

# Coronavirus (COVID -19) General Guidance and Policies



## **Sitting Bull College Policies and Procedures**

**COVID Pandemic**

**Approved:**

**SBC Board of Trustees**

**August 7, 2020**

# Coronavirus (COVID -19) General Guidance and Policies



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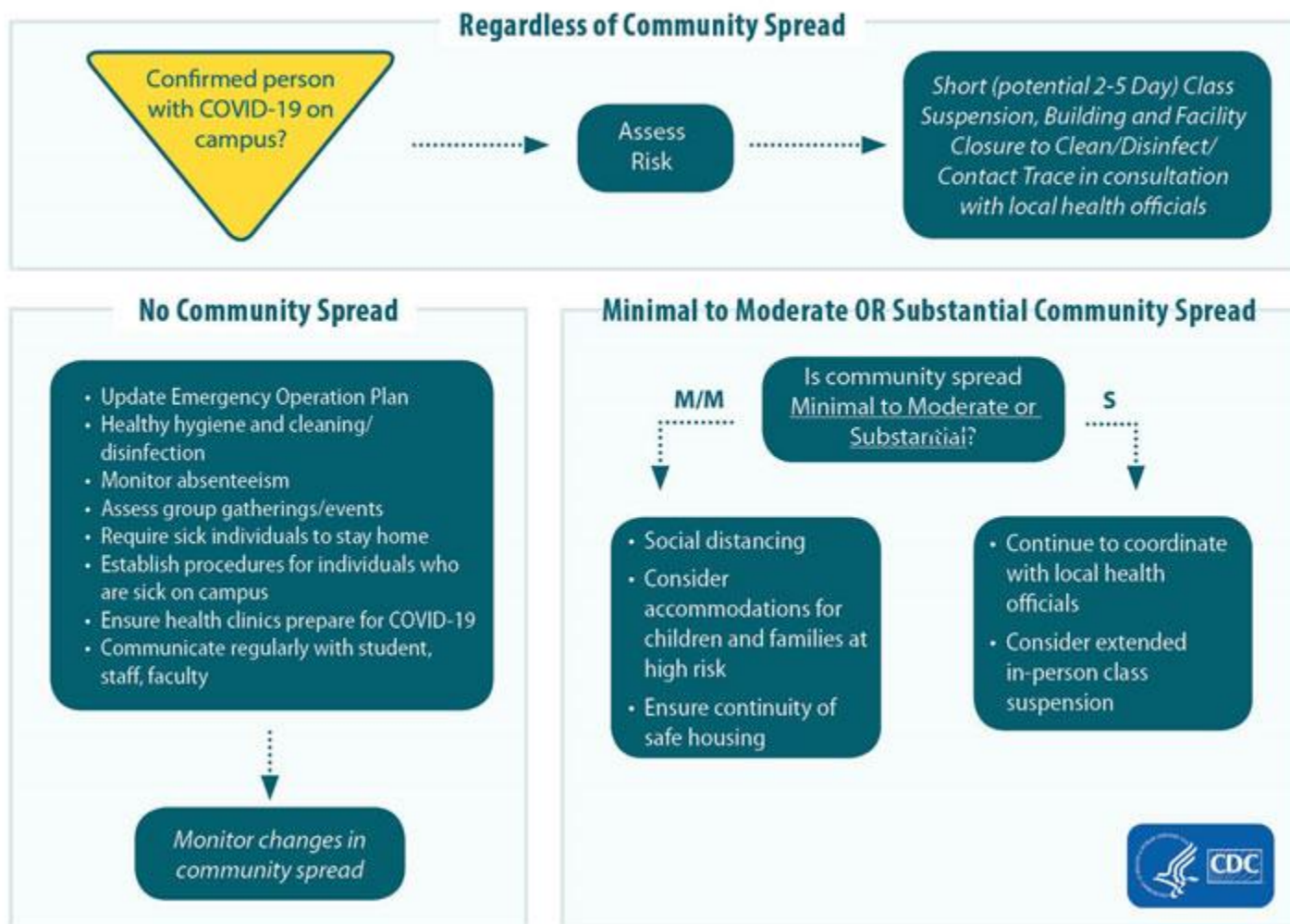


## Sitting Bull College Reopening Guidelines

**Please read completely**

The College will be following the CDC guidance for outbreak, using the following decision tree.

### Institutions of Higher Education (IHE) Decision Tree



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## Employees:

All buildings are closed to the public, only employees and students are allowed. Starting August 3 2020 all staff will return to 8 hours days Monday through Thursday. Employees will be required to work from home on Fridays. Starting and ending hours may vary, but must be approved by immediate supervisors. Starting August 13, all faculty will return with reduce days and times on campus to minimize contact. Maintenance will work with vendors to have them come on Fridays for delivery whenever possible. This means that the library, Nest, and Visitors Center are closed to the public. Just a FYI in that Kampus Kids has merged with the Immersion Nest. There will be no child care for students for the fall semester. The bookstore, TBIC, and Vocational Rehabilitation will be allowed to have customers/consumers by appointment and must follow social distancing. GED will be offered at all three sites, by appointment only, no walk ins.

## Protections put in place:

Free testing is being setup in Sioux County through the Tribe, every two weeks on Fridays starting August 14, 2020. Employees are encouraged to take advantage of the testing at this site, or sites closer to your home residency.

### Other free testing sites in North Dakota:

Bismarck Event Center 315 S 5th St 701-355-1540 Tuesdays 10:00 am - 12:30 pm

Bismarck ND Department of Health 1720 Burlington Drive 701-328-0707 Mondays/Wednesdays/Fridays 10:00 am - 1:00 pm

Mandan Dacotah Speedway 2500 Longspur Trail 701-667-3370 Wednesdays 1:00 pm - 3:00 pm

## Daily Screening

The College has contracted with READY Education. They are the vendor for our campus app. They have developed technology to use the app for contact tracing. Each classroom and building will be assigned a QR code that students/staff need to scan with a cell phone, Kindle or iPad, when entering a building or classroom. Each morning everyone will get a push notification to do a self-assessment of their health. Once this is completed and if no symptoms are noted, individuals will get a 24 hour clear message. This will help us track where employees and students have been in each buildings and who they have been in contact with. If we have a positive case, it will assist on notifications to employees and students with information on where to go for testing. It will also provide a list of resources for students. It will also allow Campus Security to track the positive case(s) to make sure they are not trying to get back into classes, before they are cleared. Campus Security is currently completing contact tracing training.

The app can be downloaded through your iPhone or Android app store at no cost.

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1. From your app store on your smart device, search “Sitting Bull College” (if you already have the SBC app, skip to #3).
2. Download the Sitting Bull College app.
3. Login with your SBC email.

Each morning an alert will be sent to your device to complete the screening test. If you answer no to all the screening questions, you will receive a cleared health check.

## How to check In with the QR Code

1. On the top left of the home screen, there is a box with a line through the middle, click that.
2. It will then open your camera, and prompt you to scan the QR code.
3. QR codes will be on the entry ways doors and on the outside wall of the classrooms.
4. Once you scan the QR code, it will say you have successfully checked in.
5. Hours later the app will ask you how your services were.

Everything in the app will be under employee/student IDs, so there will be no names.

In addition there will be only one door per building that will be unlocked and used for an entrance:

- Science & Technology Center – north door between Student Center
- Student Center – south door between Science & Technology Center
- Family Support Center – main entrance
- Entrepreneurial Center – main entrance
- Trades – East door by classrooms
- Mobridge site – main entrance
- McLaughlin site – main entrance

## Temperature Checks

There will be a temperature kiosk at each entrance door. You will scan your forehead. If no temperature a message will be displayed, saying you are cleared to enter. If someone shows a temperature, then a message to stop and do not enter will appear. If this happens, Campus Security will come and do an assessment to determine if the person can come in or needs to be sent home. We are currently advertising for a School Nurse, so Campus Security will consult with the School Nurse in these situations. **All employees should ensure a temperature reading less than 100.4 degrees and the absence of any symptoms prior to starting work.**

We understand that these methods will not detect asymptomatic individuals, nor will it stop people that have symptoms, and do not report them. We have developed a Code of Conduct policy attached to this document that SBC is requiring all employees and students to sign. If someone knowingly has the COVID-19 virus and comes on campus it will be cause for disciplinary action.

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## Face Masks

Face masks will be required of all employees and students. We will have masks available.

### When wearing masks are mandatory:

- When in an indoor common space (lounges, hallways, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time
- When interacting with others
- When riding in campus buses or other SBC vehicles with more than one person

Face masks should always be worn to cover both the nose and the mouth.

Employee/contractors wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth masks can be washed in any of the following manners:

- Hand wash with soap and water and allowed to hang dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Placed in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate social distance from others is maintained, typically six feet
- When alone in a private office or work space
- While participating in programs, events and experiences granted exceptions by the College President

## Face shields:

Face shields will be available for use for employee/contractor who work in close contact with students or others and who cannot tolerate a face mask for long periods of time.

Face shields may also be used by faculty in place of a mask for short periods, but must adhere to social distancing guidelines. Face shields must be disinfected after each use.

We also have sanitizer in each classroom along with signs to sanitize going in and sanitize going out.

We will have social distancing signs for all buildings. Along with signs to remember to wash hands, cover mouth when coughing and sneezing, do not touch your face, etc.

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## **Handling Paperwork**

### **Digital and Electronic Delivery**

Wherever possible it is recommended to use digital and electronic means to deliver documents that need to be reviewed by other teachers, faculty members or students.

### **Payments**

Whenever possible collect payments through electronic transactions, however in the case that cash or check must be collected than be sure to wash and or sanitize your hands thoroughly, frequently and specifically after period of transactions. Avoid touching your face.

### **Paper documents**

There will be situations where the paper document must be handled. In such cases as with cash and check transactions- wash your hands frequently or use a hand sanitizer. Do not touch your face. Do not lick finger to facilitate flipping pages.

### **Signing Documents**

Wherever possible use electronic signatures. However, that is not always possible. Be sure that the individual signing the document uses his or her own pen. Do not share pens and sanitize them as often as possible. Touch the document as little as possible.

### **Hand Hygiene**

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.

### **Additional Hygiene Activities**

- When passing document to others be sure to avoid excessive close contact with the other individual.
- Cover your mouth and nose when you sneeze or cough. If you use a tissue, throw it away immediately and wash your hands.
- Do not cough or sneeze or talk with the paper documents in your hands in front of you. Be sure to have the paper documents by your side when you are communicating with others, to avoid contaminating paperwork.

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## **COVID-19 Screening, Symptoms and Confirmed Diagnosis Policy**

This policy outlines the best practices for dealing with employees who either have a confirmed diagnosis or display symptoms. First and foremost is to promote and reinforce wherever possible a safe culture of best practices for highly infectious diseases.

### **When are employees required to test and self-quarantine?**

Sitting Bull College will follow the CDC guidelines for employees who are required to test and self-quarantine. The guidelines are as follows:

Anyone who has been in close contact with someone who has COVID-19.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### **COVID-19 Case or Contact:**

**Any employee who tests positive for COVID-19 or who has symptoms of COVID-19 will be required to self-isolate immediately and contact their direct supervisor and follow the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control.**

The supervisor must contact administration immediately.

### **When to start quarantine**

You should stay home for 10 to 14 days after your last contact with a person who has COVID-19.

Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.



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## When to end quarantine and return to work

Any employee required to isolate, based upon a positive diagnosis or close contact to someone with a positive diagnosis, are required to follow up with the Student Nurse prior to their return to work. If School Nurse is not available, then contact your immediate supervisor who will consult with administration.

Symptom-Based Strategy for Discontinuing Transmission-Based Precautions.

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Patients who are not symptomatic:

- Results are negative from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens) tested using an FDA-authorized molecular viral assay to detect SARS-CoV-2 RNA. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).

## Leave during quarantine

SBC will provide paid sick leave immediately, without a 10 day waiting period as provided in the FMLA Expansion, if the employee is unable to work on location because they:

- Are subject to a quarantine or isolation order related to Coronavirus,
- Have been told to self-quarantine by a health care provider related to Coronavirus,
- Are experiencing symptoms of COVID-19, the illness caused by Coronavirus,
- Are caring for someone subject to a quarantine or isolation order or someone who has been told to self-quarantine by a health care provider.
- Are caring for their child if the child's school or childcare has been closed or is otherwise unavailable because of Coronavirus.

**Full-time permanent employees are eligible for up to a maximum of 80 hours of paid sick leave above their regularly earned sick leave for any of the above reasons. Part-time employees are eligible 40 hours of paid sick leave. Paid sick time is available immediately, regardless of how long the employee has been with the employer. The starting period of the 80 additional hours of sick leave, will revert back to when SBC partially reopened on Monday, April 6, 2020 through December 31, 2020.**

**If continued leave is required beyond the 80 hours, the employee will be required to use their sick or annual leave. If employee has enough leave to cover the Monday through Thursday, 32 hours of work per week, then they will receive 8 hours of administrative leave for Friday. If employee does not have**

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enough leave to cover the 32 hours of work per week, then they do not receive the 8 hours of administrative pay for Friday.

## Students

### Protections put in place:

Sitting Bull College will be offering courses for the fall semester in a blended mode between face-to-face and online learning. Most classes will be meeting at least one hour per week, with the exceptions of CTE programs (Nursing, Building Trades, Electrical, and CDL).

**Special Circumstances: Students who have a medically documented immune deficiency or care for someone in their immediate family with medically documented immune deficiency, may be granted special consideration for online only. Students must contact the Dean of Academics at 701-854-8002 or email at [shawn.holz@sittingbull.edu](mailto:shawn.holz@sittingbull.edu).**

Free testing is being setup in Sioux County through the Tribe, every two weeks on Fridays starting August 14, 2020. Students are encouraged to take advantage of the testing at this site, or sites closer to your home residency.

### Other free testing sites in North Dakota:

Bismarck Event Center 315 S 5th St 701-355-1540 Tuesdays 10:00 am - 12:30 pm

Bismarck ND Department of Health 1720 Burlington Drive 701-328-0707 Mondays / Wednesdays / Fridays 10:00 am - 1:00 pm

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3. QR codes will be on the entry ways doors and on the outside wall of the classrooms.
4. Once you scan the QR code, it will say you have successfully checked in.
5. Hours later the app will ask you how your services were.

If you do not have a smart phone, kindle or iPad, faculty will have the capability to sign you into a classroom manually. Everything in the app will be under employee/student IDs, so there will be no names.

In addition there will be only one door per building that will be unlocked and used for an entrance:

- Science & Technology Center – north door between Student Center
- Student Center – south door between Science & Technology Center
- Family Support Center – main entrance
- Entrepreneurial Center – main entrance
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- McLaughlin site – main entrance

## Temperature Checks

There will be a temperature kiosks at each entrance door and everyone will have to be scanned. If no temperature a message will be displayed, saying the person is cleared to enter. If someone shows a temperature, then a message to stop and do not enter will appear. If this happens, Campus Security will come and do an assessment to determine if the person can come in or be sent home. We are currently advertising for a School Nurse, so Campus Security will consult with the School Nurse in these situations.

**All students should ensure a temperature reading less than 100.4 degrees and the absence of any symptoms prior to coming to class.**

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We understand that these methods will not detect asymptomatic individuals nor will it stop people that have symptoms, but do not report them. If someone knowingly has the COVID virus and comes on campus it will be cause for disciplinary action.

## **COVID-19 Case or Contact:**

Any student who tests positive for COVID-19 or who has symptoms of COVID-19 will be required to self-quarantine immediately and contact the Vice President of Operations at 701-854-8001 or 701-226-5775, or through email at [koreen.ressler@sittingbull.edu](mailto:koreen.ressler@sittingbull.edu) for guidance on following the most current recommendations from the North Dakota Department of Health (ND DoH) and Centers for Disease Control. The Vice President of Operations will notify your instructors so that during quarantine arrangements can be made for continued classroom participation and assignments.

Any student who is considered to be in close contact with someone who tests positive for the COVID-19 will be required to self-isolate immediately and notify the Vice President of Operations immediately.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

## **Return to class:**

Any student required to quarantine based upon a positive diagnosis or close contact to someone with a positive diagnosis, are required to follow up with the Student Nurse prior to their return to work. If School Nurse is not available, then contact the Vice President of Operations. Your instructors will be notified that you are cleared to return to class.

Symptom-Based Strategy for Discontinuing Transmission-Based Precautions.

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Test-Based Strategy for Discontinuing Transmission-Based Precautions.

Patients who are not symptomatic:

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- Results are negative from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens) tested using an FDA-authorized molecular viral assay to detect SARS-CoV-2 RNA. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).

## Face Masks

In addition, masks will be required of all students. We will have masks available.

### When wearing masks are mandatory:

- When in classrooms
- When in an indoor common space (lounges, hallways, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time
- When interacting with others
- When riding in campus buses or other SBC vehicles with more than one person

Face masks should always be worn to cover both the nose and the mouth.

Students wearing cloth face masks should change masks on a daily basis and wash the masks daily after use. Cloth masks can be washed in any of the following manners:

- Hand wash with soap and water and allowed to hang dry (or)
- Soak in a solution of 4 teaspoons of bleach into 1 quart of water - soak for 5 minutes and rinse thoroughly with water and allow to hand dry (or)
- Placed in the washer and drier with normal laundry using as warm of water as possible for the fabric

Face masks do not need to be worn:

- While outside if an appropriate social distance from others is maintained, typically six feet

## Sanitizer:

Sanitizer is available in each classroom and building hallways. Good practice is to sanitize going in and sanitize going out.

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 are available in hallways and classrooms. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

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## Additional Hygiene Activities

- When passing document to others be sure to avoid excessive close contact with the other individual.
- Cover your mouth and nose when you sneeze or cough. If you use a tissue, throw it away immediately and wash your hands.
- Do not cough or sneeze or talk with the paper documents in your hands in front of you. Be sure to have the paper documents by your side when you are communicating with others, to avoid contaminating paperwork.

Adhere to all social distancing signs. Along with signs to remember to wash hands, cover mouth when coughing and sneezing, do not touch your face, etc.

## Handling Paperwork

### Digital and Electronic Delivery

Wherever possible it is recommended to use digital and electronic means to deliver documents that need to be reviewed by faculty and other SBC staff.

### Paper documents

There will be situations where the paper document must be handled. In such cases wash your hands frequently or use a hand sanitizer. Do not touch your face. Do not lick finger to facilitate flipping pages.

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## Community use of items on campus

- All water machines will be moved to an area in which there is no access. Tri State water will be contacted to stop delivery. Water fountains will be turned off, but the purifying part of the fountain will still dispense water. You must provide your own water bottle or cup to have the water dispensed in.
- All popcorn machines need to be put into storage, as there will be no food provided/shared with anyone. The Nest/daycare are exempt.
- All microwaves, coffee machines, in common use areas need to be moved to storage. Employees that want coffee and need to warm items up, need to bring their own items to use.
- In the buildings that have kitchens in the office suites, there will be no common usage of items, including dishes, utensils, etc. If you are storing items in the refrigerator, you will be required to wipe the door handle down after each use. Best practice would be for employees to get their own small refrigerator for their office. Most kitchen areas are small and should only have one person in them at a time.
- If you need to do dishes, please do immediately and do not leave in sinks or leave on the counter to dry. Once you do your dishes, please cleanup around the area. We will have soap in the area and paper towels for use.
- There will be wipes by each copy machine that are designated for electronics. Everyone will need to assist with wiping down before and after each use.

## Cleaning

- All employees will be responsible for sanitizing their own offices. This means wiping down door knobs, light switches, phone, desks, chairs, tables, or whatever else is in your office that is touched. All offices will be supplied disinfecting wipes, gloves, and hand sanitizer. Janitors will vacuum and empty the trash daily.
- Classrooms – We are asking that instructors have students assist with wiping down their table and chair, after each class ends. Wipes will be provided for each classroom. We also ask that faculty wipe down their teaching area before and after each use.
- Computer labs- We are asking that instructors have students assist with wiping down their computers before and after each use. There will be wipes specifically for electronics in each computer lab.
- Janitors will clean the bathrooms and common gathering areas, along with door knobs and light switches, regularly throughout the day based on usage of the area.
- Janitors will clean all classrooms/buildings daily. Buildings that have kitchens must be cleaned by employees after each use.

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- All buildings will be deep cleaned on Fridays. There should not be anything scheduled nor should there be any employees or students on campus on Fridays, unless you're designated purpose of being here is for cleaning.

## Outbreak

If the Sitting Bull College does have an outbreak of cases, these are the steps SBC will take to ensure the safety of its staff and students.

- After the first alert of person/persons having tested positive for COVID-19, Sitting Bull College will immediately close down classroom/classrooms for cleaning and disinfecting.
- The Security Officer will start contact tracing immediately, working closely with the Tribal and North and South Dakota Health Departments.
- All parties that were in contact with infected persons will be quarantined for 14 days and will self-monitor for symptoms. (if applicable: test's will be administered by the Security Officer).
- At any time the SBC Administration can shut down the College until a timely clean up and disinfecting process has been completed.

## Compliance

**Failure to comply with COVID-19 related safety measures may result in an individual being asked to leave a physical location. Noncompliance may also result in disciplinary action.**



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## Quick List for Reference

Task	Hazards	Control measures
Interacting with other teachers or students	People can spread COVID-19 through their respiratory droplets, especially when they cough or sneeze.	<ul style="list-style-type: none"> <li>• Face coverings are mandatory at all times by staff as feasible, and are <b>most essential</b> in times when physical distancing is difficult.</li> <li>• Do not shake hands or have other physical contact</li> <li>• Maintain a 6ft distance from each other at all times.</li> </ul>
Using office equipment such as copy machines, phones, staplers, scissors, folders etc.	<p>When we touch people who are sick, or touch dirty surfaces, we contaminate our hands with germs.</p> <p>When you touch your face with unwashed hands, germs can take up residence in your mucous membranes, and you can become sick.</p>	<ul style="list-style-type: none"> <li>• Avoid touching frequently touched surfaces. Instead, use pens or other objects to activate equipment that is shared by all the staff.</li> <li>• Don't share office equipment that doesn't need to be shared.</li> <li>• Regularly sanitize equipment.</li> <li>• Wash hands frequently.</li> </ul>
Using dry erase markers, pens and other writing utensils	Coming in contact with items that are contaminated with COVID-19	<ul style="list-style-type: none"> <li>• Keep sanitized and unsanitized pens and markers separated in different containers.</li> <li>• Wash hands frequently</li> <li>• Avoid touching face with unwashed hands.</li> </ul>
Working in the office environment	<p>Coming in contact with items that are contaminated with COVID-19.</p> <p>Some strains of coronavirus live for only a few minutes on paper, while others live for up to 5 days.</p>	<ul style="list-style-type: none"> <li>• Frequently sanitize keyboard, mouse, armchairs, desk and other items touched.</li> <li>• Maintain a 6 ft distance from others or wear a face covering.</li> <li>• Do not lick envelopes or fingers to facilitate flipping pages.</li> <li>• Use electronic documents rather than paper documents as much as possible.</li> </ul>

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<p>Walking around the School campus</p>	<p>Coming in contact with items that are contaminated with COVID-19</p>	<ul style="list-style-type: none"> <li>• Minimize contact with objects and frequently touched surfaces.</li> <li>• Sanitize frequently touched items.</li> <li>• Avoid gathering in hallways, stairways, bathrooms, parking lot, etc.</li> </ul>
<p>Eating lunch/ break</p>	<p>People can spread COVID-19 through their respiratory droplets, especially when they talk, cough or sneeze.</p>	<ul style="list-style-type: none"> <li>• Avoid being in groups larger than 10.</li> <li>• Maintain physical distance of 6 ft or more</li> <li>• Do not share utensils</li> <li>• Dispose of and clean dishes and area used</li> <li>• Be sure to dispose of your waste to avoid contamination.</li> <li>• Write name on your drink bottles to avoid cross contamination.</li> <li>• Be sure that tables, chairs and handles are cleaned afterwards.</li> </ul>
<p>Using the restrooms</p>	<p>Coming in contact with items and surfaces that are contaminated with COVID-19</p>	<ul style="list-style-type: none"> <li>• Be sure to wipe down surfaces before using</li> <li>• Wash hands for 30 seconds when finished</li> <li>• Clean restrooms with a regular schedule</li> </ul>
<p>Handling Paper Documents and other paperwork</p>	<p>Coming in contact with items that are contaminated with COVID-19 Some strains of coronavirus live for only a few minutes on paper, while others live for up to 5 days.</p>	<ul style="list-style-type: none"> <li>• Avoid touching frequently touched surfaces.</li> <li>• Do not lick envelopes or fingers to flip pages.</li> <li>• Wash hands frequently.</li> <li>• Use electronic forms and documents if possible</li> </ul>

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## Coronavirus (COVID-19) Policy for Students Housed on Campus

Tenants if you have a fever, cough, or other symptoms, you might have COVID-19. Most people have mild illness and can recover at home. Some may even have asymptomatic, where a person is producing or showing but no symptoms. If you think you may have been exposed to COVID-19, contact your healthcare provider.

Keep track of your symptoms. Stay in your living quarters except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your living quarters, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation**, ridesharing, hitchhiking, or taxis. Separate yourself from other people **As much as possible, stay in a specific room** and away from other people. If you need to be around other people in or outside your living quarters, wear a cloth face covering and gloves. If you are sick wear a cloth covering over your nose and mouth
- **You should wear a cloth face covering, over your nose and mouth** if you must be around other people (even in your living quarters)
- You do not need to wear the cloth face covering if you are alone. If you cannot put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands. Avoid sharing personal household items
- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water. Clean all “high-touch” surfaces everyday

# Coronavirus (COVID -19) General Guidance and Policies



- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom. High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, iPod, computers, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

## **What to do if you contact COVID-19 while in dorms or housing units:**

If you have tested positive for the coronavirus follow the guidelines presented in this document. When it’s safe to be around others after being sick with COVID- 19 is different for different situations. Find out when you can safely end living quarters isolation by contacting a healthcare professional.

- Everyone you share living quarters space needs to be tested.
- Any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to positive specimen collection) until the time you are isolated needs to be tested.
- A close contact to a person with confirmed or probable COVID-19 should be notified of their exposure as soon as possible (within 24 hours of contact elicitation). The person infected may elect to notify some or all of their close contacts before the contact tracer.
- *The identity of the patient or other identifying information will not be revealed, alluded to, or confirmed by the contact tracer, even if explicitly asked by a contact.*

Close contacts **who were not diagnosed with COVID-19** within the last 90 days:

- Those **with no symptoms** will be asked to self-quarantine for 14 days from their last potential exposure and should be tested immediately. The last potential exposure would initially be determined by the healthcare provider.
- Those **with symptoms** should immediately self-isolate be tested and seek medical care.

Designate a place outside of your living quarters where family or other concerned members can drop off items such as food, toiletry, cleaning and other necessities.

Under no circumstance should you leave your living quarters during quarantine, except to seek medical care.

During and after quarantine it is recommended you keep in contact with someone via email, text, social media and or landline to help ensure your safety and those around you. Any further questions please contact the housing director at 701-854-8022 or 605-850-8895, or [sterling.stjohn@sittingbull.edu](mailto:sterling.stjohn@sittingbull.edu)

# Coronavirus (COVID -19) General Guidance and Policies



## Self-Isolation and Self-Quarantine Home Assessment Checklist For Coronavirus Disease 2019 (COVID-19)

To aid in assessing ability to safely isolate or quarantine at home, and the need for additional social support: For where your answer is “no” or “unsure”, you should refer to Sitting Bull College Housing Director to determine whether resources are available to provide that support service.

<b>Do/Are you:</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>	<b>NA</b>
Have reliable access to potable water				
Able to dispose of garbage and refuse without leaving your living quarters				
Have access to laundry services without leaving your living quarters				
Have reliable access to groceries and or food delivery without leaving your living quarters				
Have reliable access to needed medication without leaving your living quarters				
Have access to private transportation in case specialty care is needed and cannot be offered remotely				
Have remote access to a primary care provider				
Have access to substance abuse and misuse treatment services (if needed)				
Able to isolate/quarantine without fear of abuse or domestic violence in the living quarters				

# Coronavirus (COVID -19) General Guidance and Policies



Have caregivers who are healthy and available (if needed)				
Have reliable internet access to check in with health professionals, or friends, family, SBC				
Have reliable telephone access to check-in/communicate with family, friends, SBC or to report health status				
Able to isolate quarantine without or with only minimal financial impact				
Have the ability to arrange for childcare (if needed)				
Have remote access to religious services (if needed)				
Is capable of adhering to recommended precautions, along with their household members, during the isolation/quarantine period.				
Able to assess/understand if/when you need to seek medical attention.				
Have access to basic health monitoring and infection preventions supplies such as Face Coverings, Gloves, Hand Sanitizer, Disinfectant, and thermometer.				

# Coronavirus (COVID -19) General Guidance and Policies



## Social Contract

As we, the Sitting Bull College Community, prepare to return to campus and sites, there are certain behaviors critical to the health and well-being of our fellow employees and students. In order to ensure the well-being of myself and others, I will commit to:

1. Respect personal space and practice social distancing;
2. Practice good hygiene (hand-washing, coughing and sneezing into bend of the arm or tissue);
3. Regular disinfecting of my workspace, personal items, and living area;
4. Work to mitigate the spread of germs on doors, railings, and other high contact areas;
5. Be compliant with the expectation to wear a protective face covering in public spaces on campus and sites;
6. Self-monitor daily and stay home if exhibiting COVID-19 symptoms, and participate daily in the Sitting Bull College Daily Symptoms Tracker through the College app;
7. Notify your supervisor if you meet CDC guidelines for employees who are required to test and self-quarantine as provided in this document. Knowingly, failure to notify your supervisor may result in disciplinary action.
8. Ensure that you are using QR codes provided at building and classrooms entrances to enable contact tracing through the SBC app.
7. Prioritize virtual or outdoor meetings with social distancing;
8. Display flexibility and agility as the situation impacts my work and educational environment;
9. Keep children and pets safe by not bringing them into the campus environment; and
10. Extend grace, care, and respect for others.

I understand that, as a member of the Sitting Bull College community, I will abide by the Campus Safety Expectations set forth in this agreement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Coronavirus (COVID -19) General Guidance and Policies



## RELEASE AND WAIVER OF LIABILITY AGREEMENT

I am aware of the COVID-19 pandemic and related governmental orders, directives and guidelines (collectively “directives”), including directives for frequent hand washing, physical distancing and use of face masks or respirators in locations near other persons or in public. I am aware that these services or activities occur in a place where there are persons who have tested positive for COVID-19 and are therefore hazardous activities. I am aware that I could be infected, become seriously ill due to COVID-19. I am voluntarily participating in these services or activities with knowledge of the danger involved and agree to assume any and all risks of infection and illness whether those risks are known or unknown.

I acknowledge that I am 18 years of age or older and I agree to all statements. I acknowledge that I have been given the opportunity to ask questions about the contents of this document. I understand the risks and benefits and agree to discharge, release, and hold harmless Sitting Bull College, its owners, employees, or other agents from any and all liability for claims or losses resulting from any Sitting Bull College sponsored services and activities. I sign this voluntarily and with full acknowledgement of its significance.

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Name

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Signature

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Date

### Compliance

**Failure to comply with COVID-19 related safety measures may result in an individual being asked to leave a physical location. Noncompliance may also result in disciplinary action.**

**Failure to sign the social contract and release and waiver of liability agreement, does not hold Sitting Bull College liable in the event of an infection or illness due to COVID-19.**