Southwestern Michigan College
Pandemic In-Seat Instructional Plan

The following protocols and procedures have been put into place in order to safeguard Southwestern Michigan College students, staff and guests while on our campuses as we respond to the Covid 19 pandemic. This document is formulated with the latest CDC and State guidance available. The College expects to amend these procedures as more information becomes available. The latest guidance shall be posted on the college website under the Coronavirus Information tab. Please contact FYE@swmich.edu or Security@swmich.edu for questions related to these protocols.

Campus and Building Entry Requirements

No persons are allowed to enter campus buildings or remain on campus if they display Covid 19 symptoms. In addition the following requirements must be met in order to enter campus buildings

Covid19 Screening

- To prevent the spread of Covid 19 and reduce the potential risk of exposure, all students & staff must self-screen on a daily basis PRIOR to coming to campus. Students & staff should review the below questions:
  - Are you currently suffering from any of the following symptoms – Sore throat, Fever, A new uncontrolled cough that causes difficulty breathing, Diarrhea, Vomiting, Abdominal pain, new onset of a severe headache, new loss of taste or smell?
  - Do you have a temperature of 100.4 or higher?
  - Have you lived with, or had close contact (within 6 feet for 15 minutes or longer) with, someone in the last 14 days diagnosed with or displaying the symptoms of Covid 19?
  - Have you travelled internationally in the last 14 days?
- Students & staff that answer YES to the screening questions must contact their Instructor or Human Resources and complete the Covid 19 Reporting Form on Wired. Persons should leave campus immediately or not come to campus until notified that they may do so. The college will notify the affected party when they will be allowed back on campus following the below Returning to Campus protocols.

Face Coverings

Face Coverings (coverings of the nose and mouth) are required upon building entry and must be worn indoors in public spaces and in shared spaces including: classrooms, hallways, offices (when shared and no mitigation/shields are in place) or bathrooms.

- Face Masks are available for those students that do not have them by contacting First Year Experience (fye@swmich.edu). Employees can obtain a mask by contacting maintenance@swmich.edu.
- The College has a limited supply of shared-use face shields available for students that cannot wear a face mask but can wear a face shield due to medical conditions. Students should contact Disability Services (disabilityservices@swmich.edu) and employees should contact Human Resources (hr@swmich.edu) for the access to a Face Shield PRIOR to coming into the building.
- Instructors will be provided a facemask and, at their request, a face shield for use.
  - Instructors shall use a facemask OR a face shield while instructing with social distancing of at least 6’ required in all classrooms.
  - If an instructor anticipates that they, or their students, will continually need to get within 3’ of another person during the course of their class work/instruction the college will also provide face shields for the program to use during that time. The shields are to be used with the masks in this instance.
Shared use face shields should be disinfected prior and after each use, with hand disinfecting occurring immediately thereafter.

- Any person found in any of the above locations without a face covering will be given the choice of complying with the safety plan or leaving the building and contacting the below department(s) prior to returning to any building.
  - For medical conditions that do not allow the use of a face covering (Mask or Shield) contact disability services prior to attending class or returning to a building at disabilityservices@swmich.edu or hr@swmich.edu
  - For all other reasons regarding lack of face covering use contact security@swmich.edu.

Social Distancing
A Social Distance of six feet or more from building entry, throughout the time that each instructional period is proceeding, upon building exit and in open spaces is required of all persons.

- Classroom workspaces have been set up accordingly.
- Personal study time and socializing in campus buildings and hallways are limited to areas where social distancing is available or where appropriate barriers are in place. Students are encouraged to use outside areas for this purpose as long as they are social distancing.

Disinfecting of shared workspaces
Workplaces (desks & tables) shall be disinfected with supplied materials prior to and immediately after use.

- Surface disinfectant have been placed in each classroom and office

Hand Washing
Hands must be washed for 20 seconds or disinfected after cleaning workspaces or after using shared items

- Hand cleansing materials or time to use restrooms for this purpose will be made available

Contact Tracing
All faculty, staff and employees that have personal contact with students must record the contact date in order to facilitate contact tracing should it be necessary. This includes attendance in class and at college related meetings.

Privacy
All shared personal information will be considered private and confidential. Identifying information will not be shared with anyone that is not directly responsible for the college’s response to the pandemic and/or health officials as required by law or executive order.

Returning to Campus Protocols
For those persons that have Covid 19 symptoms, have tested positive for Covid 19 or have come into close contact with a person that is infected, the following conditions must be met prior to returning to campus

Students and staff that have tested positive for Covid 19 but display no symptoms
- 10 days have passed since the test.
Students & Staff displaying symptoms

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of a Covid 19 test.

OR

- A least one day (24 hours) resolution of fever without the use of fever-reducing medications
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least ten days have passed since symptoms first appeared

Students & staff who came into close contact (6’ for more than 15 minutes) with, or live with, an individual with a confirmed diagnosis

- Students & staff may return to class after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, OR
- The diagnosed/symptomatic individual receives 2 negative Covid 19 tests not less than 24 hours apart and there are no symptoms.

Students & staff who develop symptoms while on campus should leave campus immediately and fill out the Covid Reporting Tool online

Other Campus Protocols

In addition to the above Instructional guidelines the following protocols are currently in place on all SMC campuses

- Face-to face-communication should be minimized.
  - Email, phone calls or other electronic methods should be used to contact College staff for student services whenever possible. A list of contact numbers and emails for those services can be found on Wired.
- Masks are required in outdoor spaces when a distance of six feet is not possible.
- All campus buildings remain closed to the general public (those persons that are not instructors, employees or students) with the exception of the Briegel Building, Library, Bookstore and the Niles Main office.
- Eating together inside a building when in groups less than 6’ apart or sharing food at any time is generally prohibited.