DANVILLE AREA COMMUNITY COLLEGE
PANDEMIC SAFETY PLAN

FALL 2020

Prepared by: COVID Action Response Team (CART)
August 2020
Danville Area Community College is committed to the health and safety of our students, faculty, staff and community members. DACC is following the guidelines set forth by the “Restore Illinois” plan, the Illinois Community College Board (ICCB), as well as the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC).

Our goal is to safely open the campus for employees, students and community members and be prepared to adapt to challenges when presented. DACC is committed to addressing the needs of employees and students. These guidelines are subject to change based upon the College’s environmental needs and the guidelines set forth by ICCB and the State of Illinois.

Should the Governor institute mitigation measures for our region, the College will treat it as a return to Phase 3. While in Phase 4 to Restore Illinois, the following guidelines apply:

**HEALTH & SAFETY CHECKPOINTS**

To provide a safe entry to DACC campus buildings a health and safety checkpoint will be stationed in each building. For this reason only one door per building will be unlocked *(2 doors in the Mary Miller Complex)* and will be the access point for everyone entering.

EVERYONE must use the designated entrance. Do not enter through a locked door if you have a key. We know this may be burdensome, but this will help us keep you safe. This includes vendors and deliveries.

IF YOU SEE SOMETHING, SAY SOMETHING!
REPORT SAFETY ISSUES ONLINE FROM THE DACC.EDU HOMEPAGE
CHECKPOINT LOCATIONS

- Vermilion Hall – Main Entrance
- Lincoln Hall – Quad/Student Union Entrance
- Technology Center - North Entrance (parking lot)
- Clock Tower – North Entrance (ramp)
- Mary Miller – East Gym Entrance (main - off parking lot)
- Mary Miller - West Main Entrance (accessible on August 24th)
- Bremer – Main Door
- Hoopeston Higher Learning Center -- Main Door
- Cannon Hall/Prairie Hall – Access through Vermilion Hall or Lincoln Hall only

Each person must register a body temperature of 100.4 or less to be granted entry. A series of health questions will be asked while receiving the body temperature check through a touchless thermometer. A face covering must be worn or a mask will be provided at the checkpoint. No one should attempt to enter if experiencing COVID-19 symptoms of cough, shortness of breath or difficulty breathing, fever of 100.4 or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC identified symptoms.

Once access is granted, each person will receive a sticker to wear on their clothing for the day. If a student is denied access to the location based upon the above requirements, the student will need to phone or email their instructor or the student service area needed.

SAFETY CHECKPOINTS ARE SUBJECT TO CHANGE
SOCIAL DISTANCING

Social distancing of 6 feet or more should be maintained at all times. Markings will be placed on the floor in areas where students may typically stand in line. Everyone should attempt to walk on the right hand side of all walkways. Social distancing etiquette should be maintained at all times.

Frequent hand washing is encouraged. Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

The CDC recommends scrubbing your hands with soap for at least 20 seconds. Use hand sanitizer when you can’t use soap and water. Hand sanitizer is available throughout DACC buildings.

FACE MASK REQUIREMENT

Face masks must be worn at all times while on campus. Masks must be worn upon arrival to the health and safety checkpoint. The mask should cover both the nose and the mouth. If a mask is lost while on campus, one can be obtained at any health and safety checkpoint.

There are only a few exceptions, which include:

- Mask may be removed when one is alone in an office
- Mask may be removed in a shared office or meeting room when 6 feet social distancing is maintained and all parties agree (meeting facilitators must ask participants)
- Mask may be removed when eating lunch while social distancing of more than 6 feet
- Mask may be removed outdoors when social distancing of more than 6 feet applies
- Building Services personnel may remove masks when working alone after 5:00 p.m., if no one is near, otherwise masks must be worn

To clarify, masks must be worn in all classrooms at all times, in all public areas at all times (even if you do not think anyone is near).
ACCOMMODATIONS

If an employee has a medical condition preventing a mask from being worn, please contact Jill Cranmore in Human Resources at 443-8756. The employee will be asked to provide a statement from their personal physician along with an accommodation in lieu of a mask, such as a face shield. A face shield will be provided to one that is exempt from wearing a mask.

If a student has a medical condition preventing a mask from being worn, the student should contact Lisa Rudolph in Disability Services at 443-8809 for accommodations. Lisa will work with the appropriate instructors to meet the accommodations.

ATHLETICS

In Phase 3 and Phase 4, institutions may return certain student athletes to campus, in alignment with NJCAA (or other appropriate organization) and conference guidelines, while following all social distancing and health practices.

BOOKSTORE

The bookstore is strongly encouraging online ordering and in store pick up to avoid heavy traffic in the store. For the safety of the DACC community and the bookstore team members, the hours the bookstore will be open to the public will be limited for the first few weeks of the semester.

Normal social distancing guidelines apply and face coverings are required. There may be times that occupancy is limited.
The Child Development Center is operating under the guidelines determined by the State of Illinois Department of Children Services.

Masks must be worn at all times in the classroom. Each instructor is responsible for setting the classroom guidelines for social distancing. During Phase 4, in-person class size will be limited to no more than 10 students. Classes may be altered to allow for hybrid or all online instruction if the pandemic situation warrants.

The weekend prior to the class start date, the instructor will email students with the day and time the student should report to class. Blackboard course shells are expected for each class. Students must be trained and prepared for an all online class if needed.

Cleaning supplies will be available and students must clean their desk/table and chair upon arrival and departure. Hoopeston Higher Learning Center is an exception to this rule. HHLC staff will handle cleaning initiatives in their building.

The course outline must include health and safety guidelines, which include mask requirements, at least 6’ social distancing, and other requirements from the instructor. The course outline must also include an attendance policy for COVID-19 illness related absences.

Field trips will be at the discretion of the instructor and dean. Trips should only be planned as they relate to the course curriculum and ensure safety for all participants.

NOTE: ANOTHER DOCUMENT, ATTENDANCE AND CLASSROOM POLICY GUIDANCE, HAS BEEN DISTRIBUTED TO ALL FACULTY.
Thorough cleaning of high traffic areas and restrooms is conducted throughout the day by DACC staff. Student workers may be hired to fulfill additional cleaning duties. If additional requests for cleaning a specific area, cleaning products or protective equipment is needed, a supervisor should contact Maintenance and Facilities at extension 8832.

**COLLEGE VEHICLES**

All College vehicles should be cleaned and wiped down after each use by the individual who is responsible for the vehicle. Students are only permitted to enter after registering a temperature of 100.4 or less and not be experiencing COVID-19 related symptoms. Riders are limited to half capacity including driver, and masks must be worn at all times by all riders. DACC vehicle policy supersedes all NJCAA or MWAC policies.

**COMPUTER LABS**

Computer labs are open during normal business hours. Lab monitors will be onsite to ensure social distancing is followed and each work station is cleaned after each use. Each division will supervise their respective lab.

**ELEVATORS**

Elevators are operational. Social distancing and face coverings are required. Occupancy shall be limited to no more than 2 people.
The Student Union in Lincoln Hall and limited seating areas throughout campus will be open with social distancing measures. Seating will be limited. Vending machines are operational in the various buildings. Vending machines will be cleaned throughout the day. Employees are encouraged to refrain from using public areas that students may need for studying or eating.

The Fitness Center is open with specific guidelines which will be outlined in the course outline/policy.

The library will establish operations based upon guidelines set by the Illinois Library Association.

All social events, including events and meetings hosted by student organizations, are canceled until further notice. August In-Service will be a virtual event. The annual fall event to honor scholarship donors and recipients will be celebrated virtually by the Foundation Office.

The Student Union in Lincoln Hall and limited seating areas throughout campus will be open with social distancing measures. Seating will be limited. Vending machines are operational in the various buildings. Vending machines will be cleaned throughout the day. Employees are encouraged to refrain from using public areas that students may need for studying or eating.
Access to technology is critical to the success of our students. DACC continues to support students by maintaining access to technology items such as laptops, webcams, headsets, and personal Wi-Fi devices for reliable Internet service.

Starting with the Fall 2020 term, students will be able to complete a Technology Equipment Loan Program Request form found on the Current Students webpage at https://www.dacc.edu/currentstudents. Once the request has been approved, the student will set-up an appointment to pick up the equipment at the DACC Library (in Clock Tower).

An instruction sheet for the equipment, compiled by campus experts, will be provided to the borrower. Students will be asked to check in equipment at the end of each semester unless additional time is pre-approved.

Students will not be charged a fee to borrow the equipment! However, the exception to this is when the equipment is not returned. At that point in time, students will be assessed a fee comparable to the value of the equipment borrowed.

Water fountains are operational. We discourage drinking directly from the fountain. Signs will be posted at the fountains. DACC is supplying water bottles to all to encourage filling the bottle rather than drinking from the fountain. Locations to obtain a water bottle will be distributed throughout campus.
Stay home or leave campus if you or a member of your household is sick and has COVID-19 symptoms. Follow up with your medical provider. Free COVID-19 testing can be obtained through your medical provider, Aunt Martha’s in Danville or Marketplace Mall in Champaign. Vermilion County Health Department is planning a testing site in Danville on various dates.

Students should contact their instructor by phone or email. The instructor may allow you to complete assignments virtually with a doctor’s note approved by the instructor or dean.

Employees should contact their supervisor or Human Resources. Specific guidelines are developed for employees absent due to COVID-19 related issues. One should follow guidelines by the IDPH, CDC and Vermilion County Health Department before returning to campus. A note from a medical provider may be needed before a student or employee testing positive with COVID-19 may return to campus.

Campus employees and students will be notified in the event the College is notified that an exposure to COVID-19 may have occurred on campus. DACC administration will work directly with Health officials to determine the course of action. A known exposure is being less than six feet for more than 15 minutes at one time with someone who has tested positive for COVID-19.

If a possible or known exposure occurs, one should follow the guidelines above and seek testing. According to the Illinois Department of Public Health, one should always wear a face mask and social distance. Anyone in this situation should avoid campus until the testing results are complete.

Danville Area Community College Website  
www.dacc.edu

Report Safety Issues on DACC Campus

Illinois Community College Board  
Guidance for the Return to Campus  

Vermilion County Health Department:  
https://vchd.org/

Centers for Disease Control:  
https://www.cdc.gov/
WHEN ILLNESS OCCURS AT DACC

When a confirmed case has been on campus, DACC will follow Centers for Disease Control (CDC) guidelines.

DACC might need to implement short-term building closure procedures regardless of community spread if an infected person has been on campus. If this happens, CDC recommends the following procedures, regardless of level of community spread:

- Coordinate with local health officials, Vermilion County Health Department (VCHD)
- Work with VCHD to determine cancellation of classes and closure of buildings and facilities
- Communicate with students, staff, and faculty
- Clean and disinfect thoroughly
- Make decisions about extending the class suspension and event and activity cancellation
Once learning of a COVID-19 case in someone who has been on the campus, immediately reach out to VCHD. These officials will help administrators determine a course of action for DACC.

DACC administrators should work closely with VCHD to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. In some cases, DACC administrators, working with VCHD, 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 activity (e.g., meetings; on-campus sport, theater, and music events) cancellation allows time for VCHD to gain a better understanding of the COVID-19 situation impacting DACC. This allows VCHD help DACC determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- VCHD’s recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations should 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.
- Discourage students, staff, and faculty from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local coffee shop.
This communication to the DACC community should align with the communication plan in the emergency operations plan.

- DACC administration will immediately notify faculty, staff or anyone that may be known to be in contact with the patient.
- 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.

Coordinate with VCHD to communicate dismissal decisions and the possible COVID-19 exposure.

- 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.
- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC’s website.
Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.

- When classes are suspended, DACC administrators should work closely with VCHD 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.
- DACC administrators should work in close collaboration with VCHD and to make class suspension and event cancellations. DACC is not expected to make decisions about suspending classes or canceling events on their own. DACC can seek specific guidance from VCHD 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 should seek guidance from VCHD to determine when students, staff, and faculty should return to campus and what additional steps are needed for the DACC 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 VCHD to determine when to return to campus.