

MILES COMMUNITY COLLEGE

# PIONEER PLAN 2020

COVID-19 RE-OPENING PLAN



**PIONEER PLAN  
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## Miles Community College Family:

Our faculty and staff at Miles Community College did a tremendous job responding to the initial onset of COVID-19 by coming together to meet our students' needs. Our response was measured, timely, and also valued the long tradition of our quality education. While I could not be prouder of the work we did, we must now turn to the future.

By understanding the needs our faculty and students have to access classrooms, the library, and other physical spaces to fully engage in learning and instruction, we look forward to opening in the fall with face-to-face instruction, but still honor the role that digital and virtual learning play in our educational system. Additionally, with all of the uncertainty provided during this pandemic, we must normalize processes for campus while being vigilant in providing a healthy and safe campus for our entire community.

This document is intended to provide logistics for the campus as we reopen. While we have examined many of our processes, there may still be questions that arise. It is important that individuals communicate their needs and questions. Our response will be coordinated through the Dean of Student Engagement in consultation with different stakeholders across campus including the Executive Team and Cabinet and other units when necessary.

We will continue to modify plans as needed and communicate to our entire community when changes occur. We encourage you to monitor ongoing plans regarding COVID-19 by clicking on our COVID-19 Response and Impact Link on our main webpage.

Go Pioneers!!

Ron Slinger, President  
Miles Community College  
President@milescc.edu



## Executive Summary

Miles Community College's (MCCs) Fall 2020 Pioneer Plan establishes a clear direction for students to return to and remain on campus this fall semester, following the spread of the novel coronavirus SARS-CoV-2 (COVID-19), which was declared a pandemic on March 11, 2020.

The Montana University System created a "Healthy Fall 2020: Planning Guidelines for Campus" task force to help campuses create their own plans for returning to in-person instruction and operations for the Fall.

Overarching themes of the plan are as follows:

- **Social Distancing** will be strongly encouraged whenever possible. MCC will follow the Centers for Disease Control and Prevention (CDC) guidelines on maintaining six-foot distance between individuals when possible.
- **Mask-wearing or Face Coverings** are required for all students, faculty, and staff while on campus (including classrooms), even when social distancing is possible and may be stricter than state guidelines. This policy is subject to change based on decisions made by the MCC Executive Team, in consultation with the Board of Trustees. Any exceptions are identified within this plan.
- **Hand-hygiene** is strongly encouraged. Students, faculty, and staff should utilize safe hand-washing practices and use hand sanitizer whenever possible per the CDC guidelines. Hand sanitizer stations are located throughout all campus facilities.
- **Symptoms of COVID-19 and self-monitoring:** Students, faculty, and staff familiarity with the symptoms of COVID-19 is key to help reduce spread of the virus. All campus community members should become familiar with the symptoms described by the CDC and to self-monitor daily. View the CDC Symptoms Self-Check on our COVID-19 Response Link.
  - MCC strongly encourages every member of the campus community and all visitors to the College to assess themselves for symptoms and to personally check their temperature daily before coming to campus. Individuals who have a fever or exhibit symptoms should not come to work or class and should immediately contact their healthcare provider and submit information on our Report a Student of Concern link found on our safety page, or direct communication from our faculty and staff to our Human Resources Department.
- **Public Health Testing & Contact Tracing protocols:** MCC works closely with One Health in Miles City, as well as using guidance from local, state, and federal health officials pertaining to a healthy campus. One Health manages all instances of contact tracing when needed, as required by Montana law. Other health agencies in the community are the Billings Clinic and Holy Rosary Healthcare.

- **Enhanced campus cleaning and sanitizing protocols:** Facilities Services will continue their regular cleaning activities throughout all campus facilities and enhance the disinfecting of public spaces including washrooms, classrooms, laboratories, hallways, hand rails, elevators, corridors, common study spaces, and public spaces in academic buildings and residence halls. Public facing departments have been equipped with a “Cleaning Caddy” consisting of disinfecting wipes, spray, and hand sanitizer to ensure the proper and frequent disinfecting of offices and public spaces. Faculty and Staff may also use “cleaning caddy” located in the Facilities Maintenance Office but are expected to return these after finishing so others may be able to use the materials too. Because we are unable to clean every room between classes, faculty and students should use wipes that have been included in each classroom to help sanitize areas. Faculty should consider allowing some time in each class to allow this before and/or after class. In addition, every faculty/staff/student will receive a personal safety kit containing items such as:
  - Hand sanitizer
  - 2 reusable personal face masks
  - Thermometer
  - Personal care and community safety information and instructions
- **Campus Events:** Event occupancy is set at reduced capacity for each venue on campus to allow for appropriate social distancing. See the Student Engagement section for more information.

Health and safety protocols have been created for in-person classes. Comprehensive plans for individual classes such as configuration, attendance policies, personal sanitization, etc., will be in place. Faculty will work with their students directly to ensure customized accommodations for those who require them, as well as for students who must potentially self-isolate or quarantine.

The following protocols apply to all areas of academics:

- Students will receive education during orientation emphasizing the health and safety expectations MCC has of them while on campus.
- In most instances, classroom occupancy will allow for social distancing. Disinfectants will be available in each classroom to wipe down desks and other high-traffic areas between classes.
- All in-person classes will require attendance records to ensure contact tracing if necessary. Some faculty may require seating charts.
- Faculty will develop backup plans should they become ill in consultation with the Vice President of Academic Affairs Office. All syllabus information will include boilerplate information provided to faculty and should be submitted to the Associate Dean of Academic Affairs by September 9th. These documents will be located in the network folder for faculty and staff to locate.

- Faculty have developed plans for each in-person class for fall semester to transition to online learning after Thanksgiving as well as contingencies for an earlier transition, if necessary. Additionally, steps may in place to provide hybrid class offerings.
- While drinks will be allowed in most classes, ***food will not be allowed*** due to the inability to consume without taking off face coverings. For those with drinks, it is advised to use a straw to ensure that the mask may remain on. Drinks are not allowed in certain academic spaces (labs, rooms with significant technology, etc.). The only food allowed is when events are catered and the dining staff can ensure safety measures.

See Academics section of plan for more details.

MCC's website has a link to "COVID-19 Response and Impact" that will be revised as needed to ensure the continuous health and safety of students, faculty, and staff. Please refer to the web-version of the plan for the latest revisions.

## You can help stop the spread



**Avoid close contact**

- Maintain a distance of 6 feet from others.
- Wear a cloth mask if 6 feet distance cannot be maintained.



**Avoid touching your eyes, nose and mouth**



**Cover coughs and sneezes**

- Cover your cough or sneeze with a tissue or the inside of your elbow.



**Clean and disinfect**

- Clean and disinfect frequently touched surfaces daily, including door knobs, tables, light switches, countertops, handles, desks, phones, keyboards, etc.



**Wash your hands often**

- Wash your hands with soap and water for at least 20 seconds.
- Use hand sanitizer containing 60% alcohol if soap and water are not readily available.



**Stay home if you feel sick**

# Guiding Principles on Reopening Campus

## Health and Safety Protocols

The principles of the plan that are applicable to all areas of the Miles Community College campus are as follows:

- **Social Distancing** will be strongly encouraged whenever possible. MCC will follow the Centers for Disease Control and Prevention guidelines on maintaining six-foot distance between individuals.
- **Mask-wearing (includes face shields)** is required for all students, faculty, staff, and visitors while on campus, even when social distancing is possible. Exceptions will be provided later in this document. This policy is subject to change pending a change in policy from the MCC Executive Team and may include subsequent Board of Trustees action.
- **Hand-hygiene** is strongly encouraged. Students, faculty, and staff should utilize safe hand-washing practices and use hand sanitizer whenever possible. Hand sanitizer stations are located throughout the campus.
- **Symptoms of COVID-19 and self-monitoring:** Students, faculty, and staff familiarity with the symptoms of COVID-19 will be key to reducing the risk of the virus spreading this fall. All campus community members should become familiar with the symptoms described by the Centers for Disease Control and Prevention and to self-monitor daily.
  - MCC strongly encourages every member of campus community to assess themselves for symptoms and to personally check their temperature every day before coming to campus. Individuals who have a fever or exhibit symptoms should not come to work or class and should immediately contact their health care provider.

On the local level, the campus maintains a strong working relationship with One Health, which is the city/county health department, and other local agencies. We have been and will continue to be in regular communication with all organizations throughout the COVID-19 pandemic.

At the state level, Miles Community College has been and will continue to participate in the MUS system-wide COVID-19 calls, in which there is representation from the [Montana Department of Public Health and Human Services](#).

Montana is in [Phase II](#) for reopening, and the CDC recently released a [decision tree](#) for places of employment to use when making (re)opening decisions during the COVID-19 era.

MCC is following guidelines from the CDC and the local Public Health Officer to ensure a healthy and safe environment.

## Readiness

Consistently across the board, the campus has in place, or is currently working toward:

- **Health and Safety Actions**
  - Communications that specify the required wearing of face-coverings via the COVID-19 Response Link, digital screens, social media, email communications, and posters/flyers.
  - Signage installation in all buildings to indicate/encourage 6 foot spacing.
  - Whenever possible, moving or re-arranging desk/chairs/equipment/traffic flows to help facilitate 6 foot spacing (this may include developing hybrid or hyflex learning environments).
  - Installation of plexiglass shields in high-traffic reception areas.
  - Implementation of more frequent cleaning practices on high touch surfaces.
  - Increased availability of hand sanitizer across campus.
  - Increased availability of CDC-approved cleaning products for use on high-touch surfaces.
  - Access to ultraviolet cleaners on mobile laptop carts.
  - Individuals should assist in allowing other to pass in the hallways by allowing distance and not bunching up in groups.
  - Current plans call for the construction and distribution of “Pioneer Packs” or “personal safety kits” which will include items such as cloth face masks, hand sanitizer, and information on COVID-19 symptoms and recommended follow up for students and employees. Plans for distribution are being developed.
  
- **Education and Communication**
  - The MCC COVID-19 Response and Impact website has been and will continually be updated for content and resources. Local, state, and federal health officials acknowledge this is a novel virus. As such, MCC acknowledges and communicates to students and employees that there is some increased risk associated with a return to living, learning and working on campus.
  - Promotion of healthy hygiene practices and how to stop the spread of germs via the website, social media, digital screens, campus emails, posters, and flyers across campus.
  - Faculty have access to voice amplification systems and face shields to assist with course delivery.
  - Implementation of reasonable accommodations for those who qualify and/or are at an increased risk.
  - Faculty should utilize attendance records (for example, in CANVAS) for the entire semester which will assist with contact tracing. Some may even elect to use seating charts.

- **Ongoing Monitoring**
  - Promote **self-monitoring of symptoms** and **what to do if sick** (CDC guidelines).
  - Regularly provide communication to the MCC community and monitor developments with local authorities and employees through the “Report a Student Concern” link on the safety page.
  - Consult with the local health authorities if there are cases on our campus or an increase in cases in the local area.

## Public Health Testing & Tracing Protocols

MCC will continue to be in frequent communication with One Health regarding COVID-19. MCC continues to support the monitoring, testing, and tracing efforts of One Health. MCC will continue to coordinate with public health officials to develop and implement mitigation strategies to reduce health risks to students, employees, and communities. MCC will work with One Health to provide COVID-19 testing events throughout the year when the state allows and consult regarding isolation and quarantine spaces established in the residence halls should the need arise. Unless required by public health officials, MCC does not require testing; however, testing may be offered throughout the academic term.

## Buildings and Facilities

Develop a building/facilities usage and staffing plan that ensures adequate cleaning and sanitation, with particular attention to all high traffic areas, common areas, and restroom facilities; develop a tracking process for cleanings.

In order to assist students, faculty, and staff, Facilities Services have implemented a layered strategy to enhance cleaning and disinfecting of campus buildings and spaces to meet or exceed CDC guidelines. Facilities Services staff will be on campus and more visible during regular working hours and will ‘flex shifts’ as necessary to meet campus needs.

Facilities Services staff will continue normal cleaning activities throughout campus. Enhanced disinfecting of public spaces by Facilities Services staff will include washrooms, Library spaces, classrooms, public spaces in residence buildings, laboratories, hallways and corridors. Enhancements include:

- Disinfection of horizontal surfaces of classroom desks, tables, and similar surfaces once each day per CDC guidelines.
- Disinfection of high touch items like door push/pulls, elevator buttons, light switches, stair railings, cabinet doors, etc. throughout the day per CDC guidelines.
- Bathrooms, showers, locker/changing rooms will be thoroughly cleaned and continuously stocked to support the expected increase in hand-washing and personal hygiene activities.
- Event specific plans to ensure these activities receive the same standard of enhanced cleaning and disinfection.

- Provision and supplies for hand sanitizer stations that are distributed throughout the campus.
- Hand sanitizer will be available at all points of service.
- Ultraviolet cleaners are available on mobile laptop carts to assist cleaning units.

### Plexiglass separation barriers

In locations where social distancing cannot be readily achieved, physical plexiglass barriers have been installed. Plexiglass separators at all points of sale, reception, and service will be in place for the return of students to campus.

### Social distancing protocols

- Floor stickers to remind individuals to maintain a 6-foot separation will be installed throughout different areas of campus (or through various signage locations).
- In classrooms and labs, tables and chairs will be limited to ensure distancing for students whenever possible.

### Develop a plan for placement and monitoring of materials that promote healthy hygiene practices.

- Specialty-cleaning supplies have been distributed to supplement custodial disinfecting by allowing individuals to take personal action to protect themselves and their peers. When these areas seem low of supplies, contact Facilities for assistance.

Faculty/Staff/Students will receive a personal safety kit containing items such as:

- 2 reusable personal face masks
- a bottle of handsanitizer
- Personal care and community safety information and instructions for product use
- Thermometer

Each public facing office will be equipped with a cleaning caddy that contains the following (caddies will also be available to check out in the Facilities Maintenance Office that will allow faculty to utilize):

- handsanitizer
- 1 refillable 16-oz spray bottle of disinfecting product

### Establish, as applicable, clearly communicated guidelines if there are any changes to building hours of operation or general accessibility.

- Building hours of operation changes have been and will continue to be announced on the COVID-19 Response and Impact webpage and through email. Signage posted on buildings also reflect changes to hours of operation. Any major building hours of operation or general accessibility changes will be communicated promptly with students, faculty, and staff.

Develop a plan for visible signage that promotes social distancing and healthy hygiene practices.

- Working collaboratively with our Marketing department, signs to promote healthy hygiene and social distancing will be prominently displayed around campus.

Develop a communication plan that allows for timely reaction to specific cleaning needs and any needed changes to scheduling/rescheduling of space after a positive case is discovered.

- In the event of a positive COVID-19 case on campus, the area will be closed off for direct targeted cleaning and disinfection of the identified area(s).

## Faculty and Staff Campus Operations

Design staffing and facility use plans to mitigate risks for employees and students to possibly include designated traffic flow patterns and the use of physical barriers such as plexiglass where feasible.

- Employees will operate safely respecting social distancing within the work environment. Departments may design plans for their individual spaces and work environments to mitigate health risks for students, employees, and the public. These plans may include:
  - Using physical barriers and signage to remind and encourage students, employees, and visitors to respect social distancing.
  - Rearranging office spaces and furniture to meet social distancing recommendations and to deter gathering and crowding.
  - Installing plexiglass shields to assist with safe public contact.
  - Supplementing in-person services with remote delivery options with emphasis on phone/tablet accessibility.
  - Identifying alternative locations for advising and other student service needs where space is small.
- Employees will be responsible for the sanitization of their individual workspaces and are encouraged to participate in office-wide sanitizing efforts using provided cleaning caddies:
  - Employees will disinfect their workspaces and high-touch areas daily and in-between visitors (caddies are located in Facilities Maintenance to use and return so others may also have access).
  - Shared equipment, tools, phones, and other devices will be sanitized in-between users; employees are required to wash their hands after use.
  - Computer labs will have alcohol wipes at their entrance allowing students to wipe down the equipment before use and hand sanitizer will be available for students using shared equipment.
  - Masks or face-coverings are required (including classrooms)
  - Individual faculty and staff can request sanitization supplies from Facilities.

### Plan a strategy for reasonable work accommodations for employees with heightened risk from COVID-19 exposure.

- Individual employee accommodations and requests concerning COVID-19 will be addressed through the Human Resources Office (HR). Supervisors of these employees will work with HR on a case-by-case basis.
  - The process for requesting accommodations will begin with the employee's supervisor and proceed to Human Resources.
  - Reasonable accommodations are available to employees who cannot work on-site due to medically related COVID-19 concerns. The process for requesting accommodations will begin with the employee's supervisor and proceed to HR.
- Employee health and hygiene practices will be encouraged.
  - Offices will maintain a supply of hand sanitizer which will be available and accessible to all employees in the workplace.
  - Employees must wash hands often with soap and water for at least 20 seconds.
  - Employees will follow CDC guidelines by covering coughs and sneezes and avoid touching eyes, nose, and mouth.
- Employees who are sick will remain home.
  - Supervisors will regularly remind their employees to stay home if they have COVID-19 symptoms.
  - Supervisors can require employees to leave the workplace if COVID-19 symptoms are present (this does not apply to non-COVID related illness or conditions).
  - For those employees who are symptomatic, quarantined, or who have received a positive diagnosis, please work with Human Resources/Supervisors regarding leave options that are available.
- As a reminder to all MCC employees and their families, the [Employee Assistance Program](#) is available for a wide range of services including, but not limited to, mental and emotional wellbeingservices.

### Ensure that employee work calendars comply with contractual obligations.

Employment contracts allow flexibility with employee schedules.

MCC will work on an individual basis with employees who need schedule changes or adjustments under ADA or COVID-19 leave.

**For student-facing business operations, we may supplement some in-person services with remote delivery options, with an emphasis on phone/tablet accessibility.** MCC will reconfigure certain student support operations, such as advising, so that students can access the service in an alternate location, remotely or offer tele-advising.

## Communications

- There will be periodic reminders to continue to follow the proper safety precautions along with COVID-19 tips. Slides will be created for the campus monitors reminding people to take safety measures.
  - Marketing is also creating branded signage with reminders to practice health and safety precautions. These signs are available in the marketing office. Offices may request electronic copies to have available for print and are available on the COVID-19 Impact and Response Link under the Employee Links. Student Services and Student Engagement will assist with displaying signs to promote health, hygiene, and remind students, faculty, and staff of COVID-19 precautions.
- Individuals are encouraged to sign up for the RAVE Alert messages. The link to sign up for these messages (email and text) is located on the campus safety page. RAVE Alerts are small messages alerting individuals to situations affecting the campus or referring them to their MCC email or to other locations such as the COVID-19 Response Link. Most messages will be sent directly to MCC email addresses.
- **Individuals with information pertaining to campus health and safety that need to alert others on campus should submit a report on the “Report a Student of Concern Link” on the safety page. These reports will go to the Behavior Intervention Team, who will initiate responses. The importance of submitting via this link instead of to an individual is that multiple recipients will be prepared to respond in the event that an individual is engaged in other responses or is away from the office.**

## Campus Safety and Security

Develop campus safety and security plans that balances public health concerns and precautions with protecting student and campus community safety in accordance with federal guidelines (e.g. Clery, Title IX guidelines, etc.).

- Engagement efforts will be coordinated through the Dean of Student Engagement and Coordinator of Student Life and College Housing.
- Support to other campus departments and organizations will continue to be provided as requested.
- The Dean of Student Engagement will continue coordinating emergency plans and communications in conjunction with the College administration and other local emergency management professionals.

Develop plans and protocols to maintain and protect student and employee privacy in remote, online, and blended operational environments in accordance with federal privacy guidelines (i.e. FERPA, HIPAA, etc.).

- In December 2019, the U.S. Department of Education, along with HHS, issued guidance on the applicability of FERPA and HIPAA to student health records, the “Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) To Student Health Records.”
- FERPA prohibits educational agencies and institutions from disclosing information from students’ education record without the prior written consent of a parent or “eligible student,” unless an exception to FERPA’s general consent rule applies. 20 U.S.C. §§ 1232g(b)(1) and (b)(2); 34 C.F.R. §§ 99.30 and 99.31. For instance, pursuant to one such exception, the “health or safety emergency” exception, educational agencies and institutions may disclose to a public health agency data from student education records, without prior written consent in connection with an emergency if the public health agency’s knowledge of the information is necessary to protect the health or safety of students or other individuals. 20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. §§ 99.31(a)(10) and 99.36. For all other situations where an exception to FERPA’s general consent requirement does not apply, educational agencies and institutions must obtain prior written consent of a parent or eligible student to disclose PII from student education records. 20 U.S.C. §§ 1232g(b)(1) and (b)(2); 34 C.F.R. §§ 99.30 and 99.31. Information may be shared by faculty and staff through the “Report Student of Concern” link on the safety page as it is submitted to individuals on campus identified as those with a “need to know”.
- Information sharing, web-hosting, and telecommunication innovations that have enabled new education technologies raise questions about how best to protect [student privacy](#). MCC will need to evaluate the use of new online educational services on a case-by-case basis to determine if FERPA-protected information (i.e., PII from education records) is implicated. Prior to using educational technologies, faculty and departments should consult with Information Technology (IT) to review compliance with data sharing and student privacy.
- Establish clear, student-centered guidelines for campus personnel who engage in enforcement of health and safety protocols.
- Miles Community College is part of the Public Health Emergency Notification system and works closely with the Public Health Officer, the County Health Board, and other emergency responders in Custer County.

## Travel

### In-state, work related travel

In-state travel that is central to the maintenance and operations of MCC and that cannot be managed through remote modalities may be deemed essential. Faculty and staff who believe they must travel for work should submit a written request to their supervisor for approval explaining why the travel is necessary and why the meeting cannot be accomplished remotely or through alternative means. Supervisors will be asked to approve travel requests. Faculty and staff will be asked to file a COVID-19 Travel Plan that indicates what the faculty or staff member plan to do to mitigate risk while traveling or when organizing student travel. This plan should include plans to social distance, continue good hygiene, not report to work if feeling sick, and include mask-wearing whenever possible.

### Out-of-state, work related travel

Out-of-State travel that is central to the maintenance and operations of MCC and that cannot be managed through remote modalities may be deemed essential. Faculty and staff who believe they must travel for work should submit a written request to their supervisor for approval explaining why the travel is necessary and why the meeting cannot be accomplished remotely or through alternative means. Supervisors will be asked to approve travel requests. Faculty and staff will be asked to file a COVID-19 Travel Plan that indicates what the faculty or staff member plan to do to mitigate risk while traveling. This will also include any student organized travel. This plan should include plans to social distance, continue good hygiene, not report to work if feeling sick, and include plans for mask-wearing whenever possible.

Any travel to a state that has a quarantine policy is prohibited. Additionally, faculty and staff should be aware that conditions may change at any time and that they may be unable to leave their location or they may have to quarantine upon reentry to Montana.

### Athletics travel

The Athletic Director will distribute a detailed expectation to our coaches pertaining to student travel. Information in these expectations include safety protocols in place, travel records that include symptom checks before and after travel, expectations pertaining to securing food, and protocols that encourage social distancing and health and safety measures. Travel will be limited to approved athletic events that have been identified by NIRA and NJCAA procedures. Other travel should be limited to help avoid exposure and possible spread.

## Information Technology

- Computer Labs
  - Computer labs will have alcohol wipes/cleaning supplies to allow students to wipe down the equipment before use and hand sanitizer will be available for students using shared equipment.
  - To adhere to social distancing requirements, computer labs will be modified to allow for social distancing between computers. This will result in the computer lab capacity operating at reduced capacity.
  - Remote laptop carts are available for faculty/staff reservation. An ultraviolet station is located on the cart to assist with cleaning units. It is important to pre-arrange access as there may be increased need. To reserve this access, arrange through [helpdesk@milescc.edu](mailto:helpdesk@milescc.edu).
- Students needing additional technology support can request support through our IT Staff or by submitting a request to [helpdesk@milescc.edu](mailto:helpdesk@milescc.edu). There may be limited resources available.
- When academic areas are closed, students may be able to access wireless internet in close proximity to the main academic building of campus or the residential facilities. Students are reminded that if access appears to be slower, it may be beneficial to use different parking lot areas to help spread the use on the wireless access points.



**Stop.**



**Mask  
Required.**

# Academics

## Instructional Plans

Establish a classroom occupancy and course scheduling plan that minimizes health risks associated with in-person instruction.

- Classroom occupancy will allow for social distancing (remaining 6 feet apart) in the classroom. Cleaning materials will be made available in each classroom for use in wiping down desks and other materials between classes. When able, faculty should allow time for students to clean desk areas before and after class. Students are strongly encouraged to maintain proper social distance (remaining 6 feet apart) while changing classes.
- Students will receive education during Orientation emphasizing the meaning of social distancing, staying home when sick, cleaning spaces before leaving the class.
- All face-to-face classes and labs, or meetings should include an attendance roster (i.e. CANVAS attendance feature) to assist with contact tracing. Some faculty may include seating charts.
- Common language has been developed for faculty to use in the “boilerplate syllabi” encouraging students to stay home when they are sick. Faculty will develop statements to explain class operations with regard to modalities (i.e. blended/hybrid) and distancing. Faculty will submit a syllabi to Associate Dean, Garth Sleight by September 9<sup>th</sup> for each course for fall 2020 to assist in course coverage planning, should the faculty become sick.
- For courses offered face-to-face, hybrid or in online courses, faculty may hold virtual or in-person office hours during the fall semester. Additionally, faculty may schedule available spaces to hold office or student advising meetings through the Academic Affairs Office. It is important to verify space availability before moving into a space. Other spaces could include the Library, Learning Center, or Café during non-high-use-times.

Where possible, work with faculty to develop flexible instruction plans that leverage instructional technology, encourage blended delivery, and encourage smaller groups for in-person class meetings.

- Room caps were reset to allow for social distancing. Faculty were given the option of opting-in or opting-out of using blended attendance to maintain course caps where the course cap exceeded the new room cap.
  - Faculty who opted in to blended attendance, will each design and manage the logistics of attendance rotations based on the needs of the course. Contact the Associate Dean of Instruction and eLearning for assistance. These plans for attendance will be included in the syllabus.
  - Faculty who opted out of blended attendance may have courses moved to different rooms than originally scheduled classrooms to accommodate registration numbers. Where a large enough space is not available, seat caps will be lowered accordingly.
  - Follow facilities and health and safety plans for minimizing gatherings of 50 people or less in outdoor events.

Work with faculty to develop a plan for quickly transitioning to remote delivery should conditions warrant.

Faculty have developed plans for each face-to-face class for fall semester to transition to remote delivery, should that become necessary prior to the planned transition after Thanksgiving. For faculty needing assistance, they may contact the Associate Dean of Instruction and eLearning, Sarah Kloewer.

Provide training and resources to help faculty maximize use of learning technologies and blended course delivery.

- Faculty have had access to training over summer in Blended and HyFlex modality and other methods of teaching in the COVID-19 era.

Establish tools and practices to assess student learning in remote, blended, or other delivery formats.

- All courses, regardless of modality (including face-to-face traditional formats) will be assigned a course shell in CANVAS, our Learning Management System.
- For information regarding software applications and training for synchronous (real-time) and asynchronous (not real time) delivery options, please contact the Associate Dean of Instruction and eLearning. For hardware, support please contact the IT staff through helpdesk@milescc.edu.
- As new content is developed, it is important for faculty to do their best to follow the principles of Quality Matters to maintain standards of practice and principles in web-based teaching and learning.

To the greatest extent possible, develop a technological infrastructure (e.g. course scheduling, LMS shells, etc.) that can transition between remote and in-person delivery.

- Faculty may develop robust distance learning shells for courses to transition quickly to online if needed and make the most of classroom time to do hands-on activities (especially in labs and CTE programs).
- If we again transition to all online delivery and should have the need to close the facilities, limited access will be provided to on-campus offices for faculty who don't have access to high-speed internet and additional rural considerations that might develop.

Account for impacts on federal compliance requirements (accessibility, financial aid, veterans' services, etc.) resulting from alterations to instruction models and/or physical learning spaces and identify how compliance requirements in each area will be met.

- Financial Aid is working with the Department of Education, the state, and others to verify student financial aid and make aid (regular and CARES Act funding) available to all students who qualify.
- Veterans Services is working with the federal government, state, and others to verify qualification for funding and disburse based on modified semester timelines.

- The Dean of Enrollment Management and Educational Support Services works with the federal government and others to make sure that learning modalities meet Federal requirements and compliance needs. Please be aware of these needs when making decisions (consult with the Dean regarding athletes, international students, and veterans).
- Disability Support Services is working with faculty to ensure that students' disability needs are met. Courses that require closed captioning or other accommodations are being managed on a course-by-course basis. Students requesting exceptions to the face covering requirement should be referred to disability accommodations. In most instances, there should be no individuals in courses without face coverings (excluding those specific times when students are on a horse in equine program courses).

Make decisions about experiential learning (e.g. internships, clinical work, etc.) based on an assessment of: health risks at destination/learning site, compatible approaches by external partners, size of learning group, equipment needs, health risks associated with required transportation, and the extent to which the experience is essential (for accreditation, etc.) to the program of study.

- Internships
  - Faculty supervising internships will work closely with employers to ensure the highest level of safety for students.
  - Faculty should develop contingency plans for completion of internship requirements online or in a subsequent semester to ensure program completion and graduation.
  - Faculty will also work closely with students to develop completion plans that best allow for attainment of learning outcomes.
- Clinicals and Student Teaching
  - Clinical placements will follow the policies and procedures set forth by the sites.
  - Finishing clinicals may become problematic if students are barred from entering the sites. Programs requiring clinicals used simulation software during Spring 2020 along with postponing clinical experience to summer. Those options will be utilized during the fall semester as well, in consultation with the appropriate accrediting organizations.



## Student Engagement

### Admissions and Student Orientation and Registration

For all venues, develop occupancy limits and that follow local and state guidelines on event size and allow for social distancing at all events (and create attendance records).

For all event venues, establish rules for congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements.

Signage promoting traffic flow and social distancing will be present in all venues.

For all venues, and for each event, establish a pre-event, intra-event, and post-event cleaning plan based on public health and CDC guidelines. Ensure that event scheduling allows for appropriate cleaning to take place between the conclusion of one event and the beginning of another when possible.

Facilities Services will develop a plan that allows ample time for cleaning prior to, during, and after an event has taken place. Multiple events in the same venue will be scheduled with ample time to allow for cleaning protocols to be implemented.

For all major, high-occupancy events (e.g. Commencement, etc.) develop a plan that considers:

- Moving events when possible and most reasonable to current conditions.
- Breaking up singular event instances into multiple, smaller instances of that event.
- Avoiding overlapping events that place stress on campus staffing, cleaning resources, and ability to maintain social distancing.
- Outside events with more than 50 people must include face coverings and may need Public Health approval. Please see Dean of Student Engagement for assistance.

For “welcome to campus” events (e.g. orientation, move-in day), develop a plan that considers:

- Staggering arrival/move-in days and times to allow for smaller groups and lighter traffic flow.
- Breaking up larger orientation events into multiple smaller events or remotely.
- Allowing students to complete some items on their “welcome to campus” checklist virtually, in order to reduce crowding on campus.
- Accounting for any relevant quarantine and health check requirements when welcoming students and/or visitors to campus from outside Montana.

#### Establish decision criteria for hosting (or not hosting) non-college/university events.

- When possible, events will be asked to move to dates acceptable to the current conditions. In some instances, events located outside of the academic spaces may need approval from the Public Health Board. Contact the Dean of Student Engagement for more information.
- For events that cannot be moved, a COVID-19 response plan is required and is on file before the event begins on campus.
  - In the event a confirmed COVID-19 case is associated with a facility, the facility should clean in accordance with CDC facility environmental cleaning procedures the areas of the establishment frequented by patrons.
  - Maximum number of attendees is 75 percent of normal capacity (CENTRA building) while maintaining 6 feet between non-family member groups.
  - Signage must be posted with the following or substantially similar wording: “Patrons with fever, shortness of breath, a cough, or other COVID-19 symptoms must refrain from using this facility.”
  - Individuals should limit standing in the hallway to attend events.
  - Signs shall be positioned for effective visual observation by patrons, such as on the entry waydoor.
  - Increase cleaning and sanitizing of frequently touched surfaces, including door handles, chairs and tables.
  - Social distancing of at least 6 feet between non-family member groups or immediate party should be maintained.
  - Facilities should try to control customer flow in a manner that maximizes social distancing such as signage or ropes and directing flow in one direction.
  - Provide hand sanitizer or hand washing stations throughout the venue whenever possible.
  - Increase cleaning and sanitizing of restrooms to no less than every two hours whenever possible.

#### Require all off-campus organizations scheduling non-college events on campus to agree to updated terms and conditions requiring campus sanitation protocols.

- Off-campus entities wishing to schedule will need to create a COVID-19 response with the President’s Administrative Assistant/Event Planner. Response plan will be required to meet all Montana Phase 2 requirements and guidelines and must be on file prior to the event taking place.
- Organizations must agree to all College terms and conditions and will be responsible to effectively monitor and manage their event in compliance with the guidelines.

#### Design in-person campus tours to include smaller groups that meet social distancing guidelines and restrictions on gathering size.

- Signs are placed to assist students and guests in social distancing when at the Business Office, Financial Aid, Student Services, and Library.

- ° Admissions staff will follow up with prospective students to confirm their visit and discuss with them where they are visiting from, number of guests they will have joining them, so that we can make the best game plan for location of visit and movement through campus.
- ° Visits will be scheduled through various times throughout the day to assist in limiting the number of visitors to the office and campus.
- ° Virtual visits may be coordinated to assist with remote tours.
- Fall travel may be adjusted and determined as state guidelines are followed, as well as monitoring of the information coming from regional and national recruitment organizations/college fairs.

### Athletics/Recreational Activities

Miles Community College will seriously consider recommendations provided by the NJCAA and NIRA organizations pertaining to requirements of our athletic programs. When MCC does not agree with the recommendations, our Athletic Director will communicate items necessary.

While NJCAA sports have moved to Spring Competition, approval has been given to provide a limited number of practices, trainings, and scrimmages. NIRA Sports (Rodeo) will continue with events in the Fall and Spring semesters.

Prior to any scrimmage or competition, athletes should be assessed for potential COVID-19 transmission in each sport. Risk factors should be established and return to practice and competition should be based on factors including, but not necessarily limited to, any impediments to social distancing (e.g. contact between players), ball transfer, cleaning of shared equipment, and feasibility of social distancing among any spectators. This may include questionnaires and thermal temperature checks. Temperature checks may be done prior to checks on a voluntary basis; however, we encourage any student athlete or coaching staff to monitor their own temperature prior to coming to practice and isolate if they are showing any symptoms of COVID-19 (see CDC Symptom Self-Tracker on the COVID-19 Response link). Temperature checks are voluntary but a coach may refer a student to the Dean of Student Engagement to inquire about personal health needs.

Currently, Miles Community College is limiting spectators at any organized athletic scrimmage or competition to the student athletes and their immediate families, enrolled students at Miles Community College, MCC Faculty/Staff and their immediate families, and approved officiating crews and medical personnel. All spectators will be required to wear face coverings when in attendance.

- The Athletic Director will draft a plan to limit all COVID-19 transmission (including requirements when teams are in travel status).



Develop a health assessment survey for student athletes at onset of the practice and competitive seasons; and develop an ongoing health screening process to monitor health of student athletes at regular intervals throughout the practice and competitive seasons (this may include thermal temperature checks).

- A daily wellness survey should be conducted with student-athletes each day prior to starting practice, scrimmage, or competition. Any concerns should be referred to the Athletic Director immediately.
- After traveling, all student-athletes, coaches, and staff may be required to have their temperature taken daily for 10 days.
- In the event a student-athlete identifies that they feel ill, they will be asked to go home and will be contacted by the Behavioral Intervention Team with directions prior to returning to practice. The needs to social distance and be referred to a physician may be a determination or if they can continue with regular class and practice schedules.

Promote social distancing and enhanced cleaning in areas of congregation, including: training rooms, locker rooms, strength and conditioning facilities, and other team meeting areas.

- Social Distancing
  - Signs are posted throughout the CENTRA building encouraging social distancing and should be placed in any training facility areas.
  - Recreation/Athletics Fitness Center, gyms, activity areas, other activity areas will operate at reduced capacity, currently 75 percent.
- Enhanced Cleaning
  - Facilities Services schedules have been set for frequent sanitizing of high traffic areas.
  - Teams have access to wipes and disinfectant spray in order to clean and disinfect team locker rooms and equipment daily.
  - In the athletic training room, a cleaning plan has been implemented and all tables and equipment will be sprayed and wiped after each use. An electrostatic sprayer will be used at the end of the day to disinfect all other surfaces.
  - Fitness Center will have employees during open hours to ensure users wipe equipment after each use and to continually clean/sanitize common areas and equipment.
  - Fitness Center, general locker rooms, and other activity areas will be sanitized with electrostatic sprayer nightly after closing. Users are strongly encouraged to come dressed ready to be active and change and shower at home.
  - Other activity spaces will be opened as needed and sanitized by coaches, instructors, and users after each use.

Athletics administration and coaches should follow federal, state, local, and institutional public health recommendations related to screening and testing of student-athletes and staff following team, work-related, and personal travel.

- Upon return from team travel, all student-athletes, coaches, and staff will be required to take their temperature daily for 10 days. In the event that someone has a temperature above 100.4°, they will be asked to leave the premises and fill out a report to the Student of Concern link on the safety page.
- If a student-athlete, coach, or staff member has signs or symptoms of COVID-19 they will be advised to contact their healthcare provider to discuss their symptoms and possible COVID-19 testing.
- Any student-athlete that displays symptoms or has a flag on their screening will be put in contact with local health officials and will be evaluated from there, as well as contact by a member of the Behavior Intervention Team.

#### Face Coverings

- Student athletes are not required to wear face coverings while they are practicing or in competition. Athletes should wear face coverings when they are not active in competition (on bench, in team huddles, etc.) unless a six feet distance is provided between all individuals.
- Rodeo students will not be required to wear face coverings when on horses or livestock but should wear face coverings when not on animals or in active competition.
- When conditioning, students should do everything possible to ensure social distancing unless there is a physical need to be closer than the 6 feet distance for safety purposes (in those instances, face covering are advised).

\*The Athletic Director will have a document prepared for each team regarding expectations when teams are in travel status to competitions, scrimmages, etc.



## Campus Dining Services

*The health and safety of all MCC students, faculty, staff and community guests is of the utmost importance to our dining services team. Our team is trained on proper food handling, sanitation and personal hygiene, and new protocols put in place to stop the spread of COVID-19, which include daily personal wellness checks.*

- Guests will be encouraged to use the sanitizer stations at all entrances.
- Instead of handing ID cards or credit cards, students will be asked to show the card to verify that the card belongs to the individual presenting the card. The student will then be asked to place the card under the scanning unit at the register.
- Cups at the fountain and water serving areas may only be used one time. For refills, you will need to contact the staff member at the register.
- Daily and weekly menus will be located at the dining entry or on television monitors throughout campus to assist with decision making.
- Menu options and recipes may be streamlined to enhance speed of service.
- Disposable linens, napkins, plates, beverage service ware, and utensils are recommended for allevents outside of the cafeteria.

**Establish hours of operation that allow for facility occupancy that meets social distancing guidelines and allows for proper cleaning and sanitation.**

- Hours of operations have been determined by using historic guest counts, traffic flow, and projected enrollment levels.
- Students should be aware of those times when dining is likely to most crowded and if possible, attend at a different time (when not affecting class attendance). The busiest times have historically been 11:30am-12:30pm and from 5:00pm-5:30pm.
- Certain menu items may be individually packaged to prevent additional exposure to individual touch (e.g. salads, desserts, etc.)

**Require all dining facility staff to wear face masks and gloves while working and interacting with the public.**

Dining services staff will be gloved and masked for guest's protection and their own. Guests encouraged to wear masks in heavily trafficked spaces as well, or when a 6 feet distance cannot be maintained.

**Arrange for food delivery to students in isolation or in quarantine.**

- Food delivery is available for students in isolation or quarantine. To access the request form, go to the student life link on the website and click on dining. There is a link for "Meal Service Request for Illness Purposes". Staff may follow up with individuals who use this option to maximize the limited dining staff.
- For students who live off campus, this service may be limited; however, if a form is submitted, the Dean of Student Engagement may make contact regarding delivery and payment options.

Plan to limit the number of individuals dining in a single facility at one time. Dining hall capacity should achieve appropriate social distancing of diners, and, once the target capacity is reached, an additional individual should only be allowed entry when another leaves.

- Seating layouts have been reduced to comply with CDC guidelines for social distancing.
- Dining will encourage chairs not to be moved to ensure maximum social distance.
- Seating has extended into the annex area of the CENTRA to assist with seating capacity.
- Monitors will regulate traffic flow per the new standards: Entry into the dining hall will be slowed or stopped as capacity is reached. Take-out containers are available when seating is at maximum capacity.
- Guests are encouraged to enjoy their meals and be mindful of others waiting for a seat. It may not be possible for athletic teams to sit at one table and to wait for other team members after finishing meals.
- Students who are unable to eat during the established hours (e.g. Rodeo students in practice during Dinner Service) may pre-arrange dinner options by working with the Director of Dining.
- Dining will continue to assess concession options during games and will work Athletics on additional needs to accommodate physical space needs.

Eliminate buffet-style self-serve food and beverage stations and replace with staff-served meals stations.

Served buffets will take the place of self-serve buffets as self-serve food stations will not be available during fall semester. Beverage service cups are available but may not be used for refills. Please see cashier to access another cup.

Develop traffic flow patterns and seating arrangements for the café that allow for social distancing and discourage unnecessary congregating. Physically spaced (6 foot) floor markers should be used for waiting lines outside and inside the facility. Inside the facility there should be an appropriately limited number of tables and chairs per table.

- Floor stickers will guide guests to properly queue in line both inside and outside of the café; directional signs will clearly mark entrances, traffic flow and exits.
- Guest capacity has been reduced. Monitors will regulate traffic flow per the new standards. Take-out containers are available when seating is at maximum capacity. Due to the size of the cafeteria, we are unable to fully practice social distancing, when not eating or drinking, it may be important to wear face coverings.

Promote more pre-order, curbside pick-up, delivery, and 'grab-and-go' food service options.

- Self-serve stations have been eliminated and replaced with packaged options or staff-served stations.
- Take-out containers and Grab & Go options will be available when seating is at capacity.

## Events and Welcoming Visitors/Students to Campus

- Whenever possible, events will be evaluated to see if they can be held outdoors or online.
- When able to comply with the capacity guidelines (no indoor groups larger than 50 except when approved for the CENTRA), we will host meetings and events during Fall 2020.
- Event workers will be trained accordingly to help properly clean and manage the building to limit transmission.
- All facilities will have signs that inform fans/attendees of COVID-19 guidelines and symptoms to watch out for. These include social distancing signage.
- All participants will be required to wear face covering at all times.
- Individual requirements be established through the Executive Assistant to the President/Event Coordinator.

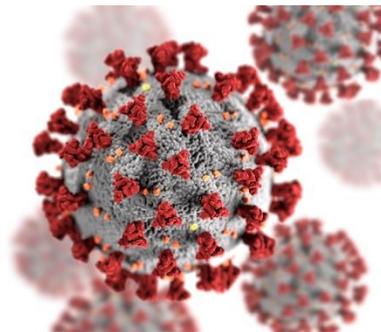
For all event venues, develop occupancy limits and attendance rosters that follow local and state guidelines on event size and allow for social distancing at all events.

- The CENTRA will run at the 75 percent capacity required in Montana Phase 2 guidelines. Athletic camps and other events held on campus are limited to 50 people per space.
- Social distancing is required, maintaining 6 feet between non-family member groups.

For all event venues, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements.

- All campus events (including the CENTRA) will have additional signage throughout building(s). Entrances and exits will be clearly marked.
- Areas of congregation, lines, doorways, etc. will have floor decals or other signs to encourage 6 feet of social distancing.

For all venues, and for each event, establish a pre-event, intra-event, and post-event cleaning plan based on public health and CDC guidelines. Ensure that event scheduling allows for appropriate cleaning to take place between the conclusion of one event and the beginning of another.



## Housing

- Visitors and guests should be limited in accessing the residence hall spaces. While we have not currently established a policy, we remind students that individuals beyond immediate family and other enrolled students should not enter into the residence halls (and anyone with COVID-19 symptoms should refrain from entering into the buildings).
- Housing staff and student staff are strongly encouraged to limit personal travel. Housing staff will promote more programming efforts on weekends to encourage student residents to stay on-campus and limit travel.
- Residence Hall staff will assist in cleaning commonly used equipment checked-out through the office; however, students should clean all items prior to using and returning items to assist with this as there is limited desk coverage.

Follow campus cleaning procedures for all common areas (e.g. shared restrooms, study areas, laundry rooms, vending machines, etc.), with special attention to high-touch surfaces.

Custodial staff reports to Facilities Services on-campus and they will be implementing their specific cleaning plan for the residence halls. Housing staff will continue to collaborate with Facilities Services on cleaning these high-touch surfaces and modifying plans to meet student needs as necessary.

Conduct training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, residence advisors, and others in similar roles.

Training sessions will occur prior to opening of the residence halls for all housing staff members.

Develop a plan, including but not limited to signage and traffic flow markings, to promote social distancing in high occupancy or confined areas within residence halls (e.g. elevators, stairs, and entrances).

Housing will post signage in the following areas to promote social distancing, proper hand hygiene, COVID-19 signs and symptoms, and instructions to follow if students becomesick.

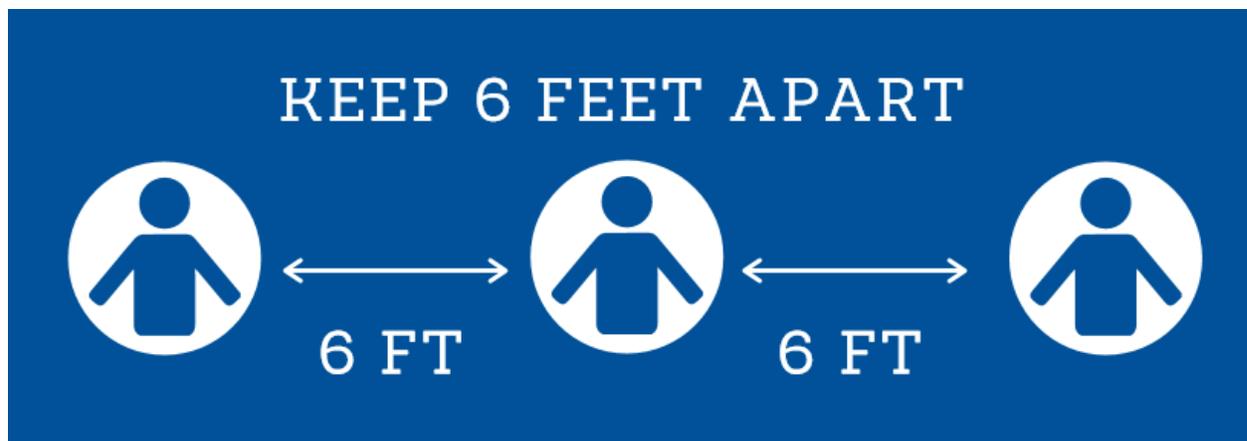
- Main lobbies
- Floor lobbies
- Kitchen
- Laundry rooms
- Elevator Area
- Stairwells

### Commons Building and Public Areas

- Face Coverings are required in all public areas of the residence hall
- Students should limit the number of individuals in the Commons, laundry area, and kitchen and should maintain social distance in these areas. Housing staff may limit access to these areas if students do not observe social distance needs.
- To assist with contact tracing, students should use their individual ID cards when entering into the Commons and Kitchen. Data may be provided to public health.

Develop a plan for the quarantine and isolation of campus residents awaiting COVID-19 test results, after testing positive for COVID-19, or when directed to quarantine by public health officials.

- Housing will work with One Health, Public Health, Facilities, and Dining Services if students are placed in quarantine or isolation housing on-campus. Students will have access to meal delivery or counseling needs they may require. Designated staff are appropriately trained and on call to assist these students with any personal needs.
- Housing will hold the following rooms for isolation purposes:
  - Two Quad Areas (4 Beds).
  - One single room in Pioneer Hall with private bathroom.
  - Partnership with Public Health for off-campus isolation/quarantine space (if needed)
- Public Health does have the ability to require isolation. Additionally, Miles Community College does have the authority to move students to new assigned spaces to assist with health and safety requirements.
- Students are encouraged to have emergency plans in the event that they are identified as testing positive to COVID-19 or other illness.
- Students should report on the “Student of Concern” link on the safety page so the College can begin services and outreach, as well as assist in communicating with faculty.
- In some instances, the College may not be notified by public health. Since you are living in close quarters with other students, it is important to report to residence hall staff and limit exposure.
- Guidelines for those students living on campus assigned to Isolation/Quarantine spaces will be distributed if the spaces are utilized. Students required to isolate may be isolated with others who have been required to isolate (with Public Health guidance).



# StudentSupport

## Learning Center

Increase delivery of in-person support services with alternative delivery strategies.

- Individuals who need Learning Center support have multiple ways of requesting support. Students may send an email to [lc@milescc.edu](mailto:lc@milescc.edu) or request a call or Zoom appointment time through [www.calendly.com/lc--5mcclearningcenter--Requests](http://www.calendly.com/lc--5mcclearningcenter--Requests) for tutoring or other support can also be made online at [https://cm.maxient.com/reportingform.php?MilesCC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilesCC&layout_id=8).

Train student support staff to effectively use alternative delivery methods.

- Emphasize the importance of new protocol of delivery methods (in-person, hybrid, fully online) and cleaning, hand-washing, social distancing guidelines at mandatory pre-semester orientation sessions for all full-time and student staff.

Design staffing, facilities, and scheduling to mitigate health risks for students and employees during in-person delivery.

- Accommodations at the Learning Center is spacious enough to accommodate larger numbers of students even with the implementation of the following measures.
- Reduce chairs to create appropriate spacing at tables and computer stations throughout the center.
- Wipe down and thoroughly disinfect all commonly used surfaces frequently.
- Post COVID-19 signage to remind patrons of proper safeguarding protocols.
- Learning Center staff may ask individuals to sign in for attendance purposes to assist with the need for possible contact tracing.
- Continued emphasis of online resources in order to reduce overall traffic levels.

## Advising

- Faculty will identify office hours and how to schedule advising appointments or one-on-one meeting. Due to the sizes of many of the faculty office, each faculty will determine the best method that supports social distancing needs. This could include moving meetings to other spaces such as the library, learning center, or café (during non-meal hours). Additionally, faculty may schedule other spaces through the Academic Affairs Technician found in the Academic Affairs Office. Lastly, faculty may schedule remote meetings using zoom technology. In all instances, face coverings should be worn when meeting face to face.

## Student Rights and Responsibilities

Student Conduct meetings may be scheduled with face to face meetings. The Dean of Student Engagement does have the ability to schedule remote meetings. In the event of remote meetings, the sessions will be recorded to ensure no interruption of information being provided due to technology impacts.

## Business Services

All business services' documents that students may require are available online.

Students can access forms via the website [www.milesc.edu](http://www.milesc.edu) on the "Make A Payment" link at the bottom of the page. The following information may be arranged on line:

- Get a Transcript
- Pay Application Fees
- Upload financial aid documents
- Request refund check mailed
- Appeal Student Accounts
- Complete a deferred payment contract (installment contracts)
- Make Payment
- Apply for and Pay for Housing Deposits
- Submit documents to admissions
- Make donations to MCC Sports
- Register for Job Fair

Students who come to the Business Office will receive in-person service. Signs will encourage social distancing.

## Disability Support Services

Develop a communication strategy to inform students and the campus community about various delivery modes (e.g. in-person, online, both), specific precautionary measures/risks, and contingency plans for remote or altered delivery for each area of student support.

- Communicate with faculty, staff, and students via email. Provide contact information and links to DSS-related resources.
- Employ on-line access to give students the opportunity to ask for assistance.

To assist students who identify the inability to wear a face mask:

1. Offer to provide a face mask for them
2. Inquire about their ability to wear a face shield.
3. Indicate the campus requirement of wearing a face covering and the need to leave the location if they will not follow steps 1 or 2 above
4. Have them call disability services to speak about accommodation needs. In most instances, accommodation needs will be addressed through remote or on-line access.

## Financial Aid & Scholarships/Registrar's Office

Where possible, plan to supplement delivery of in-person support services with alternative delivery strategies.

- Students can upload Financial Aid documents via the website at [www.milesc.edu](http://www.milesc.edu) and click on the "Make A Payment" link on the bottom of the page. One of the options to choose will be "Upload Financial Aid Documents).

Design staffing, facilities, and scheduling to mitigate health risks for students and employees during in-person delivery.

- Seating and tables will be removed or limited.
- Plexiglass barrier is present.
- Wipes and sanitizer will be distributed.
- Surfaces will be wiped down routinely with sanitizer and some staff have elected to wear gloves. Staff will wear face coverings.
- Regular public space disinfection is taking place.
- Please be mindful of social distancing and respect others' space.

## Library

All MCC students, faculty, staff, and visitors are required to wear a face covering inside the public areas of all College Facilities. Disposable masks and gloves are available upon request.

Fall hours are:

Monday-Thursday,	8:00am-5:00pm
Friday,	8:00am-4:00pm

## Library Services

- Community Members are welcome to use the designated computer for 30 minutes each day. Signing in will be required.
- Floor markings will visually designate proper distancing in high traffic areas such as the front counter, information desks, and printers.
- Two sanitizing wipe dispensers are provided for computers, chairs, table, and printers.
- Computers are spaced to allow for proper distancing.
- Study room use is limited to two individuals at a time to allow for proper social distancing and ventilation.
- All common use items are available on request including magazines, newspapers, paper/binder clips, paper hole punch, pencils/pens, pencil sharpener.
- Signage about safe library use is prominently displayed throughout the library.
- Please do not move furniture from assigned areas. If you need assistance, please speak to a librarian. Furniture has been placed to help facilitate social distancing.

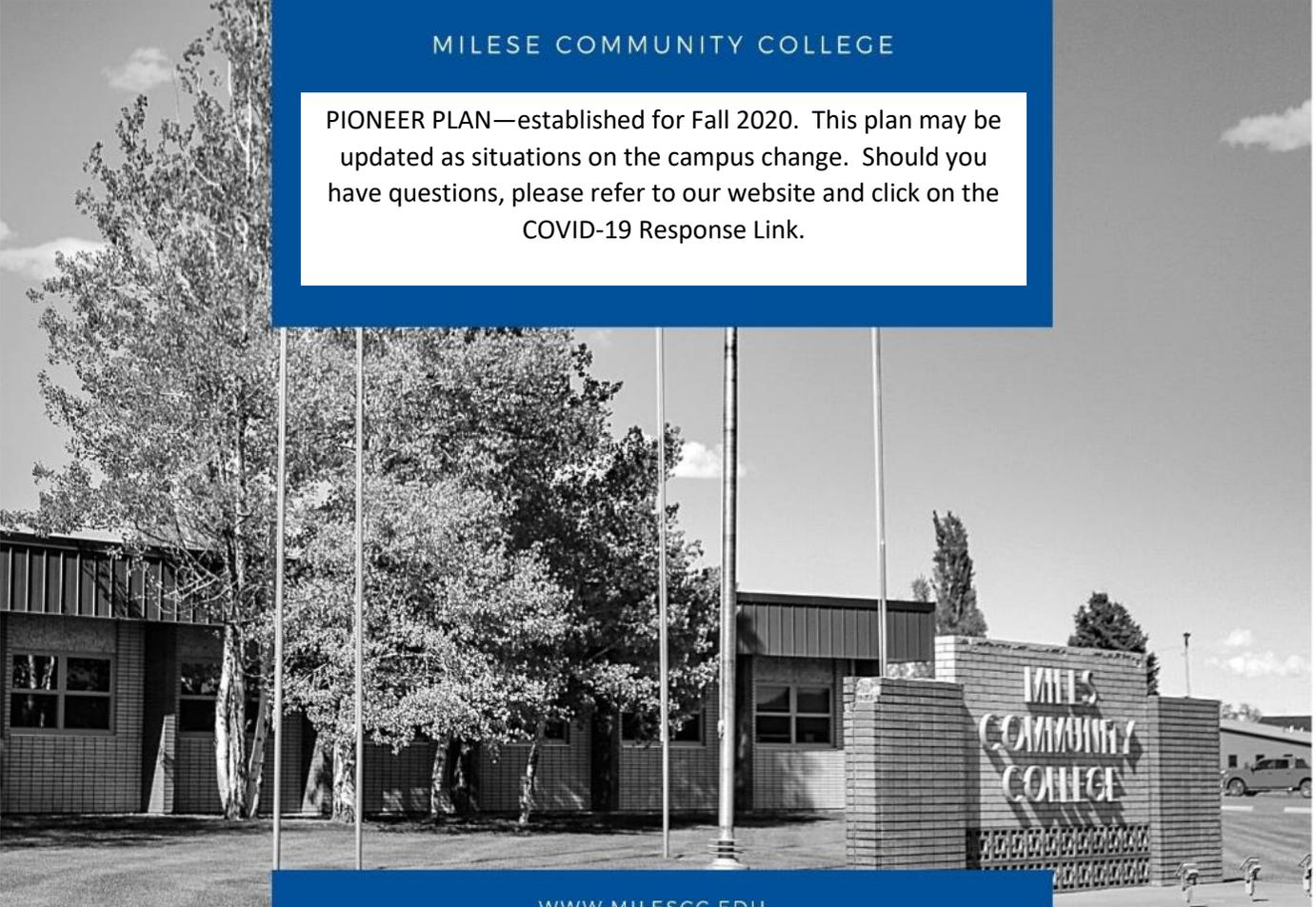
## Resources and Circulation

- Online research and recreational resources are available 24/ hours a day via the library's web page, [www.milesc.edu/library](http://www.milesc.edu/library)
- The stacks remain open at this time. Browsers are asked to handle as few materials as possible.
- Library materials are due December 14, 2020. As always, there are no overdue fines.
- It is encouraged that materials be returned via the book drop outside the library.
- Per professional guidance, circulated library materials will be quarantined for 4 days upon return.
- Virtual research help is available Monday-Sunday, 8:30am-8:30pm via email, [library@milesc.edu](mailto:library@milesc.edu); text (406)233-9103; and phone (library hours)-(406)874-6196.

## Exceptions for Face Coverings

As indicated throughout this document, face coverings/face masks are required in all indoor areas of campus and in outdoor activities with more than 50 people. The following are exceptions that are allowed:

- Faculty/Staff working in closed offices do not need to wear their mask in this space unless another individual enters into the area. For those offices that have multiple staff in one office, they may be allowed to not wear face coverings until someone enters the area or someone approaches the desk (for those open-faced offices).
- Students in their assigned residence hall space, along with their roommate, is allowed to be in the enclosed space without a mask. However, if other individuals come into these spaces, students should wear masks (masks are expected in all public areas of the residence hall).
- Due to the fact that chemicals may be used in chemistry labs, students and faculty in these sections are expected to wear face shields (one will be provided) instead of face masks. This is to assist in avoiding any chemical burns. When students in this lab are using the lab hoods, they may remove their face covering for safety purposes; however, they are reminded of the need for social distancing when able. They must wear the face shields when the lab hoods are not in use.
- Students in equine courses must wear face coverings in indoor arena and classroom areas. Classes may be moved outdoors to accommodate the removal of masks but must be worn indoors.
- Rodeo students when they are on their horse or on livestock in practice or when competing, they may remove face coverings; however, when not competing or on an animal, they must wear the mask/shield.
- Athletes in competition or practice may remove face coverings when playing; however, face coverings will be required when in other group settings or when on the bench and not competing.
- For those individuals identifying a reasoning why they cannot wear a face covering, they should be referred to disability services. If they cannot wear a face covering to the office, they should contact them directly at (406)874-6152.



MILESE COMMUNITY COLLEGE

PIONEER PLAN—established for Fall 2020. This plan may be updated as situations on the campus change. Should you have questions, please refer to our website and click on the COVID-19 Response Link.

[WWW.MILESCC.EDU](http://WWW.MILESCC.EDU)

Updated 8/30/2020