting the disease on campus?
The college strongly recommends following [CDC prevention guidelines](#), including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wear a mask anytime you are in public and/or unable to maintain 6' social distance.
- Stay home unless procuring essential items (groceries, medicine).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

COVID-19 - GUIDELINES FOR INSTITUTIONAL ACTION - CONFIRMED COVID-19 CASE OF RMC COMMUNITY MEMBER

The following guidelines have been adapted from the Centers for Disease Control's "Interim Guidance for Administrators of US Institutions of Higher Education." These guidelines will be regularly updated as the CDC modifies recommendations.

When a confirmed case has been identified on campus, regardless of community transmission RMC will:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been on the campus, the College will immediately reach out to Riverstone Health. Riverstone will help administrators determine a course of action for the College.

Work with local public health officials to determine cancellation of classes and closure of buildings and facilities. The College will work closely with their Riverstone Health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. In some cases, the College, working with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19. This initial short-term class suspension and event and cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the College. This allows the local health officials to help RMC determine appropriate next steps, including whether an extended cancellation/closure is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- RMC will actively discourage students, staff, and faculty from gathering or socializing anywhere.

Communicate with students, staff, and faculty. RMC will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the College community will align with the communication plan in the emergency operations plan.
- The College will include messages to counter potential [stigma](#) and discrimination.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Clean and disinfect thoroughly.

- Close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Additional information on cleaning and disinfection of community facilities can be found on [CDC's website](#) and contained within RMC's Cleaning and Disinfecting Guidelines.

Make decisions about extending the class suspension and event and activity cancellation. Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.

- If classes need to be suspended, RMC will work closely with local public health officials to determine if some buildings and facilities may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.
- RMC administrators will work in close collaboration with local public health officials and the College's Executive Leadership to make class suspension and large event and activity cancellation decisions. RMC will not make decisions about suspending classes or canceling events without consultation with public health officials. The College will seek specific guidance from local health officials to determine if, when, and for how long to take these steps. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators will seek guidance from local health officials to determine when students, staff, and faculty can safely return to campus and what additional steps will be needed for the College to ensure the safety of the community. In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

COVID-19 – CONTACT TRACING PROTOCOL

In the event of a confirmed case or expressed concern of possible exposure to COVID-19, Rocky Mountain College has developed protocol for contact tracing. RMC will collaborate with Yellowstone County health officials in an effort to effectively assess the likelihood of exposure to persons within the RMC community.

Following a notification of concern that a person has not passed a wellness check or has received possible exposure these steps should be followed:

1. Supervisor, faculty and/or staff member will notify HR (faculty/staff) or Campus Safety Officer (students).
2. The supervisor/Staff member will complete the COVID 19 Reporting protocol form utilizing the COVID 19 protocol flowchart (see Reporting Protocol, attached below).
 - a. Record symptoms and date and time of onset
 - b. Collect all basic information
 - c. Document any affiliation with RMC
 - d. Complete any additional information
2. Submit the report to Human Resources or the Director of Campus Safety
3. Refer the employee or student to contact their medical provider, “Teledoc” or Riverstone Health for appropriate medical directives.
4. Adhere to all direction/instructions of the provider:
 - a. notify RMC supervisor/staff of all directives from the medical provider
 - i. self-quarantine
 - ii. testing
1. Campus Safety Task Force will conduct contact tracing in relation to RMC community (see attached flowchart)
2. In the case of a positive COVID-19 - Yellowstone County Health will need to be notified and they will take over to contact tracing for all positive cases.

Contract Tracing/Reporting Form

Name of Person filling out this report:

Date and Time:

Was the answer to any of the 5 questions on the left side of the FLOW CHART “yes”? If so, which ones?

Record **symptoms** (if any):

Date and Time of Symptom (s) Onset:

Contact Information (about person with potential/suspected COVID-19 symptoms):

Name of Person:

Affiliation with RMC (check which applies):

RMC Student (RMC ID Number _____)

RMC Faculty RMC Staff Community Member

(Reason for RMC

visit _____) OTHER

(Explain _____)

Cell

Phone: _____

Email:

Address:

Additional Information:

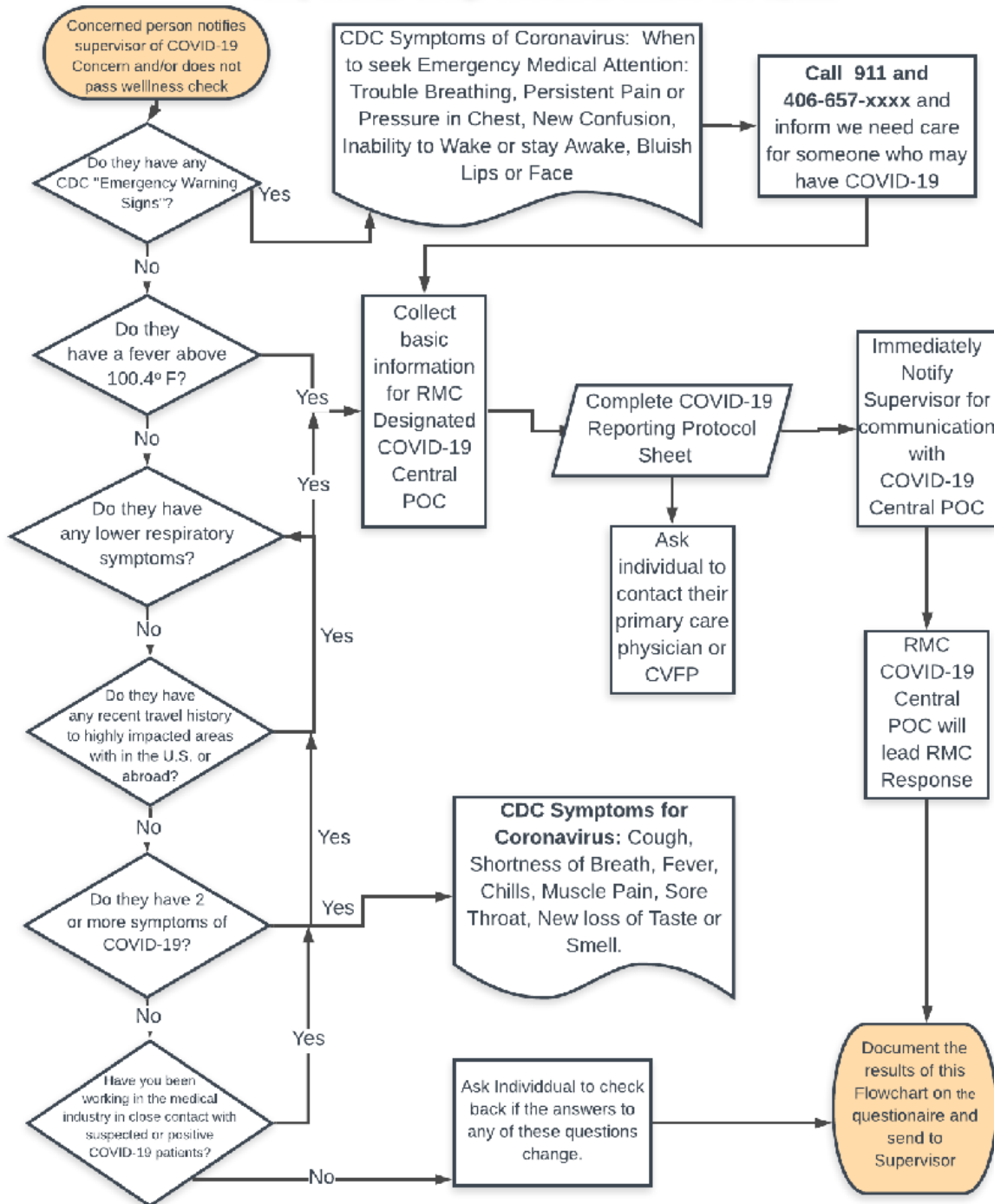
Was the person in close contact (within 6' for 15 minutes or more) with anyone since symptom onset? If so, who?

Has the person used any equipment since symptom onset (e.g. copier, simulator, aircraft, lab equipment)? If so, what equipment?

Has the person used any facilities (e.g. entered a building, restroom, testing center)? If so, which ones?

Name of Department Leader contacted: _____

COVID-19 Reporting Protocol Flowchart
Rocky Mountain College Coronavirus Initiative-June 11, 2020



COVID-19 - QUARANTINE AND ISOLATION PROTOCOLS

Rocky Mountain College is working diligently to ensure all community members remain as safe as possible during the COVID-19 pandemic.

If you believe you have come in contact with, show symptoms of, or have tested positive for COVID-19, please contact Human Resources (employees) or Shaydean Saye (students) immediately to notify RMC so appropriate cleaning in the areas where you last were can take place, contact tracing and quarantining/isolating can be conducted, and community notices can be made (if warranted). Please note that your personal information and diagnoses will remain confidential.

Human Resources

Office - 406-657-1043

Email - marcella.buster@rocky.edu

After Hours - 406-661-6295

Shaydean Saye

Office - 406-657-1051

Email - housing@rocky.edu

After Hours - 406-698-8777

Based on the latest guidance from local, state and federal public health officials, these are the protocols RMC will follow in the event that an exposure or infection of COVID-19 takes place on campus.

Definitions

Quarantine - to be confined to a space by oneself and/or with others who may have been exposed in the same manner/timeframe and to not vacate the space for any reason other than medical needs, safety emergencies, or basic needs without having any contact with others for a defined period.

- Individuals who are symptomatic (active cold or flu-like symptoms, including fever, cough, sneezing, vomiting, intestinal issues, or shortness of breath) should quarantine until such symptoms are no longer present for a minimum of 48 hours.
- Any roommates/shared household mates should isolate even if not symptomatic.

Isolation - to be confined to a space by oneself and to not vacate the space for any reason other than medical needs, or safety emergencies without having any contact with others for a defined period.

- Individuals who have a confirmed exposure to or are confirmed of contracting COVID-19 will be required to isolate for a period of no less than defined by the Yellowstone County Health Office (Riverstone Health); typically for a period of no less than 14 days.
- Confirmed exposure is typically determined by the Yellowstone County Health Office (Riverstone Health) through investigation and surveillance of current active COVID-19 cases.

Changes to time assigned to quarantine/isolation will be under the guidance of the State of Montana and Yellowstone County Health Office.

Quarantine and Isolation Protocols

RMC Community members who are quarantined will follow these procedures:

Students living on campus must notify the Residence Life Office at 406-657-1051. Residence Life Office will assist students to contact Riverstone Health or their primary care provider to determine if quarantine is necessary given the circumstances (during non-business hours, please call the Residence Life staff on call at 406-698-8777).

Students for whom quarantine is deemed beneficial may be assigned to a temporary housing assignment; Campus Facilities, Dining and Residence Life will coordinate to provide meals and delivery, cleaning supplies and other necessary items.

Students who isolate and will miss school and campus work will need to arrange to participate in academics remotely by notifying the Dean of Students ([see Academic Accommodations for Students](#)). Students in quarantine will have a daily check-in with a Residence Life Officer or medical provider.

Students living off campus must notify the Dean of Students at 406-657-1000. The Dean of Students Office will assist students to contact Riverstone Health or their primary care provider to determine if quarantine is necessary given the circumstances (during non-business hours, please call the Residence Life staff on call at 406-698-8777).

Students who quarantine and will miss school and campus work will need to arrange to participate in academics remotely by notifying the Dean of Students ([see Academic Accommodations for Students](#)) and their professors. Students should not return to campus for any reason during the quarantine.

Students in quarantine will have a daily check-in with the Dean of Students Office staff or medical provider.

Employees who require quarantine and will miss work or will need to arrange to work from home must notify their supervisor and Human Resources of their absence. Employees should not return to campus for any reason during the quarantine.

RMC Community members who require isolation will follow these procedures:

Students living on campus must notify the Residence Life Office 406-657-1051 and provide documentation from the hospital or medical provider of recent positive testing for COVID-19 BEFORE returning to campus (during non-business hours, please call the Housing On-call phone at 406-698-8777).

Residence Life Office will identify a temporary housing assignment for the student to go to directly upon their return to campus.

Campus Facilities, Dining and Residence Life will coordinate to provide meals and delivery, cleaning supplies and other necessary items for students in isolation.

Students in isolation will have daily check-ins with a Residence Life staff member; more if deemed medically necessary by the student's medical provider or referring physician.

Students who isolate will miss school and campus work will need to arrange to participate in academics remotely by notifying the Dean of Students ([see Academic Accommodations for Students](#)). Faculty will work with students to mitigate the effect of an extended absence due to a positive COVID-19 diagnosis or a mandatory quarantine or isolation period pending a diagnosis. Specific steps are at the discretion of individual faculty members, but may include:

- Waiving attendance policy;
- Designating a note taker for the absent student;
- Allowing or facilitating recording of class sessions;
- Streaming class sessions;
- Extending assignment deadlines or making examination accommodations;
- Offering the student a grade of 'Incomplete;'
- Supporting a student petition for a late withdrawal from the course.

Students living off campus who have tested positive for COVID-19 must notify the Dean of Students 406-657-1000, of their absence and shall not return to the College campus for any reason. Students will need to provide documentation from the hospital or medical provider of recent positive testing for COVID-19. Students may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings.

Students who isolate will miss school and campus work will need to arrange to participate in academics remotely by notifying the Dean of Students ([see Academic Accommodations for Students](#)).

An Employee who has tested positive for COVID-19 must notify their supervisor and Human Resources of their absence and shall not return to the College campus for any reason. Employees may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings. The employee or their designate may reach out to the individual's supervisor to arrange pick-up of possessions by a non-exposed third-party.

Employees who isolate will miss work or will need to arrange to work from home must notify their supervisor and Human Resources of their absence.

Employees may be asked to complete the COVID Emergency Paid Sick Leave Form available on the Human Resources website.

Any RMC community member who is ill is asked to complete the [Illness Report Form](#) online and remain home until directed otherwise by RMC and Medical Professionals. RMC strongly encourages anyone infected with COVID-19 or otherwise ill for any reason to take care of themselves and focus on healing.

Medical Monitoring of Impacted On-Campus Students

The Residence Life Office will retain a roster of students who are in quarantine and isolation, their housing assignment, and their emergency contacts. If and when emergency response is required for those students on campus, responding staff will wear N-95 masks and gloves. Whenever Campus Safety, HR or Residence Life Office staff are aware of an emergency response by external first responders to such a student, staff will inform the external first responders of the student's status in quarantine or isolation.

Residence Life Office will provide daily communication contact with all students who are in quarantine or isolation on campus. Students will be asked to document their symptoms (including temperature) three times a day keeping a detailed log to provide to the diagnosing medical provider while in quarantine or isolation.

Provision of Food Services for On-Campus Students

[See Quarantine & Isolation Procedures for On-Campus Students](#)

Provision of Sanitary Supplies for On-Campus Students

Facilities staff will provide individuals in quarantine and isolation with trash bags and disinfectant spray or soap. All trash should be put into the bag and will be picked up as scheduled. [See Quarantine & Isolation Procedures for On-Campus Students](#)

Academic Accommodations for Students

If necessary, the Dean of Students Office will contact students in quarantine and isolation to review options for students to continue their schoolwork. Students in quarantine or isolation that do not have any signs or symptoms of illness are expected to continue classes. Faculty will work with students to mitigate the effect of an extended absence due to a positive COVID-19 diagnosis or a mandatory quarantine or isolation period pending a diagnosis. Specific steps are at the discretion of individual faculty members, but may include:

- Waiving attendance policy;
- Designating a note taker for the absent student;
- Allowing or facilitating recording of class sessions;

- Steaming class sessions;
- Extending assignment deadlines or making examination accommodations;
- Offering the student a grade of 'Incomplete;'
- Supporting a student petition for a late withdrawal from the course.

Information for Staff and Faculty

Employees in quarantine or isolation who can work from home may consult with their supervisor regarding the feasibility of telecommuting. Employees who work remotely will be paid for all work time. For those employees who are unable to work remotely (because of the nature of their work, and either a medical condition, age restriction or other permitted reason), will be paid for their regular work hours in accordance with their normal schedule (up to 14 calendar days). Employees who quarantined outside of guidelines adopted by the College will use available paid leave as provided in Rocky Mountain College policies. An employee who lacks adequate accrued paid leave to cover the necessary period of absence will be advanced paid leave time (equivalent to 14 calendar days). Employees should also reference existing institutional policies on sick leave and family leave.

Human Resources will retain a roster of all faculty and staff who will be working from home, and home on paid leave. It is important for all staff to report to their supervisors if they are absent from work or telecommuting so that the college can accurately monitor the number of individuals affected at any given time.

COVID-19 - QUARANTINE AND ISOLATION PROCEDURES FOR ON-CAMPUS STUDENTS

Quarantine - to be confined to a space by oneself and/or with others who may have been exposed in the same manner/timeframe and to not vacate the space for any reason other than medical needs, safety emergencies, or basic needs without having any contact with others for a defined period.

- Individuals who have traveled out of Yellowstone County may be required to quarantine for a period of time determined by the State of Montana and Yellowstone County Health Office directives.

Isolation - to be confined to a space by oneself and to not vacate the space for any reason other than medical needs, or safety emergencies without having any contact with others for a defined period.

- Individuals who are suspected or confirmed of contracting COVID-19 will be required to isolate for a period of no less than defined by the Yellowstone County Health Office.

If you are experiencing the following, you should complete the [Self Report Form](#) **AND** contact Riverstone Health at 406.247.3200 concerning possible exposure to COVID-19:

- Fever
- New or worsening cough
- New or worsening shortness of breath
- Close contact (6 feet or less) with someone diagnosed with COVID-19
- Recent travel to a country at a [Level 3 CDC designation](#)

Communication Chain for Isolation/Quarantine Response

- Residence life staff is alerted there is an on-campus student in need of quarantine or isolation.
- Residence life staff contact the Director of Residence Life with student name, cell phone number, gender, dietary restrictions, and recommendation information provided by a health care worker (shared isolation space or individual room and bathroom).
- Director of Residence Life, in phone consultation with the student in question, confirms information.
- Once verified, the Director of Residence Life will authorize issuing of quarantine/isolation room key and access card if unable to quarantine/isolate in current housing assignment (all quarantine/isolation room keys and access cards will be housed in the Director of Residence Life office), review the expectations with the student (verbally and provide a copy), update the campus roster, and send notification email to Dean of Students (email to include - student name, cell phone number, gender, dietary restrictions, and recommendation information provided by a health care worker, room being moved to, room being removed from).
- The Director of Residence Life will submit a work order (follow up with phone call) to have the student's original room sanitized (if moved to a different space).
- The Director of Residence Life will email campus dining meal need details.
- Residence Life On-Call staff will assist students in collecting and sanitizing minimal personal supplies needed, check students into space, and confirm basic needs in the room (trash bags, toilet paper, linens, refrigerator, microwave, access to internet and phone). *Gloves, mask and sanitation supplies are needed to allow the Residence Life On-Call staff to safely complete this step.*
- Old room keys will be collected and placed in the key drop box outside of the Director of Residence Life Office. The Director of Residence Life will retrieve key(s), sanitize and place them in the lock box until the student is allowed to relocate to the original room.

Communication to use with on-campus student regarding quarantine/isolation

Hello **NAME**,

Thank you for taking the time to visit with me earlier today. As we discussed, to ensure the safety of others living in the on-campus community here is the strict protocol we need to follow until notified by Riverstone Health there is no risk (confirmation of no COVID-19 or medically approved isolation period timeline expires that is set by Riverstone Health).

Isolation Protocol:

NAME must not leave the assigned residence hall room or allow guests into the space. Should **NAME** decide to isolate in another location off-campus **NAME** must notify the Dean of Students or Director of Residence Life before leaving the room and not return to campus until confirmed by a medical professional no COVID-19 exists or medically approved isolation timeline expires.

NAME must make contact with a medical professional (Riverstone Health) no later than 5:00pm **DATE**, to report their symptoms and/or current status and report directions provided by Riverstone Health to the Director of Residence Life or the Dean of Students - 406-657-1000 or 406-698-8777 (after hours).

The Office of Residence Life will deliver meals to **HALL/ROOM** as **NAME** registers for meals using the **COVID-19 Campus Meal Order Form**.

Meal delivery will be conducted in the following fashion:

- Residence Life staff will call student on provided cell phone numbers (**NAME - NUMBER**) before meals are picked up to notify students meals are being prepared and on the way
- Residence Life staff will take meals and set outside of assigned room (STAFF WILL NOT KNOCK ON DOOR)
- Residence Life staff will walk away from the door, call the students to notify food is outside the room, and wait for confirmation from the students that they have collected the food and closed their door
- Each time a meal delivery is made, Residence Life staff will send an email to housing@rocky.edu notifying the department that meal delivery has been done

The Director of Residence Life or the Dean of Students will make phone contact with the students each day in isolation.

The Director of Residence Life will contact any other students assigned to the space to notify them their room has been set into isolation/quarantine status and no entry to the space can take place until authorized by the Director of Residence Life or the Dean of Students. Alternative housing placement or required isolation/quarantine procedures for roommates will be set up.

I appreciate everyone's cooperation in this time of caution. Rocky Mountain College is committed to doing what we can to increase the health safety of all involved. Please let me know if you have any questions regarding this process.

Isolation/Quarantine (if needed)

- Students who are directed to isolate/quarantine will be moved to a designated location in on-campus housing if unable to isolate/quarantine in the assigned room. Priority will be Rimview suites, Widenhouse, and Jorgenson (in this order).
- If an alternative room is used for isolation/quarantine, the students' original room will have 2 rounds of sanitation completed by RMC staff; and not allowed to reoccupy by roommates until the 2nd round of sanitation completed (this will be a priority).
- Students on meal plans will have 3 meals and a snack delivered each day.
 - Meals will be prepared by the dining staff
 - Meals will be picked up and delivered by the Residence Life On-Call Staff (dietary restrictions to be confirmed) - pick up and delivered at 9am (breakfast and snack); noon (lunch); 5pm (dinner)
 - Meals will be placed outside the student quarantine room and the student will be notified via phone call (staff will **not** knock on the door, open the door, or wait for the door to be opened by a student)
- Students without meal plans can sign up for one for the same service online at mealplan.rocky.edu
- Students will be instructed to remain in a quarantined/isolation location until cleared by a medical professional it is safe to leave.
- Once a quarantined/isolated student is released, their items in the quarantined room will be sanitized before removing personal items and they will have 12 hours to return to their original room. This includes:
 - Washing bedding before moving it back to the original room.
 - Returning issued key(s) and access cards; collecting old room key(s).
- Quarantine/isolation room will be detail cleaned and sanitized to be ready for further quarantine needs (minimum 2 rounds of sanitizing and 4 hour wait period after 2nd round completed before allowed to be occupied).

Isolation/Quarantine Expectations Communicated to Students(s)

- Students will remain in quarantine/isolation space until directed by a healthcare professional.
- Students will not be permitted to have guests in the quarantined/isolation space.
- Minimal personal items should be taken to a quarantined/isolation room and must be sanitized/washed before returning to other locations on campus.
- Trash to be removed daily at 9:00am - place trash in bag outside of room door for collection by custodial staff. Trash bags will be provided.
- Students with ESAs will contact ESA emergency contact to take the ESA for the full duration of quarantine or isolation if ESA requires specific care that would prevent the student from following all quarantine/isolation directives.
- Course work will be permitted to be completed remotely.

COVID-19 - SAFETY TRAINING PROGRAM FOR EMPLOYEES

All employees of Rocky Mountain College will attend training regarding COVID-19 prior to returning to normal operations. Training will include:

- RMC policy and CDC guidelines
- Social Distancing
- Sanitization
- Personal hygiene
- Masks and use of personal protective equipment
- Quarantine vs isolation
- Source control practices and wellness checks
- Family First Medical Leave Act
- Identifying signs and symptoms
- Response to suspected or confirmed COVID-19 illness
- Contact tracing

Employees will receive the instruction through digital or in-class format and will be required to sign a Standards of Safety Agreement Form to verify that they have received it. The instruction will be given through the Human Resources and Campus Safety offices. Supervisors will be responsible for ensuring their staff attends the training on the date and time assigned.

Each class and lab instructor will provide students verbal guidance on College safety and social distancing standards, student responsibility expectation, and proper use of PPE.

COVID-19 - TRAVEL GUIDELINES

Travel increases the risks of exposure to the coronavirus for you and your community. The U.S. Centers for Disease Control and Prevention (CDC) has issued a [global level 3 warning](#) – Avoid Nonessential Travel, and continues to [discourage domestic travel](#). Additionally, the United States has placed [entry restrictions](#) on individuals arriving from China, Brazil, Iran, the European Union, and the United Kingdom. Governments worldwide have issued similar warnings and entry restrictions, which can change without advance notice.

Review the current international and domestic travel restrictions and resources below. We will continue to monitor the public health situation and government travel advisories, and adjust our guidance accordingly.

Travel Restrictions

All College-related travel, both international and domestic, is restricted until further notice and should not be planned or scheduled at this time. This applies to all community members—students, faculty, and staff. We encourage you to explore creative options for alternative study, research, work, and collaboration.

RMC strongly discourages personal travel, both international and domestic.

Precautions If You Must Travel

Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the [state and territorial health department websites](#) for the latest information.

During travel, take the appropriate precautions to protect yourself and others:

- Wash your hands often with warm soap and water for at least 20 seconds. If you can't wash your hands, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Remain at least six feet from others.
- Wear a cloth face covering

If you develop symptoms during or after travel, notify your Primary Care Provider and follow the steps in the [RMC Wellness Check Protocol document](#).

Travel Reimbursement

We understand these travel policies have financial implications. If you have travel reservations for College business, the Rocky Mountain College Travel Policy allows for reimbursement of cancellation or change fees with a valid reason. The COVID-19 pandemic meets this requirement.

Use of Passenger Vans

Rocky Mountain College requires that van logs are used to document hours driven and who drove the vehicle. During this time please add the list of passengers to the van log in the case of a potential COVID-19 exposure so that contact tracing will be able to be completed in a timely fashion. During COVID-19 we ask that the vans have limited seating maintaining social distancing, masks are to be worn while traveling and that disinfection before and after use of the vehicle is completed.

Use of other vehicles

Golf carts should be limited to one person. If there are more than one riding on the cart, face masks are to be worn at all times. Be sure to sanitize the cart before and after use.

Cars should also limit the number of passengers. Masks are to be worn at all times and cleaning of the vehicle prior to travel and after should be completed. Departments that are responsible for the monitoring of vehicles including documenting who drove, the names of passengers and document the sanitization of the vehicle.

COVID-19 - FIELDWORK/TRIP PROTOCOL

Institutional Review:

All faculty and staff members planning to conduct fieldwork or take field trips endorsed by the College must submit an application for Fieldwork/trip ([available here](#)). The request will be reviewed by the Campus Safety Committee and forwarded to the appropriate Senior Administrator with a recommendation for approval or rejection of the application or request further clarification/modification. Senior Administrators retain ultimate authority to either approve or reject applications.

Application approval is dependent on a variety of variables including current guidance from the [CDC](#) and [county health officials](#); groups size; ability to practice safety measures such as social distancing, crowd size, sanitization, etc.; and necessary equipment.

Fieldwork/Trip applicants should review RMC travel guidelines, found [here](#).

Considerations for Fieldwork/Trip Applications:

- Can activities be modified to maintain 6-foot social distancing?
- Can adequate water and soap for handwashing be ensured?
- Does the application provide for enhanced cleaning/disinfection protocol for any shared bathrooms, kitchen facilities, or shared equipment?
- Do transportation options provide for maintaining social distancing?
- Process for conducting wellness checks (prior and post trip).

Precautions and considerations if approval is granted:

- Stay home if sick with a fever or cough or recent travel to higher risk regions/close contact with suspect cases within the last 14 days
- Promote hygiene: wash hands for 20 seconds and wipe down surfaces often, cough into sleeve, dispose of tissues
- Ensure all participants wear masks at all times
- Bring extra hand soap, hand sanitizer, and disinfectant wipes
- Carry a thermometer in your first aid kit
- Maintain robust communication with trip participants to receive updates or get assistance; maintain a frequent check in schedule
- Carry a written emergency plan; consider distance to medical care and limited medical services/support for other injuries or illness
- For overnight trips, ensure extra lodging is available to maintain social distancing, i.e. single rooms, single tents

Transportation

Van use: Passengers in vehicles will be limited to 3 people (one per row) in a large 15 passenger van. Only one person will act as a driver per day and hand cleaning gel and/or wipes will be available to clean hands and surfaces of the vehicle. If possible, keep windows open to allow for ventilation.

Personal vehicles: In general, use of personal vehicles for RMC required activities should be avoided; however, under some conditions use of private vehicles may be the safest and most pragmatic transportation solution. In those rare instances, senior administrators will consult RMC's insurance carrier and legal counsel before authorization.

Field Equipment and Activities

Sanitization: All specialized RMC field equipment will be handled by one person daily and then cleaned at the end of the day. If possible, students and faculty will be encouraged to bring their own field equipment for personal use.

COVID-19 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

In an effort to reduce the spread of viruses on the RMC campus, the College will provide employees and students with the following items:

Faculty:

1. Two cloth face masks for personal use
2. 25 disposable face masks for distribution to students and/or campus guests
3. 10 disposable face shields (1/week)
4. 4 containers of disinfecting wipes for classroom and office disinfecting-refillable as needed (see Classroom Sanitization and Disinfecting)
5. Disinfecting spray
6. Hand sanitizer

Staff:

1. Two cloth face masks for personal use
2. 25 disposable face masks for distribution to students and/or campus guests
3. 1 container of disinfecting wipes for office disinfecting-refillable as needed, contact campus facilities
4. Bottle of disinfecting spray
5. Bottle of hand sanitizer

Students:

1. Cloth face mask for personal use

Classrooms:

1. Paper towel dispenser
2. Spray disinfectant
3. Hand sanitizer

All disposable items described herein can be refilled by contacting the campus Facilities Department, facilities@rocky.edu or by calling 406-235-1906. Alternatively, please contact campus safety, 406-647-1373.

PPE should be inspected regularly to ensure it remains in good working order. Cloth masks should be washed regularly and stored in a clean location. Individuals should always keep their mask in a location that is easily accessed. Disposable products (masks, wipes, paper towels, etc.) should be placed in trash receptacles.

APPENDIX-Supporting Documents

Institutional Policy for Supervisors

All supervisors should review the RMC COVID-19 Safety Protocols Manual and be familiar with the basic guidelines. Be sure to pay close attention to pages 22-26.

A supervisor's responsibility includes the following:

1. Daily check with employees to see how they are feeling. Remind employees they must complete the wellness check prior to reporting to work each day.
2. If an employee is feeling ill immediately send them HOME and have them complete the illness report and submit ASAP, this will notify the Safety Task Team of a possible case. This allows for immediate cleaning of the area(s) the employee has been on campus for the health and safety of others.
3. Remind employees to call Riverstone Health for directions and to be prepared to report back to the college once a medical provider has given them direction (questions employees should ask Riverstone Health are listed on the Illness report form.
4. If an employee contacts you and they have taken a test for COVID, be sure that it is reported to Don Laux, our Director of Campus Safety.

Frequently Asked Questions

I have an employee who calls in not feeling well

- Instruct them to stay home and complete the Illness Report Form Online
https://docs.google.com/forms/u/1/d/e/1FAIpQLSfCCnJ-dP73drCKQbVVthN8ObEWSmy0IFZ-hrOA8axqffMDiw/viewform?usp=send_form
- Remind them staying home is the best thing they can do for RMC right now
- Let them know they will be receiving a phone call from Campus Safety or HR regarding the next steps
- Let them know that Campus Safety or HR may request they contact Riverstone Health @ 406-247-3350

I have an employee who comes in and does not pass the wellness check at the door

- Do not let them enter the building for work.
- Instruct them to return home and complete the Illness Report Form Online
https://docs.google.com/forms/u/1/d/e/1FAIpQLSfCCnJ-dP73drCKQbVVthN8ObEWSmy0IFZ-hrOA8axqffMDiw/viewform?usp=send_form
- Remind them staying home is the best thing they can do for RMC right now
- Let them know they will be receiving a phone call from Campus Safety or HR regarding the next steps
- Direct the employee to contact Riverstone Health @ 406-247-3350

I have an employee who becomes ill while at work

- Instruct them to immediately return home and complete the Illness Report Form Online
https://docs.google.com/forms/u/1/d/e/1FAIpQLSfCCnJ-dP73drCKQbVVthN8ObEWSmy0IFZ-hrOA8axqffMDiw/viewform?usp=send_form
- Remind them staying home is the best thing they can do for RMC right now
- Let them know they will be receiving a phone call from Campus Safety or HR regarding the next steps

- Direct the employee to contact Riverstone Health @ 406-247-3350

If you have an employee who is not being cooperative with this process, please call your Division VP immediately. Keeping sick individuals at home is the best thing we can do to prevent the spread of COVID-19.

Important Phone Numbers

- Campus Safety - 406-238-7293
- Human Resources - 406-657-1043

Vice Presidents

- Student Life - Brad Nason - 406-657-1018
- Academics - Erin Reser - 406-657-1020
- Advancement - Tyler Wiltgen - 406-657-1008
- Business/Finance - Melodie Milroy - 406-657-1022
- Admissions – Austin Mapston – 406657-1024

Classroom Disinfecting Check list

Below is a checklist of disinfecting measures to be implemented between classroom periods. These efforts are aimed at minimizing contact exposure to the virus. Supplies of disinfecting materials will be delivered by the facilities department as needed and located near the podium or desk. Either disinfecting wipes or sprays, along with paper towels will be provided. Paper towels will be located in a dispenser located in each classroom.

Disinfecting should take place before or after each class is held. Student participation is encouraged.

- Spray and wipe desks.
- Spray and wipe podium.
- Spray and wipe door knobs, both the entry and the exit.
- Spray and wipe chairs.
- Wipe keyboards of computers and any Audio Visual Equipment. Note: do spray directly on electronic equipment, spray the paper towel to wipe or utilize disinfecting wipes if available.
- Clean and disinfect any surfaces and objects that are touched often.
- Encourage regular and thorough handwashing, in particular, if restroom is utilized during class.
- Minimize use of shared items and disinfect afterwards.

Small Workspace Recommendations

For offices that are unable to adhere the 6-foot social distancing, it is recommended for the following:

1. Place a sign on the door requiring masks upon entry to office
 - a. Box of disposable masks and hand sanitizer outside the entry of your workspace
 - i. Order supplies through facilities
2. Request meetings by appointment to allow for the opportunity to find a larger meeting space for face to face communication.
3. Schedule a virtual meeting if at all possible.

For high traffic offices request a plexi glass divider from facilities to protect both the employee and visitor.

Sanitation of workspace:

1. Be sure to disinfect after visitor leaves your workspace

Illness Self-Report

Keeping our Campus Safe

If you are experiencing the following, please complete the [Self Report Form](#):

- Fever
- New or worsening cough
- New or worsening shortness of breath
- Close contact (6 feet or less) with someone diagnosed with COVID-19
- Recent travel to a country at a [Level 3 CDC designation](#) (www.cdc.gov)



STOP!

BEFORE YOU ENTER, ANSWER THE FOLLOWING:

1. In the last 48 hours, have you had:
 - a. Any of the following symptoms
 - i. Shortness of breath?
 - ii. Persistent cough?
 - iii. Loss of taste or smell?
 - b. Two or more of the following symptoms:
 - i. New onset fever?
 - ii. Chills?
 - iii. Repeated shaking and chills?
 - iv. Muscle pain?
 - v. Headache?
 - vi. Sore throat?
 - vii. Diarrhea?
2. Have you had close contact in the last 14 days with a person who has confirmed COVID-19?
3. Have you had close contact in the last 14 days with a person who was experiencing symptoms of COVID-19?
4. Do you currently have a fever (exceeding 100 degrees)?

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS,

DO NOT ENTER THIS BUILDING & FOLLOW THESE DIRECTIONS

OFF CAMPUS STUDENTS AND EMPLOYEES - IMMEDIATELY LEAVE AND CONTACT YOUR SUPERVISOR, CAMPUS SAFETY (406-238-7293), OR DEAN OF STUDENTS OFFICE (406-657-1000).

ON CAMPUS STUDENTS - RETURN DIRECTLY TO YOUR ROOM AND CONTACT THE RESIDENT LIFE STAFF (406-698-8777).

VISITORS - IMMEDIATELY LEAVE AND RETURN AT ANOTHER TIME.

ALL - COMPLETE THE ILLNESS REPORT FORM USING THE QR CODE

HERE →



Requirements for RMC Sponsored Activities and Summer Camps

You will need to provide to the RMC Safety Committee a comprehensive and **detailed** safety plan for your activity/camp. This plan must be approved prior to your activity/camp taking place. Plans must be in compliance with Montana Governor Orders and all directives in place from the Yellowstone County Health Office. Your plan must include, but not limited to, the following procedures:

- Social distancing of 6 feet – How are you going to enforce the 6 feet during activities, check in of participants, end of day pick up of participants, contact between participants during activity/camp including breaks? Will a coach or staff member be designated to monitor social distancing? What plan will be in place if participants refuse to comply with social distancing? How will social distancing be maintained if using the residence halls and/or food service?
- Cleaning of equipment – How are you going to keep any of the equipment sanitized? How often will equipment be cleaned? If applicable, how will the used space be cleaned and how often? Where will the cleaning supplies be located? Examples: towels, balls, bleachers, chairs, doors, bathrooms, etc.
- Hygiene – Where will you have sanitizer available? How will you keep participants from sharing water bottles, equipment, etc.? Will face coverings be mandatory?
- Self-quarantine – What will you do if a participant or employee shows up to activity/camp displaying symptoms of an illness?
- Training – What training will you give your staff about personal hygiene procedures, COVID symptoms, social distancing, cleaning and sanitizing of equipment and areas used for activity/camp?

Your plan should be sent to Shaydean Saye and Deb Faw once completed. For more information on COVID-19 reopening requirements, please visit www.riverstonehealth.org.