

Return to Campus Guidebook

Working together to remain safe and healthy on campus.

This is a living document and is updated as new information is available based on local, state, federal, and CDC Guidelines. Visit www.blackhawk.edu/coronavirus for the latest version.



BLACKHAWK Technical College

Contents:

Blackhawk's 7-Stage Reopening Plan	– 2
About the Return to Campus Guidebook	– 3
COVID-19 Response Teams	– 4
Return to Campus FAQs	– 5
Help Stop the Spread of COVID-19	– 7
COVID-19 Response Guidelines	– 8
COVID-19 Requirements for Instructors	– 10
COVID-19 Information for Students	– 11
CDC Guidelines for Return to Work	– 14
Pandemic Investigation Procedure	– 17
Request for Individual Sneeze Guard	– 18

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BTC is an EO/AA educator/employer. For more information, go to blackhawk.edu.

BLACKHAWK'S 7-STAGE REOPENING PLAN *(revised June 7, 2021)*

Stage 1 – The College is closed to the public, and the majority of instruction moved online. Most employees work remotely with limited, essential employees on campus. All events and activities are canceled or moved to a virtual format. Interactions and movement tracked for all campus locations.

Stage 2 – Students in designated programs are permitted on campus. Safety protocols include screening before building entrance, physical distancing, and required PPE (eye protection and facemasks). Interactions and movement tracked for all campus locations. College is closed to the public; limited services available on campus; most employees continue to work remotely. College is closed to the public.

Stage 3 – Limited open access to campuses for students who have scheduled classes or student support needs. Advanced safety protocols and screening continue. Limited student support services are available in-person with social distancing protocols, such as IT-Helpdesk, Testing Services, and Student Services. Most employees continue to work from home unless designated to be on-campus.

Stage 4 – Face-to-face/hands-on classes resume using physical distancing in all areas. Advanced safety protocols continue. Limited Student Support Services and IT Helpdesk available in-person. Additional services may resume in a limited capacity include vending machines, Bookstore, and BTC Shuttle. Outdoor spaces are available for use by external groups following established college policy. In-person non-instructional events and activities are limited to ten. Most employees continue to work remotely.

Stage 5 – Advanced cleaning and sanitization protocols continue; screening protocols are not required for entrance. Facemasks and social distancing are required at all BTC locations. College services continue to be available online, and all services available on campus. Campus gathering places reopen (with restrictions), including the Student Success Center, Student Union, and Commons. Events/activities with up to 25 can meet in-person in a space that allows for physical distancing if approved by Campus Safety. College open to students and employees.

Stage 6 – College open to the public, students, and employees. Stage 6 is similar to 5 except for increasing in-person gatherings. Events/activities with up to 50 can meet in-person in a space that allows for physical distancing is approved by campus safety.

Stage 7* – Campuses fully open to the public, students, and employees. Stage 7 is similar to 6 except that all fully vaccinated visitors, employees, and students are not required to practice physical distancing and wear facemasks with the following exceptions: facemasks required when physical distancing cannot be maintained; facemasks required on all BTC shuttles; and facemasks are required for all visitors to the Vaccine Clinic. Per CDC guidance, masks and social distancing are highly recommended for unvaccinated persons. Most college services will continue to be provided online. Indoor facilities are available for use by outside groups.

*College's stage of reopening as of June 14, 2021.

For a detailed description of the stages visit www.Blackhawk.edu/coronavirus.

ABOUT THE RETURN TO CAMPUS GUIDEBOOK

The health and safety of our students and employees are our number one priority. The information contained in the Return to Campus Guidebook represents Blackhawk's current practices regarding operations during this time of the unprecedented COVID-19 pandemic.

Objectives

- Promote the health and safety of our campus community
- Resume on-campus instruction, student support services, and administrative operations
- Provide guidelines for employees and students regarding campus health and safety

Values-driven Guiding Principles

- **Responsive:** College plans and timelines must be flexible to support the changing needs of students and employees.
- **Collaborative:** Rely upon and adhere to County, State, Federal, and CDC guidance.
- **Empowering:** Clear communication to students, employees, and the community is essential.
- **Strategic:** Transitions between steps must be coordinated and dependent upon access to PPE and supplies and adherence to scientific guidelines.
- **Process-driven:** College operational plans will be carefully coordinated between the Incident Command Team and the Emergency Preparedness Team in cooperation with the College Executive Council.

Blackhawk's Return to Campus Guidebook centralizes all procedures concerning the College's response to COVID-19. The Guidebook is subject to change over time based on recommendations of the CDC and local, state, and federal regulations. The Guidebook is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. It supports the Incident Command Team (operations) and the Emergency Preparedness Committee (policies) to provide information and instruction for all who enter Blackhawk facilities to keep themselves and others safe.

Because there may be circumstances unique to a location or program, there may be some cases where a Blackhawk facility may use college recommendations as a baseline. Departments and programs may have additional safety protocols in place to address specific needs and requirements. Campus Safety must authorize such exceptions.

COVID-19 RESPONSE TEAMS

Emergency Preparedness Committee and the Incident Command Teams lead the College through its Pandemic Response.

Emergency Preparedness Committee (Policy) Members:

Brad Smith, Chair

Jennifer Thompson, Scribe

Rob Balsamo

Troy Egger

Deb Gilster

Kari Briggs

Steve Kormanak

Tony Landowski

Bill Lobenstein

Mitch Miller

Tracy Pierner

Renea Ranguette

Karen Schmitt

Purpose: Collaborate on risk management strategies and initiatives designed to enhance preparedness and improve the College's ability to mitigate risk.

Incident Command Team (Operations)

Brad Smith, Incident Commander

Jennifer Thompson, Public Information Officer

Rob Balsamo, Operations/Investigation Lead

Chuck Behm

Mike Swartz

Noel Kakuske

Steve Kormanak

Mike Bennett

Deena Adkins

Gerri Downing

Mitch Miller

Carrie Arnold

Josh Verdin

Kari Briggs

Deb Gilster

Gabriela Mar-Gagula

Angie Kablar

Kathy Broske

Jen Moore

Blackhawk's Incident Command (IC) model is based on best practices identified by FEMA and the National Incident Management System (NIMS), the standard for emergency management across the country.

BTC-IC is a cross-departmental team formed to meet the following operational challenges:

- Meet the needs of incidents of any kind or size.
- Allow personnel from a variety of departments to meld rapidly into a standard management structure.
- Provide logistical and administrative support to operational staff.
- Be cost-effective by avoiding duplication of efforts.
- Provide recommendations and guidelines to the College Leadership Team and Emergency Preparedness Committee.

The BTC-IC works in collaboration with other Incident Command Teams in the College District.

RETURN TO CAMPUS FAQs

What do I do if I have been or think I have been exposed to COVID-19?

Anyone who thinks they have been exposed to COVID-19, should notify their family physician for guidance,

- Employees should notify HR, and/or Campus Safety.
- Students should self-disclose to their instructor and/or Campus Safety.

An investigation and assessment of risk will be conducted before a decision can be made regarding return to campus. For employees, any work from home arrangements will be approved by the supervisor in partnership with HR.

What do I do if I am showing symptoms of COVID-19?

If you are experiencing any symptoms of COVID-19 or you are sick, please notify your immediate supervisor or instructor and stay home. You should monitor your symptoms and notify your family physician for guidance.

What should I do if I test positive for COVID-19?

Employees should notify their direct supervisor, HR, and/or Campus Safety. Students should self-disclose to their instructor and/or Campus Safety. Individuals who test positive for COVID-19 will work with Campus Safety to determine a return to campus date based on CDC guidelines. Employees may continue to work from home only if approved by the supervisor and HR.

What are we to do if a staff or student/visitor refuses to wear their mask?

If you come into contact with an individual who is not wearing a mask, remind them politely that it is college policy that all individuals on campus must be wearing a mask. If they are unable to wear a mask for medical reasons and accommodations are needed, please direct them to Campus Safety.

What restrictions are placed on students and employees traveling out of state to an identified COVID-19 hot spot state or area?

We do not require individuals to self-quarantine at this time. They should continue to monitor their symptoms. Do not come to work if you are exhibiting signs or symptoms of COVID-19.

Will there be a change at the College if Rock County returns to phase 1 in their reopen plan?

The College can choose to revert to previous stages if needed. The College can make this decision independently of Rock or Green County ordinances.

If I have to self-quarantine or I have tested positive, what type of leave can I use?

Each case is evaluated individually. If the employee is unable to work from home due to the nature of their position, HR will work with the employee to determine what leave time is appropriate to use.

Our program uses disinfectants in great quantities – can the College cover my lab needs?

Yes. Additional costs of materials can be covered by CARES funding. Communicate your needs to your program chairs or coordinators who will help assess academic needs and facilitate purchasing.

What can I do to safeguard myself and others while on campus?

Employees and students should approach all situations (on and off-campus) with caution during the pandemic. Always practice social distancing, wear facemasks, practice good hand hygiene, and limit in-person gatherings and meetings.

What are the cleaning protocols if a suspected case is identified on campus?

The College is currently operating with heightened cleaning protocols that meet or exceed CDC guidelines. If there is a suspected case, the area is closed for more intense cleaning protocols. During closures, signs will indicate access to those rooms will be restricted. The College has also hired additional day staff to help clean and sanitize public spaces throughout the day.

Are notifications sent to all employees when there is a case or suspected case on campus?

The College must protect the privacy of its students and employees. Notifications will only be sent to individuals who were exposed or named in contact tracing. The College will take precautions to balance individual privacy and safety.

What is the plan for students to make up in-person labs or clinicals if they are in quarantine?

Faculty will consult with their program chair or coordinator to determine the appropriate plan. Faculty are encouraged to be as flexible as possible within the constraints of their program.

What is the plan if the instructor is in quarantine (especially for in-person labs and clinicals) or ill?

For instruction, the program chair or coordinator will work with the faculty member to create a plan if coverage of the class is needed.

If there is a need to revert to a previous stage, what determines the "students in designated essential programs"?

In the stages of reopening, the essential programs have been identified by the Incident Command team. IC uses local, state, federal, and CDC guidelines and department safety plans/protocols when making the determination.

Other colleges are online; why is BTC chancing it and having everything go live and in person?

We are in the workforce development business – we train frontline and essential workers. To that end, we must be responsive and flexible to our community's needs and available for students who want to continue their training and education.

Where do I direct questions or concerns that are not addressed in this Guidebook? Questions and concerns can be directed to your supervisor or College Leadership Team member. They can also be sent to Communications@blackhawk.edu.

HELP STOP THE SPREAD OF COVID-19

Personal Accountability

All students, employees, and guests are expected to follow College safety guidelines. Persons not wearing appropriate face coverings where required, or not abiding by social distancing requirements, will be asked to leave campus.

Stay Home When You Are Sick

According to the CDC, those with COVID-19 may experience mild to severe symptoms or none at all. Symptoms may appear 2-14 days after exposure to the virus. Individuals should self-monitor for the following symptoms:

- Cough
- Shortness of breath/difficulty breathing
- Fever (100.4 or higher)
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion/Runny Nose
- Nausea/Vomiting
- Diarrhea

Practice Social Distancing

Stay 6 feet apart when possible and do not congregate. Limit face-to-face interaction and be cautious in public areas such as hallways, commons, and shared department areas.

Wear a Facemask

Per CDC guidance, masks and social distancing are highly recommended for unvaccinated persons. All fully vaccinated visitors, employees, and students are not required to practice physical distancing and wear facemasks with the following exceptions:

- Facemasks required when physical distancing cannot be maintained
- Facemasks required on all BTC shuttles
- Facemasks are required for all visitors to the Vaccine Clinic

Practice Prevention Hygiene

Wash your hands with soap and water frequently and use alcohol-based hand sanitizer. Avoid touching your face, eyes, and nose. Cover your mouth when coughing or sneezing.

Limit Gatherings and Meetings

Planning for non-instructional meetings, events, and activities must follow the guidelines for in-person meetings and gatherings outlined in the 7-Stage Reopening Plan. Practice social distancing during meetings and provide a remote option. Sanitize all table surfaces, chairs, and equipment after each in-person meeting.

COVID-19 RESPONSE GUIDELINES

If you have been exposed to COVID-19, Incident Command will interview you and determine the risk level. If the exposure is confirmed, you are not permitted back on campus until ten days past the exposure date or seven days with a negative test.

If you test positive for COVID-19, you are not permitted back on campus until you fulfill the isolation requirement of your diagnosis.

Personal Protective Equipment Requirements

The Incident Command Team will centrally source and distribute the following:

- Disposable facemasks
- Hand sanitizer at stations throughout campus locations
- Plexiglas or equivalent protective shields as appropriate
- Cleaning supplies
- Signage for all campus locations
- If a department or program uses and purchases PPE regularly (not during a pandemic), they should continue to do so.
- Requests for supplies should be directed to campussafety@blackhawk.edu.

Work Area Requirements

- Practice social distancing; meet remotely rather than in person
- For events and activities, refer to the stages of reopening.
- Rooms should not exceed the capacity posted
- No one is allowed to enter the private workspaces of others without permission. Appropriate PPE should be worn, and social distancing guidelines apply.
- Stagger work schedules, as needed, in congested workspaces (such as Academic Affairs)

Student/Instruction Requirements

- Do not exceed the posted capacity of the room.
- Sanitize work stations before and after use
- Do not move furniture
- Follow social distancing guidelines
- Courses will be offered as Online, FlexLab, or MyEdChoice to minimize the number of individuals on campus at a given time.
- Student Support Services continue online and in-person
- Hands-on and lab classes will require additional PPE if social distancing guidelines cannot be followed due to the nature of the program, class, or assignment.

Facility Requirements

- Events and activities need to follow the guidelines outlined in the staged reopening plan.
- External groups, per College policy, can use outdoor land and parking lot spaces if permitted in the staged reopening plan.
- Indoor spaces are not available to external groups until the College enters Stage 5.
- The Courtyard Grill can open with modified options based on safety guidelines.
- The capacity of the Commons will be reduced, and only two people per table will be allowed.
- HVAC will be adjusted for maximum airflow in all campus buildings.
- Heightened cleaning protocols will be in place.
- A day porter will patrol the building to provide continuous cleaning and monitoring throughout the day.

Off-Campus Classes, Events, and Activities

- Blackhawk safety standards are the minimum guidelines when conducting college business on- or off-campus. If companies or organizations have higher safety standards, those must be followed.
- If a BTC instructor is asked to go to a company, they should follow these steps:
 - The company must share its safety plan for guests/visitors. The instructor should share the guidelines with their supervisor.
 - BTC's safety protocols are the baseline and should be followed; however, if an organization's safety protocols are higher, those should be followed.
 - When conducting training in tight quarters (i.e. truck cabs), BTC health screening procedures should be followed each session and with every student to make sure we get a green check before instructor and student are in close proximity. Facemasks, open windows, and sanitization after the session are required.
- At the time of this publication, more detailed guidelines are in development for Student Organizations.

COVID-19 REQUIREMENTS FOR INSTRUCTORS

Statement of in-person behavioral requirements should be included with all syllabi and posted in all classrooms. This should include safety guidelines; such as facemask requirements and social distancing guidelines. Depending on the classroom and the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories).

Revised classroom capacities (including the instructor) are posted on each classroom door. Classroom capacities are based on the reopening stage and the ability to social distance.

Regularly review classroom requirements. Devote time at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the end of the drop/add period.

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps, in quick succession:

- **Remind the student**, in a firm yet kind manner, of the requirement and the reason for it: safety. Ask the student to comply.
- **Remind the student that their non-compliance is a violation of class requirements and of the Student Code of Conduct** (failure to comply and disruptive behavior) and ask that the student comply.
- **Ask the student to either comply or to leave the classroom immediately.**
- If the student fails to comply or leave, assess the situation, and **dismiss class and notify security.**
- Should an emergency develop that you feel cannot be resolved by classroom dismissal, please consider calling 911 and contact security for assistance.

After class, instructors should:

- **For students who failed to comply:** Immediately [file a report with the Behavioral Intervention Team \(BIT\)](#). A member of BIT will alert the student that they will not be allowed to return to class until the matter is addressed through the Student Code of Conduct process.
- **For students who initially violated the requirement but who chose to comply when addressed:** Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
- **Immediately (or as soon as possible) communicate a class dismissal to your academic leader** (i.e., program chair, divisional dean or director, and/or VP Academic Affairs) and provide a written record of the facts.

Food and drink are not permitted in the classrooms or public areas. The Commons is available for this with social distancing (two per table) and increased capacity for air quality.

COVID-19 INFORMATION FOR STUDENTS

The following is information contained in the COVID-19 Syllabus Addendum.

Stay Informed!

- Your Blackhawk student email account is the College's official communication method. It is where instructors and staff will contact you with important course and campus-specific announcements. Please check your College email often to stay informed.
- Please use your Blackhawk email account for accessing all virtual student support services.
- You will receive an email notification and further instructions if the College reverts to a previous stage in response to the COVID-19 pandemic.
- Please check the BTC COVID-19 Response web site for additional information and community health updates.

COVID-19 Classroom Protocols and Guidance

- Courses will be offered as Online, FlexLab, or MyEdChoice to minimize the number of individuals on campus at a given time. The following protocols are intended to guide instructional practices under the staged reopening plan. The goal is to ensure that all students and faculty are as safe as possible while allowing for meaningful face-to-face and lab-based instruction.
- All students are expected to comply with these safety protocols, and any additional course-specific instructions provided to them by the class instructor.
- Please note that non-compliance is a violation of class requirements and the BTC Student Code of Conduct (i.e. Failure to Comply and/or Disruptive Behavior); see the 2020-2021 Catalog.
- Students who are unwilling to comply with these safety protocols will be asked to leave the classroom and the campus, with the option to return as soon as they agree to comply and follow the BTC protocols.

Masks

- Facemasks must be worn indoors at all times. Students must wear masks while going to class, transitioning between classes, and during face-to-face instruction at all BTC locations. This includes outside when not social distancing.
- Students can provide their masks or if needed, a supply of masks is available at each campus.
- Because there is not enough scientific evidence to support the efficacy of face shields, they will no longer be allowed in place of a face mask.
- Students with questions about accommodations should contact Access and Accommodations Services (disabilityinfo@blackhawk.edu) at (608) 743-4582.

Office Hours and Visits to Campus

- All students must wear masks to participate in on-campus office hours and while inside and Blackhawk location; including classes offered in off-campus locations.
- Please note that instructors may hold office hour meetings virtually at their discretion.
- Student Support Services continue online and in-person.

Food and Drink

- Eating and drinking are not permitted in classrooms.
- Students may only eat and drink in designated areas on each campus. Signage for indoor dining areas will be posted by campus, and furniture will be spaced to maintain social distancing guidelines.

Social Distancing Protocols

- Do not exceed the room capacity posted on the door of the classroom. If you arrive for class and there are no seats available please alert the instructor and remain outside the classroom in a socially-distanced line to await further instructions.
- As a general practice, when students enter a classroom they should select a seat farthest from the door. When students exit a classroom, those seated closest to the door should be the first to leave, followed by those next closest to the door, and so on.
- All classroom participants are to maintain a distance of at least six feet from one another during class sessions.
- Be cautious to limit face-to-face interaction in class and do not congregate in hallways, classrooms, and public areas such as the Commons and shared department areas.
- Do not move furniture within the classroom; all classrooms have the furniture arranged to promote proper social distancing during face-to-face instruction.

Transition between Classes

- Students must not congregate within campus buildings during transitions or while waiting for classes to begin.
- Students must also avoid lingering in classrooms after the class session to allow the next class to enter in a timely fashion.
- Students with questions of an instructor are asked to email the instructor and/or arrange to meet online or in-person at another time.

Classroom Sanitation Protocols

- Students will be asked to sanitize their hands upon entering the classroom and to sanitize all of their work stations before and after use.

Students Exposed to or Testing Positive for COVID-19

- Students who are exposed to COVID-19 should self-disclose this information to Campus Safety at CampusSafety@blackhawk.edu or (608) 757-7617. You will be referred to the Incident Command Team. An investigation and assessment of risk will be conducted before a decision can be made regarding return to campus.
- According to the US Center for Disease Control (CDC), those with COVID-19 may experience mild to severe symptoms or none at all.
- Based on CDC Guidelines, students should self-monitor for the following symptoms:
 - Cough
 - Shortness of breath/difficulty breathing
 - Fever (100.4 or higher)
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - Congestion/Runny Nose
 - Nausea/Vomiting
 - Diarrhea

- Students who develop any of these symptoms may not attend a campus face-to-face class or any other BTC-related activity in person.
- Students with COVID-19 symptoms must self-disclose their illness to Campus Safety at CampusSafety@blackhawk.edu or (608) 757-7617 and then alert their instructor and academic advisor to the fact that they will be unable to attend classes in person.
- Students with these symptoms should notify their primary health care provider for medical guidance on treatment.
- As able, students with symptoms can continue to attend class remotely and may only return to campus for face-to-face classes (while wearing a mask) after following the prescribed isolation period.

CDC GUIDELINES FOR RETURN TO WORK

This guidance is adapted from the CDC Guidelines for Health Care Professionals. The information contained below is based on data currently available (see the date on the bottom of this document) about COVID-19 from the CDC. The following guidelines outline the procedure and process that will be followed regarding exposure, symptoms, and positive cases of COVID-19. These guidelines, as well as CDC recommendations, regarding which employees are restricted from work may not anticipate every potential scenario and will change based on the evolution of information available from the CDC about COVID-19.

This information is subject to change as new guidelines are released by the CDC.

Students and employees should self-monitor daily for fever and other symptoms of COVID-19. If individuals screen positive or develop a temperature of 100.4o F or higher they should contact their supervisor as soon as possible before their next scheduled shift or class.

Recommendations to return to work after illness or exposure may be discussed on a case by case basis in coordination with the BTC Incident Command Team, Campus Safety, and Human Resources.

DEFINITIONS

High-risk exposure: Close contact with a person with COVID-19.

Close contact: Being within approximately six feet of a suspected or known COVID-19 case for more than 15 minutes or multiple exposures that add up to 15 minutes in a 24-hour period. Close contact can occur while caring for, living with, visiting, sharing a healthcare waiting area or room, or enclosed space with a COVID-19 case. This also means having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on).

Low-risk exposure: Contact with a person with COVID-19 while socially distancing and wearing a facemask.

Active monitoring: Public health departments establish a minimum of daily communication with exposed workers to assess for the presence of fever or symptoms consistent with COVID-19. Monitoring could involve in-person temperature and symptom checks or remote contact (e.g., telephone or electronic-based communication).

Self-monitoring: Workers monitor themselves for fever (greater than 100.4) by taking their temperature twice a day and remaining alert for respiratory and other symptoms that may be compatible with COVID-19. If workers develop a fever or even mild symptoms during the self-monitoring period they should consult their medical provider to determine if an evaluation and testing are needed.

RISK ASSESSMENT/ EXPOSURE GUIDANCE

Ideally, persons who have experienced a **high-risk exposure** should be restricted from work and remain quarantined with active monitoring for COVID-19 symptoms for 10 days after the date of last exposure. If at any time the worker develops fever or symptoms, they should consult their health care provider. A medical evaluation and COVID-19 testing are typically recommended for those who exhibit symptoms. Those who test negative should continue to be restricted from work and actively monitored. They may return to work at the end of the quarantine period if symptoms are resolved. Those persons who remain asymptomatic over the monitoring period may likewise return to work after 10 days after the date of the last exposure, or seven days with a negative test result.

Persons who had a **low-risk exposure** may continue to work during the 10 days after their last exposure to COVID-19. These individuals should perform self-monitoring twice a day. If the worker is scheduled for a shift, they should take their temperature and self-evaluate for symptoms before reporting to work. Incident Command may consider establishing protocols in which persons under self-monitoring report their temperature and symptom status to Campus Safety, Human Resources, or a designated supervisor before beginning a shift. If the person develops a fever or symptoms, they should:

- Not report to work (or should immediately stop if symptoms begin during a work shift);
- Alert their designated point of contact (POC);
- Be restricted from work until medical evaluation and COVID-19 testing can be performed.

If testing is negative and symptoms are resolved, they may return to work while observing standard precautions and continuing to self-monitor at the end of the 7-day quarantine if the negative test was taken after day five of the quarantine period. Testing too early can produce a false negative.

Any person who tests positive for COVID-19, either in the course of monitoring after exposure or otherwise, should be immediately restricted from work and public health notified for further case management.

GUIDANCE FOR FULLY VACCINATED INDIVIDUALS

COVID-19 Health Alert #27

Wisconsin has adopted the updated CDC quarantine guidance for fully vaccinated people who are exposed to COVID-19

Bureau of Communicable Diseases, February 12, 2021

Summary

- The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19. Provided that certain criteria are met, it is no longer required for vaccinated persons to quarantine following close contact with a person with COVID-19. Because data about the duration of vaccine-induced protection are still accumulating, the duration of quarantine exemption for vaccinated persons is currently limited to the 90 days after receiving the last dose in a vaccine series.
- Wisconsin DHS endorses and supports adoption of this new standard for quarantine guidance, and continues to emphasize that all Wisconsin residents should follow current guidance for stopping the spread of COVID-19, even after they are vaccinated. This includes wearing masks in public, avoiding large gatherings, staying 6 feet away from others, and following all other applicable workplace or school guidance.
- New quarantine exemptions do not apply to patients receiving inpatient care in a healthcare setting or residents of long-term care facilities. Patients and residents in these settings should continue to quarantine for 14 days after the date of last exposure.

PANDEMIC INVESTIGATION PROCEDURE *(for use by incident command)*

This procedure guides the Incident Command team to gather information and develop a plan to manage an exposure or positive COVID-19 case at BTC.

INFORMATION

A designated investigator from the Incident Command Team will gather the following information:

1. Name and contact information of exposed individual(s)
2. When was the individual exposed or tested positive?
3. Did individual(s) and the positive case have Masks on when exposure occurred?
4. When was the individual(s) in the building last? (Date)
 - What campus building was the individual(s) in? (Central, AMTC, CTS, Monroe)
 - What SPECIFIC room(s) was the individual(s) in? List all Room numbers along with any bathrooms, break areas, etc.
 - How long were the individual(s) in the buildings?
5. Who did the individual(s) come into contact with at BTC?
6. Was the contact distance closer than 6 feet?

NOTIFICATIONS

1. Communicate ASAP to campussafety@blackhawk.edu that there was an exposure or a positive case in the building. An investigation will be conducted by a member of the IC team. All investigation information obtained needs to be communicated to the group.
2. Affected building and room information to be reported to Facilities (Steve Kormanak) to schedule cleaning and sanitation. When closed for cleaning, this should be posted (Closed for Cleaning) on all access points to the area.
3. Communications (Jennifer Thompson) will relay information to the College President and Executive Council.
4. Campus Safety (Brad Smith) will notify any individual(s) that were exposed; Investigator will notify the staff; Instructors will notify the students.

PLAN DEVELOPMENT

All areas that were exposed to the individual(s) will be cleaned. A determination of high or low-risk exposure will be made.

- If all individuals were social distancing and wearing masks, it is low-risk exposure. Low-risk exposure, staff can come back to work but must monitor themselves for 14 days.
- If the determination is a high-risk exposure, then the individual(s) will quarantine for a minimum of 10 days with no symptoms.
- If the individual(s) has been tested and determined to be negative, they can return to campus at the end of the 7-day quarantine, providing they are not in contact with anyone positive after their test results.
- If the exposure is low-risk, a cleaning may be ordered for facilities but individuals may or may not be required to quarantine.

REQUEST FOR INDIVIDUAL SNEEZE GUARD

Important things to consider:

- Individual sneeze guards are not considered a complete physical barrier and do not guarantee the prevention of the spread of the virus that causes COVID-19.
- Other options should be considered before sneeze guards; such as workspace adjustments, staggered schedules, physical distancing between employees and the public.
- Department supervisors are required to consider all other preventative considerations first before signing this request and submitting it to the Incident Management Team.
- The Incident Management Team will review, assess, and make the final determination.

Name:	Date needed:
Supervisor:	
Department:	Room #:
Specific Location:	
Justification Statement:	

Protective Measures Assessed	Please Circle
Forward-facing service area serving students/public?	Yes - No
Are face masks required in this area?	Yes - No
Can the area be rearranged to provide 6' distance between employees?	Yes - No
Can employees be relocated to other areas to create additional space?	Yes - No
Can a staggered work shift be implemented?	Yes - No

Employee Signature:			
Supervisor Signature:			
Dean or Director Signature:			
Incident Management Approval	Yes / No	Signature	
Incident Management Comments			

Email the completed request to CampusSafety@blackhawk.edu.