Helena College Cares
A Healthy Return to Campus

Introduction

On March 11, 2020, the global health crisis created by the emergence of the novel coronavirus COVID-19 was declared a pandemic by the World Health Organization. In response, Governor Bullock declared a state of emergency for Montana on March 12 and subsequently released business closure and stay-at-home orders for the state with the goal of reducing the spread of the virus. Since that time, the Governor's office has updated these orders to correspond with current health conditions. Additionally, the Commissioner of Higher Education for Montana directed all campuses to move to remote instruction in all cases possible as of March 23, 2020.

As Montanans have followed the recommendations of Governor Bullock for staying home, we have successfully flattened the curve to the point where the state has moved to Phase II reopening. As a result, the Commissioner released the "[Montana University System Healthy Fall 2020: Planning Guidelines for Campuses](#)." This document established guidelines for each campus to use to develop specific plans for safely returning to face-to-face operations for the Fall 2020 semester.

This plan, Helena College Cares - Healthy Return to Campus, developed by key members of the Helena College community, follows the guidelines of the MUS to create a guide to successfully return to campus. Six teams came together to provide plans in these areas:

- Deliver Quality Instruction
- Welcome Visitors to Campus and Host Events
- Provide Student Support Services
- Conduct Business and Staffing Operations
- Maintain Facilities
- Provide Safety and Security

As each group developed plans to address the essential item defined in the MUS Healthy Fall Guidelines document, these integrated guidelines were used addressed each item:

Health and Safety Protocols: Campuses will promote safety, cleaning, and social distancing policies as defined by local, state, and federal public health authorities. Campuses should strongly encourage use of face coverings when social distancing is not possible. In planning and in communication with returning students and employees, campuses need to explicitly acknowledge that there are some increased risks associated with a return to living, learning, and working on campus. Reasonable accommodations such as tele-work and remote learning will be made for students, employees, or campus visitors who are at an increased risk. Campuses will coordinate with OCHE to establish any needed guidelines for use of personal safety supplies, cleaning supplies, and health monitoring equipment.

Public Health Testing & Tracing Protocols: Campuses will work to support the monitoring, testing, and tracing efforts as well as quarantine and isolation protocols advised by their local and state public health authorities. Campuses will collaborate, share information, and review their plans for repopulating campus with local public health officials. In coordination with local public health officials, campuses will develop mitigation strategies to reduce health risks to students, employees, and communities.

Budgetary Considerations: While additional investment may be required in certain areas, all planning should be mindful of our budgetary constraints and be designed to minimize costs. Whenever possible, strategies should move towards budget-neutral or budget-savings strategies. For strategies that do require additional resources, campuses should primarily rely on resource re-allocation or identification of new revenue that will cover expenses. For funds from FEMA Public Assistance, the CARES Act, or insurance, campuses will coordinate with OCHE to ensure appropriate policies are followed.

Leveraging Technology: In-person instruction, student life, and campus operations should be enhanced, whenever possible, by use of technology to mitigate health and contagion risks and to more easily facilitate possible transitions between in-person and remote operations and instruction. A shared services approach should be prioritized when pursuing new technologies.

Communication: Campuses will develop communications plans that effectively and quickly share new policies, schedules, health and safety standards, and other information with students, employees, and communities. The OCHE Communications Director and campus communities, including students and their families, should be informed of significant changes before they are announced to the broader public.

Travel: In all operational areas, policies for all university-sponsored or affiliated travel (essential, non-essential, international, out-of-state, in-state, student, employee, student group, athletic, etc.) will be developed in coordination with OCHE in accordance with state and federal (CDC, US Department of State, etc.) guidelines. In coordination with OCHE and following the guidance of state and federal travel guidelines, all campuses will make recommendations about the personal travel of students and employees.

Accessibility & Privacy: Alterations to existing instruction, campus life, and operations should continue to comply with state and federal accessibility guidelines (IDEA, ADA, etc.) and should continue to adhere to federal privacy requirements (HIPAA, FERPA, etc.).

(from MUS Guidelines, https://mus.edu/coronavirus/healthy-fall-2020-planning.html#guidelines*)*

Members of each the six workgroups began work in April 2020. To ensure this plan was developed including broad perspective from all campus constituencies, teams included members from diverse departments.

Deliver quality instruction (to include CE course work)
Amy Kong (Director of eLearning) - chair
Robyn Kiesling (Executive Director of General Education & Transfer)
Tammy Burke (Executive Director of CTE and Title IX Deputy Coordinator)
Sandy Sacry (Director of Nursing)
John Hartman (Chemistry faculty)

Seth Roby (Art faculty)
Cody Torres (Welding faculty)
Deb Rappaport (Nursing faculty)
Eric Reighard (Custodial Supervisory)
Ryan Loomis (Director of SBDC)

<u>Provide student support services:</u>

Sarah Dellwo (Executive Director of Enrollment) - chair
Della Dubbe (Director of Library Learning Hub)
Ann Willcockson (Director of Retention Initiatives)
Valerie Curtin (Executive Director of Compliance and Financial Aid)
Julie Adams (Testing Center)
Deb Micu (Director of Wellness & Counseling)
Kim Feig (Faculty and Disability Resources Coordinator)

<u>Welcome Students/Visitors to Campus: Events, Ceremonies, Student Activities, Recruiting, & Continuing Education:</u>
Stephanie Hunthausen (Director of K12 Partnerships) – chair
Robyn Kiesling (Executive Director of General Education & Transfer) – chair
Donna Breitbart (Director of Marketing and Communications) – chair
Mishwa Bhavsar (student, AHSC Executive)
Jocelynn Norman (student, ASHC Executive)
Karina Moulton (Student Ambassador Leader and Financial Aid Assistant)
Jessie Pate (Director of Institutional Research and Effectiveness)
Anna Ebert (Admissions Counselor)
Brenda Johnson (Nursing Department, Administrative Assistant)
Mary Ann George (Library Assistant)
Kathy Mortimore (Admissions Counselor, member of Orientation and Graduation Committees)
Nathan Munn (faculty)
Christy Stergar (Continuing Education)
John Rutherford (Director of Facilities)
Angela King (Career Connections Coordinator)
Cole Wagner (IT)
Paige Payne (Executive Assistant to the Dean)

<u>Conduct business and staffing operations:</u>
Sandy Bauman (Acting Dean/CEO)- chair
Cari Schwen (Director of Business Services)
Mary Twardos (Human Resources)
Cherise Hecht (Bookstore)
Mike Hausler (Director of IT)

<u>Maintain Buildings and Facilities:</u>
John Rutherford (Director of Facilities) - chair
Eric Reighard (Custodial Supervisor)
Tommi Haikka (Maintenance Supervisor)

<u>Provide campus safety/security:</u>

Valerie Curtin (Executive Director of Compliance and Financial Aid) - chair
Mike Hausler (Director of IT and Campus Safety Committee Chair)
Mary Twardos (Human Resources)
Donna Breitbart (Director of Marketing and Communications)
Deb Micu (Director of Wellness & Counseling, Chair of CARE Team)
Tammy Burke (Executive Director of CTE and Title IX Deputy Coordinator)

In addition to the specific operational plans defined in this document for each operational area, there are five items that pertain to all parts of campus life:

1. This plan assumes the state is operating under Phase II conditions, as defined by the Governor. Changes in Montana health conditions may require adjustments to this plan. Helena College will follow directives of the Commissioner of Higher Education.
2. All students and faculty will be provided with a HC Cares personal cleaning kit upon return to campus. The HC Cares personal cleaning kit is a sanitization program that empowers the campus community to take personal action to protect themselves. These personal kits will be used by recipients to sanitize areas they use during the day, such as podiums, desks and seats in classrooms, meeting rooms, and collaboration spaces. To facilitate access to hand-sanitizer gel, campus hand-sanitizer refill stations will be deployed throughout campus. This approach provides constant access to cleaning materials for those on campus daily and reduces queuing, crowding and touch-transmissions issues. These kits will include:
    a. Carrying bag,
    b. One washable face covering,
    c. One pre-filled bottle of hand sanitizer,
    d. Two washable cleaning cloths.
    e. Disinfecting cleaning spray will be provided in all classrooms and common spaces on campus
    All other employees will be provided with one washable face covering, hand sanitizer for workstation, and cleaning products appropriate to workspace.
3. Social distancing of six feet is an expectation of all people on campus. In circumstances where a six-foot distance cannot be maintained, additional safety guidelines are defined in operational plans.
4. Helena College will adopt a new interim regulation for the Fall semester that requires employees and students to self-screen daily. According to the CDC, symptoms may appear 2-14 days after exposure to the virus. As such, HC will require employees, students and visitors to conduct symptom monitoring before coming to campus. A daily self-screening checklist will be located on the Helena College website. An individual must be free of ANY symptoms potentially related to COVID-19 to be on campus.
5. The wearing of a face covering is required for every person on campus, in compliance with the guidelines provided by the Office of the Commissioner of Higher Education. This practice is recommended by the Centers for Disease Control (CDC) and Lewis and Clark County Public Health Department as an important risk mitigation strategy. Any employee seeking an exemption to this requirement for medical reasons should contact the Human Resources Office. Students seeking a medical exemption to this requirement should contact the Disability Resources Office.

Format of Report

Specific plans for each of the six operational areas are detailed in this report. Each report lists the planning considerations and essential items provided in the "Montana University System Healthy Fall 2020: Planning Guidelines for Campuses." The verbiage for the essential items and considerations was developed by the MUS Taskforce, and is included throughout the report for consistency, even when not applicable to our operations.

Deliver Quality Instruction

Planning Considerations from MUS Healthy Fall Taskforce:

- Consider incentives that promote faculty engagement in training / professional development activities (note: consult with relevant campus HR and faculty associations, collective bargaining agreements, and OCHE HR regarding faculty work during "off contract" periods).
- Consider an "instructional equity" plan that accounts for equity gaps that may be exacerbated by increased reliance on instructional technology.
- Consider targeted mental health and wellness plans for faculty, instructional staff, and students who may seek support in adjusting to new campus rhythms under COVID-19.
- Consider greater tracking of classroom attendance and/or seating arrangements to assist public health authorities in contact tracing in the event of exposure.
- Consider any community health risks and community engagement benefits of delivering in-person Lifelong Learning, Extension, and Community Outreach programming.

In addition to response to all Essential Items, the Director of each academic division (General Education & Transfer, Nursing, Trades, and Community Engagement/Workforce Development) will maintain a detailed plan which addresses specific considerations and needs.

Essential Item #1 Establish classroom occupancy, traffic flow, and course scheduling plan that minimizes risks associated with in-person instruction.

1. Students who are not feeling well are prohibited from coming to class or will be sent home if symptoms develop while on campus.
2. A six-foot distance between people will be maintained in all learning spaces. Each classroom has been arranged and marked with location of tables and seating.
   a. Classrooms should not be rearranged for classes or events.
   b. All extra chairs and tables have been removed from classrooms.
3. Maximum occupancy of classrooms will be posted for each room.
4. Signage will be posted outside all classrooms prohibiting people from forming groups outside classrooms and reminding them to practice social distancing when entering and exiting classrooms.
   a. In all classrooms with more than one door, there will be a clearly marked entrance and exit door.
5. Faculty and students will utilize their HC Cares personal cleaning kits to clean their table and chair upon entering and prior to exiting classroom.
   a. Faculty will remind students of cleaning protocol each class day.
6. Facilities staff will thoroughly clean each classroom every day.
7. Faculty will maintain a seating chart and take attendance in all classes to facilitate contact tracing as necessary. Attendance will be recorded in Starfish to allow administration access to records as required for reporting to public health officials.
8. Students and faculty will not enter a classroom until the previous occupants have exited.
9. In situations where social distancing cannot be maintained for safety or learning reasons, students may be required to wear personal protective equipment appropriate to the situation.
10. When students will be using shared tools, equipment, or supplies, the student will sanitize them prior to returning.

a. Appropriate CDC signage will be utilized for instructions on proper cleaning.
11. In computer lab areas, students will be assigned computers to use for the entire semester. Maintenance will clean and sanitize computer labs each day and in between times if two cohorts are using the same areas.
12. Field trips will not be allowed in the Fall semester.

Essential Item #2: Where possible, work with faculty to develop flexible instructional plans that leverage instructional technology, encourage blended delivery, and encourage smaller groups for in-person class meetings.

1. Students who are absent due to illness will be given opportunities to access course materials online. If a student wishes to seek reasonable American with Disabilities Act (ADA) accommodations, they should contact the Disability Service Coordinator (disabilityresources@helenacollege.edu) to initiate a review.
2. Faculty will distribute course content that is informative and accessible for students, whether they are participating in-person, virtually, or online.
    a. Students who are required to quarantine, have travelled out of state in last 14 days, or do not want to come to school because they are in a high-risk group should not have to wait to make up course work. They should have access to the course and be able to complete the course in real time, if possible.
3. Students should be able to submit course work remotely. Faculty should practice working with and develop a plan for digital assignment submission. The "Teaching Remotely Guide" lists all the technologies instructors can use for teaching remotely and provides examples of in-person class sessions converted to online sessions.
4. Faculty are asked to consider effective strategies for social distancing in the classroom. This should be clearly communicated with students in a schedule, syllabus, etc. to avoid any confusion. Suggestions include:
    a. Hold two class meetings per week, each with half of the class. For example, a class is split into two groups. The class has two scheduled meeting times. Group A meets on Tuesdays and group B meets on Thursdays. Both lecture days are the same for each group (faculty member is presenting the same info and lecture both days) and the rest of the course is completed in Moodle or another online learning platform (Mastering, MyBiz Lab, etc).
    b. Use Teams of WebEx for lecture.
    c. Record all face-to-face lectures for students who are not able to attend class. Screencast-O-Matic is recommended.
    d. A combination of the above, such as having half of the students attend in person and half of the students participate via Teams or WebEx.
5. Faculty are encouraged to expand use of simulation experiences for labs, shop work, and clinical scenarios.
6. Faculty are asked to embedding a tutor in each course in Moodle so students can get in-time and consistent support regardless of the delivery format of the course. This will be done in coordination with Kim Caldwell, Academic Coach and Tutor Coordinator.

Essential Item #3: Work with faculty to develop a plan for quickly transitioning to remote delivery during the semester should conditions warrant.

1. Prior to the first day of the semester, every instructor should be ready to switch to remote delivery if required by the Office of the Commissioner of Higher Education, local, state or federal authorities. This plan should be communicated to the director of the applicable division.
2. Faculty will include in course syllabi plans for a sudden transition to remote delivery.
3. Faculty will also specify in their syllabus that students should communicate with their instructors regarding changes in their ability to complete coursework and fulfill academic responsibilities.
4. Faculty should be prepared to use Teams/WebEx to follow up with students weekly if instruction moves to remote delivery.
5. Faculty will ensure that students know how to access and use the tools and technologies that would be utilized for remote learning, if necessary. Suggestions include:
   a. Survey all students in their courses in the first week to make sure that they have access to necessary technology.
   b. Even with the new computer requirement, identify early in the semester any students who may not have a computer or access to a computer, so they can be connected to possible resources (financial aid for funding, IT for computer check-out, etc.) and they are ready in case we have to switch to remote learning.

Essential Item #4: Provide training and resources to help faculty maximize usage of learning technologies and blended course delivery.

1. Faculty are encouraged to participate in the "Summer Faculty Training". Training sessions include:
   a. Faculty sharing remote teaching strategies,
   b. Quality course design,
   c. LMS navigation,
   d. Instructional technologies for remote teaching (e.g. Teams, WebEx, Screencast-O-Matic, GoBoard) and creating accessible online materials, etc.
2. Most of the training sessions are also recorded. Instructors can access to those recordings anytime in the "Faculty Team" on Teams.

Essential Item #5: Establish tools and practices to assess student learning in remote, blended, or other formats.

1. Faculty should develop assessment methods that allow for remote delivery in all cases possible.
2. For courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, and clinical experiences, faculty must present the safety protocols to be used during these assessments to the director of the applicable division.

Essential Item #6: 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.

1. Faculty are encouraged to hold regular virtual office hours using Teams/WebEx during the Fall semester. They may hold in-person office hours if able to do so in compliance with social distancing requirements.
2. Simulations and other online/remote delivery tools should be requested of the director of the applicable division prior to July 15, 2020 to allow for the procurement processes to be followed.

Essential Item #7: Account for impacts on federal and state compliance requirements (accessibility, financial aid, Veteran's services, etc.) resulting from alterations to instruction models and/or physical learning spaces and identify how compliance requirements in each area will be met.

1. Faculty will work with the Disability Service Coordinator to address student situations on an individual basis.
2. Changes to course modality or schedule have a major impact on financial aid eligibility and Veterans' benefits. Prior to the change, any alterations should be communicated to the director of the applicable division in order to coordinate with these offices.

Essential Item #8: Make decisions about experiential learning (e.g. internships, clinical work, student teaching in K-12 settings, education abroad, 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 extent to which the experience is essential (for accreditation, or other reasons) to the student's program of study.

1. The nursing clinical schedule will be developed in consultation with health care partners and be adjusted as conditions necessitate.
2. Faculty will work with the director of the applicable division on individual safety plans prior to assigning internship experiences.

Essential Item #9 (per MUS Guidelines: Face Covering Requirements): Require face coverings in instructional settings.

1. Face coverings are required for students in all instructional situations unless the wearing of a face mask would create a hazard.
2. Faculty will ask any student who is unwilling to utilize a face covering (unless the student has an approved accommodation through the Disability Resources Office) to leave class; and will report the incident to the Executive Director of Compliance and Financial Aid.
   a. The Helena College Student Code of Conduct defines the failure to comply with the directions of college officials acting in the performance of their duties within the scope of their authority as general misconduct.
   b. The Executive Director of Compliance and Financial Aid will address each situation following protocol established in the [2020-2021 Student Handbook](#)

Welcome Visitors to Campus and Host Events

Planning Considerations from MUS Healthy Fall Taskforce:
- Consider greater use of online/virtual events, including instances when events are livestreamed to off-site audiences rather than hosted in front of an on-site audience.
- Consider contractual restrictions when planning for live streaming and/or online delivery of events.
- Consider ticketing policies that require advance purchase and registration to better adhere to event capacity limits and to support public health efforts at contact tracing in event of exposure.
- Consider – in conjunction with campus health, campus risk management, and local health officials – the risk-reward balance in hosting events that will bring high numbers of attendees from out of state, or from known high-risk areas.
- Consider using outdoor venues if they allow for better spacing and air flow.
- Consider additional training and support for event staff to prepare them for health, safety, and audience management challenges.
- Consider additional costs associated with sanitation requirements when contracting events for non-college/university entities.
- Consider onsite messaging about health and safety messaging at all events.
- For events hosted by student organizations, consider a greater advisory monitoring role for faculty/staff advisors.
- Food Service: Consider establishing staggered mealtimes for sit-down venues, with specified times for different groups of on-cam Consider greater use of online/virtual events, including instances when events are livestreamed to off-site audiences rather than hosted in front of an on-site audience.
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- Consider additional training and support for event staff to prepare them for health, safety, and audience management challenges.
- Consider additional costs associated with sanitation requirements when contracting events for non-college/university entities.
- Consider onsite messaging about health and safety messaging at all events.
- For events hosted by student organizations, consider a greater advisory monitoring role for faculty/staff advisors.
- Food Service: Consider establishing staggered mealtimes for sit-down venues, with specified times for different groups of on-campus students, employees, and any visitors.
- Food Service: Consider establishing additional food service facilities (including food trucks) on campus to allow for greater social distancing and less congregation.

General Guidelines:

1. Events are defined as non-instructional gatherings, meetings, non-college events, and/or student group events.
2. Event hosts are defined as Helena College employees and non-college event sponsors, for both college and non-college events.
3. Instructional activities are prioritized over all events, including both college-sponsored and non-college events.
4. Meeting/event locations will determine occupancy limits, with a cap of 20 for any event.
5. If Montana moves back into Phase 1, no in-person events will be allowed on Helena College campuses.
6. All events must go through an approval process which includes submitting an Event Approval Form to the Executive Assistant to the Dean to be reviewed by the Event Approval Committee. Event Approval Forms must be submitted no later than 4 weeks prior to an event. Virtual events only require Part I of the Event Approval Form, in-person events require both Part I and Part II.
   NOTE: For all major, high-occupancy events (e.g. Commencement, Homecoming), please refer to Essential Item #4 for additional guidelines.
7. No more than two business days after the approved event, registration and attendance records will be submitted to the Executive Assistant to the Dean to maintain contact tracing records.
8. Food and beverage service is highly discouraged in every instance possible. Should food service be necessary, it must be included in the event approval process, and it must follow all requirements set forth by the MT Department of Health and the CDC. If food service is approved, food must be individually pre-packaged and pre-set (placed at individual seats). There must be an approved plan for maintaining social distancing and adhering to all safety measures (face coverings, gloves, etc.).
9. Face coverings are required for all event participants in compliance with the directive of the Office of the Commissioner of Higher Education.

Essential Item #1: For all events, develop occupancy limits and seating charts that follow local and state guidelines on event size and allow for social distancing at all events.

1. All events at Helena College will use developed classroom and space occupancy limits and seating charts in planning and hosting events. Occupancy cannot be changed, and classrooms/spaces cannot be rearranged without prior approval.
2. Room occupancy and seating charts, as well as Helena College health and safety guidelines, will be shared with all event hosts during the planning phase.
3. Event hosts will submit an estimated event attendee count with the event approval form so social distancing can be practiced in the space(s) provided for each event.
4. Event hosts will be responsible for enforcing occupancy limits.

Essential Item #2: For all venues eligible for event hosting, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements.

1. All events will follow established campus/space traffic flow requirements, with event hosts on hand to ensure that requirements are being met.

2. All traffic flow information will be shared with event hosts during the planning phase.
3. Event hosts will describe the plan for ensuring that event attendees adhere to traffic flow rules on the event approval form.

Essential Item #3: For all venues and for each event, establish a pre-event, intra-event, and post-event cleaning plan based on local 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.

1. As part of the event approval process, event hosts will submit an event cleaning plan that adheres to the provided guidelines for cleaning (based on local public health and CDC guidelines).
2. Events approved by the Event Approval Committee will be placed on an institutional calendar so Helena College maintenance staff can ensure appropriate cleaning measures will be taken before and after each event.
3. The Event Approval Committee will ensure that all approved events are scheduled with an appropriate amount of time between events scheduled in the same venue (e.g. at least 30 minutes between events scheduled in a small venue, and at least 60 minutes between events scheduled in a large venue).

Essential Item #4: For all major, high-occupancy events (e.g. Commencement, Homecoming) develop a plan that considers:
- Moving events to Spring 2021 or Academic Year 2021-2022 when possible.
- 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.

1. All major, high-occupancy events normally scheduled at Helena College will be postponed as necessary in accordance with Lewis & Clark County public health guidelines.
2. Event planning committees will be encouraged to look at options for both large events and smaller instances of that event as part of the event approval process.
3. High-occupancy events should not be scheduled in any way that causes an overlap with another event.
4. High-occupancy events will submit event forms for approval no less than two months prior to the scheduled event.

Essential Item #5: 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.
- Allowing students to complete some items on their "welcome to campus" checklist virtually in order to reduce crowding on campus.
- Account for any relevant quarantine and health check requirements when welcoming students and/or visitors to campus from outside Montana.

1. All normally scheduled "welcome to campus" events should be virtual/remote, in every instance possible.

2. If in-person events are necessary, groups should be no larger than 10 people to facilitate social distancing.
   a. Any necessary Helena College staff must be included in the group of 10.
   b. Large groups can be split into multiple smaller groups.
3. "Welcome to campus" events will go through the same event approval process as other campus events. This will ensure the event is scheduled on the institutional calendar and that there is appropriate staffing available.
4. All event attendees will be informed of relevant campus health requirements and asked to stay home if they are feeling ill or showing any symptoms of COVID-19.

Essential Item #6: Establish decision criteria for hosting (or not hosting) non-college/university events.

1. All non-college events will submit event approval forms to the Event Approval Committee.
2. In the event of a scheduling conflict, college-sponsored events will be prioritized over non-college events.
3. All approved non-college events will be placed on the institutional calendar to ensure that appropriate cleaning measures and staffing needs are met.
4. All non-college events will have a Helena College employee as an event host.
5. All non-college events should be charged a fee to compensate the extra cleaning and staffing needed.

Essential Item #7: Require all off-campus organizations scheduling non-college/university events on campus to agree to updated terms and conditions requiring campus sanitation protocols.

1. All event hosts will submit a signed terms and conditions document as part of the event approval process. The document will clearly state that terms and conditions can be updated at any time, based on changing department of health, state, or CDC guidelines.

Essential Item #8: Design in-person campus tours to include smaller groups that meet social distancing guidelines and restrictions on gathering size.

1. Campus tours given to members of the same family (or individuals residing in the same home) can be given without an event approval form.
2. To ensure social distancing and safety, tours will include a maximum of five people, including the Helena College tour guide (Admission Counselor, Student Ambassador, Event Staff, etc.)
3. Any tour group of more than five requires approval of the Helena College Event Approval Committee.
4. Campus tours for groups larger than 10 should be split into smaller groups to ensure both staffing needs and social distancing requirements are met.
5. A group of 10 includes students, chaperones, and Helena College tour guide(s).
6. All campus tours (both those needing event approval and those for families) should be placed on the institutional calendar.
7. Virtual tours are also an option, especially for groups larger than 10.

Essential Item #9: Food Service: Require all dining facility staff to wear face masks and gloves while working and interacting with the public.

1. If food is approved as part of an event (see general guideline #6 above) all event staff involved in food set-up and distribution will wear face coverings and gloves.

2. Event staff must ensure social distancing requirements are met for event attendees waiting to be served.

Essential Item #10: Food Service: Plan to limit the number of individuals dining in a single facility at one time. The number should be chosen with the goal to achieve appropriate physical distancing of diners and once the target capacity is reached an additional individual should only be allowed entry when another leaves.

1. Event staff are responsible for ensuring that all room occupancy limits, and social distancing requirements are met during an event. This includes all events where food is served.

Essential Item #11: Food Service: Eliminate buffet-style, self-serve food and beverage stations and replace with staff-served meal stations.

1. Buffet-style food service is not allowed for events (see general guideline #6 above).

Essential Item #12: Food Service: Develop traffic flow patterns and seating arrangements for each venue 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 and inside the facility there should be appropriately limited number of tables and chairs per table.

1. All events will follow use established seating charts. All tables, chairs, and floors will be marked to indicate where attendees can sit and stand while waiting for food.

Essential Item #13: Food Service: Promote more pre-order, curbside pick-up, delivery, and "grab-and-go" food service options.

1. Event hosts can consider outsourcing food for events (i.e. working with a local restaurant to provide grab-and-go food options). This food option must be approved as part of the event approval process.
2. Food delivery for events should only be considered if food is individually packaged and served to event attendees. The food delivery option must be approved as part of the event approval process.

Provide Student Support Services

Planning Considerations from the MUS Healthy Fall Taskforce:

- Consider education and support for students that helps them easily access and effectively use online student support services.
- Consider developing tools to assess the effectiveness of student support services being offered through different delivery methods.
- Consider revamped mental health strategies, including online appointments.

Essential Item #1: Where possible plan to supplement delivery of in-person support services and student conduct management with alternate delivery strategies.

1. Student Support Services will encourage online services, when possible, using Teams, WebEx, phone, email, and chat.
2. If in-person services are requested, appointments will be made online through Starfish to ensure social distancing can be maintained.
3. Meetings and reports concerning student conduct or student of concern issues will be held online when possible. Reporting and tracking is handled online through Maxient.
4. As much as possible, any forms requesting action on a student account will be available online. The collection of this information should be compliant with FERPA. Access.gov will be used to gather secure information online.

Essential Item #2: Train Student Support Staff to effectively use alternate delivery methods.

1. Student Support Areas providing training on an alternate delivery method should notify the campus to ensure training is offered to as many as possible in the most efficient way possible.
2. Professional development should be offered in online platforms throughout the year.
3. A review of Teams, Starfish appointments, and WebEx should be given before the start of the semester to those who are uncomfortable with the platforms.

Essential Item #3: Design staffing, facilities, scheduling, and traffic flow to mitigate health risks for students and employees during in-person delivery.

1. Face coverings are required for all students. Employees will ask any student who is unwilling to utilize a face covering (unless the student has an approved accommodation through the Disability Resources Office) to leave, and will report the incident to the Executive Director of Compliance and Financial Aid.
   a. The Helena College Student Code of Conduct defines the failure to comply with the directions of college officials acting in the performance of their duties within the scope of their authority as general misconduct.
   b. The Executive Director of Compliance and Financial Aid will address each situation following protocol established in the 2020-2021 Student Handbook
2. At all entry points, signage will be posted encouraging self-screening before entering. Health and safety protocol signage will be placed inside the Student Support Areas.
3. Wherever possible there will be a clearly marked entrance and exit. The floor should be marked to show appropriate social distancing and traffic flow.

4. Student spaces will be reorganized to ensure students can use resources in these spaces while practicing social distancing. This includes removing furniture, placing barriers between areas and establishing appointment-only spaces.
5. Student Support Area Staff will handle sanitization of spaces during open hours. A notification system will indicate when an area needs cleaning. Appointment scheduling should allow for sanitization between appointments.
6. Plexiglass barriers are in place in all public-facing areas.
7. In-person appointments should be scheduled for a space that can accommodate social distancing and include a plexiglass shield.
8. All areas should have a contact tracing protocol in place.
9. Employee spaces should be redesigned, if needed, to ensure social distancing. If social distancing is not possible, staffing should be rotated.
10. Hand sanitizer will be available at all public-facing desks.

Essential Item #4: Develop a communication strategy to inform students and the campus community about various delivery modes (e.g. in-person, online, or both), specific precautionary measures/risks, and contingency plans for remote or altered delivery for each area of student support.

1. All Student Support Areas will oversee updating their area-specific website with information on service delivery.
2. All Student Support Areas will keep updated information on service modalities in the weekly student newsletter. If appropriate, this should be timed to be relevant to the students' needs at that time.
3. Where possible staff should be rotated to help ensure continuity of service in case of a quarantine event.
4. All areas should have contingency plan for coverage in case of employee illness. If additional coverage is not available a plan for appropriate communication with students should be in place.

Considerations for Individual Areas

Testing Center
1. Testing will be done by appointment only and will be staggered to limit the number of students waiting to check in at one time.
2. The number of students testing at one time will be limited by the established capacity of the room.
3. Emails will be sent to students before testing with all information about self-screening and safety protocols.

Library Learning Hub
1. Remote 24-hour tutoring is available through Smarthinking or a similar online tutoring service.
2. Digital instruction tools, the Library Research Tutorial, and Subject and Class Guides are available on the website and/or in Moodle.
3. Entrance will be through the main, west entrance to the Library, exit will be through east door of the Library or the DON 139 door.
4. Library Group Study will be by appointment as always, with a limit of two in the space. Staff will allow a half hour to clean the room between appointments.

Health and Wellness
1. Doxy.me or comparable technology will be used for confidential counseling appointments.
2. Community resources and wellness education will continue to be shared in the Health & Wellness Moodle shell, where it is easily accessible to all students.
3. Where necessary and appropriate, HIPAA compliance will be adhered to.
4. All intake or necessary forms required for services shall be placed on the website for immediate access by students.
5. CARE Team meetings and trainings will take place through Teams. In-person response to at-risk student emergencies shall be addressed in accordance with CDC COVID-19 safety requirements and school policies.

Disability Services
1. The Disability Services Coordinator will partner with UM to use Accommodate, a shared confidential platform for disability resources.

Welcome Center
1. Students will be encouraged before the start of the semester to make appointments for student ID cards to avoid waiting in the Welcome Center.
2. In-person recruitment appointments, whenever possible, will be scheduled in a classroom that allows for appropriate social distancing.
3. Tours will abide by the events and welcoming people to campus guidelines.

Bookstore and Business Office
1. If exchanging paper and coin money, employees are encouraged to:
    a. Avoid touching their face after handling money,
    b. Ask customers to place cash on the counter rather than directly into their hand,
    c. Place money directly on the counter when providing change back to customers,
    d. Wipe counter between each customer at checkout, and
    e. Use hand sanitizer or wash their hands after handling money.

Conduct Business/Staffing Operations

Planning Considerations from MUS Healthy Fall Taskforce:

- Consider, in consultation with OCHE, whenever new business operations technologies and services should be procured as a shared service with other MUS campuses.
- Consider updating office/department websites to make it easier for current and prospective students to understand necessary documentation and processes.

Essential Item #1: Design staffing and facility use plans to mitigate health risks for students and employees during in-person business operations. This may include:

- Redesigned physical spaces and use physical barriers such as plexiglass where feasible.
- Adjusted staffing schedules and operational hours that allow for more social distancing for staff and students.

1. All of the Helena College Joint Directors will create a plan for their department for maintaining a safe distance between employees working in shared spaces. These plans will include any necessary alterations, requested supplies, and the work schedule for each employee. All plans will be kept on file in the Human Resources office. Each Director will be expected to update plans as necessary throughout the year.
2. HC will require employees, students and visitors to conduct symptom monitoring before coming to campus. A daily self-screening checklist will be located on the Helena College website. An individual must be free of ANY symptoms potentially related to COVID-19 to be on campus.
3. Meetings with groups of three or more will conducted through Teams or WebEx to reduce contact between employees. Exceptions can be made if there is a plan to use space large enough to maintain a social distance of six feet.
4. Use of washable face coverings is required for all employees whenever away from personal workspace. One washable face covering will be provided to all employees. Any employee requesting an exemption from this requirement for medical reasons should work with the Human Resources Office.
5. Employees should avoid using anyone else's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
6. In situations where work tools or equipment must be shared, employees will take precautions to sanitize items between use, as well as wash their hands before and after use.
7. The mental health and wellness of our employees is of utmost importance. [The MUS Employee Assistance Program](#) offers resources and support.
8. Travel will be restricted to essential travel only. Any requests for work-related travel must be approved by the Dean. General travel considerations:
   a. In-state travel that is central to the mission of the College and cannot be managed through remote modalities may be deemed essential.
   b. HC faculty and staff who believe they must travel for essential work should submit a written request to their supervisor explaining why the travel is necessary and cannot be accomplished remotely or in an alternative way.
   c. If work travel is approved, faculty and staff should:
      i. Take their temperature before traveling.
      ii. Practice social distancing while traveling and working.

iii. Continue good hygiene practices, including washing hands frequently and sneezing and/or coughing into a tissue or the elbow.
iv. Consider wearing a face covering in situations when social distancing cannot be maintained.
v. Stay home and cancel travel if they are feeling sick or have an elevated temperature.
d. Out-of-state travel will adhere to the same guidance as described for in-state travel. However, travel to a state that requires a 14-day quarantine upon entry is prohibited.
e. Additionally, faculty and staff should be aware that conditions could change at any time, and they may be unable to leave a state or they may have to quarantine for 14 days upon reentry to Montana.

9. To allow for contact tracing, all employees will log activity using either their Outlook calendar, or a department-specific tracking form. This will include documenting the people they are in contact with each hour. The director responsible for each area will be responsible for reminding staff to complete this process each week.

10. People who have left the state for any reason should work with their supervisor to determine when to return to campus. You may be required to be away from campus for 14 days. Options could include telework when appropriate, an alternate schedule, or use of COVID leave. This requirement is in place during Phase 2 conditions and is subject to change.

11. Use of the employee breakroom is limited to food storage and preparation only. One person at a time should be in the breakroom. The expectation is for each employee to sanitize any surfaces touched.

12. Anyone who utilizes public transportation is encouraged to:
a. Practice hand hygiene,
b. Practice social distancing,
c. Wear face coverings, and
d. Avoid travel if sick or symptomatic.

Essential Item #2: Plan a strategy for reasonable work accommodations for employees with heightened risk from COVID-19 exposure.

1. Telework arrangements will be considered for all employees with heightened risk if meaningful work is available. Telework plans must be approved by the supervisor and kept on file in the Human Resources office.

2. For employees with childcare issues, alternate work schedules will be considered whenever possible. As part of the staffing plan maintained by the director of each area, staff schedules will be kept up to date and reported to Human Resources office.

3. When employees are not able to work, the following types of leave are available:
a. Regular Sick leave: For a non-COVID-19-related illness or condition where the employee is not working (for illness or care of family member with illness). If an employee is home sick and working, then the status is working. If COVID-19-specific leave is exhausted, this leave may be used for any COVID-19-related sickness.
b. COVID-19 leave – MUS: Effective March 16, 2020, the Montana University System has made available, in conjunction with federal and state guidelines, paid COVID-19 Leave. This leave has been created for those who are concerned about exposure and who cannot telework. If work does not align with telework, employees will be eligible for paid COVID-19 Leave for up to 80 hours. After 80 hours, employees can use accrued sick leave.

      c. <u>COVID-19 leave – Federal:</u> This leave allows for 80 hours of paid leave for employees who are unable to work or to telework because of one or more of the following situations:
  - i. They are subject to government quarantine by a healthcare provider or isolation due to COVID-19.
  - ii. They have been advised by a healthcare provider to self-quarantine due to COVID-19.
  - iii. They are experiencing symptoms of COVID-19 and are seeking a diagnosis.
  - iv. They are caring for an individual subject to or advised to quarantine or isolate.
  - v. They are caring for a child whose school or childcare is closed or unavailable due to COVID-19.

      d. <u>Emergency Family Leave (FMLA Extensions):</u> The Federal government allows for an additional 12 weeks of paid protected leave under an extension of FMLA. Note this should be used as a last resort as it requires an employee to first undergo 10 days of unpaid leave and the paid reimbursement is only a percentage of normal pay rate.

Essential Item #3: Ensure that faculty and staff work calendars comply with contractual obligations.

1. To comply with Collective Bargaining Agreement, staff must be given 10 working days of notice before making a schedule change, whenever possible.
2. Faculty are obligated to hold office hours for students, either virtually or face-to-face. If meeting face-to-face with students, faculty are expected to observe social distancing and sanitizing guidelines.
3. Faculty contract days are clearly stated in CBA.

Essential Item #4: For student-facing business operations (e.g. financial aid, business services) supplement in-person service with remote delivery options whenever possible, with an emphasis on phone/tablet accessibility.

1. The director of each area with student-facing operations will include a detailed plan for utilizing remote delivery when possible. This essential item is discussed in more detail in the operational plan for Providing Student Support Services.
2. Mobile compatibility is highly encouraged for technology used to support students, whenever possible.
3. Microsoft Teams is the preferred system for meeting remotely with individual students.

Maintain Buildings and Facilities

Planning Considerations from MUS Healthy Fall Taskforce:
- Consider enhanced swipe/access technology to improve control over building traffic and to monitor access to buildings. *Helena College does not currently have this technology. Plans have been developed to maintain buildings absent this system.*
- Consider alternative egress/ingress patterns to minimize congregation in high traffic areas.

Essential Item #1: 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 and develop tracking process for cleanings.

1. Facilities will be staffed from 6:00 a.m. to 10:30 p.m., Monday through Friday, and 8:00 a.m. to 4:30 p.m. on Saturday. If hours change, the campus community will be notified.
2. All restrooms will be cleaned according to following schedule:
    a. Upon opening each building in the morning.
    b. Hourly, from 10:00 a.m. – 4:00 p.m., on the Donaldson campus, to correspond with correspond with highest building use times.
    c. Hourly, from 8:00 a.m. – 1:00 p.m., on the Airport campus, to correspond with highest building use times.
    d. Cleaning on Saturdays will correspond with use of facility.
3. All common areas of campus will be thoroughly cleaned twice daily.
4. Employees will be provided with products for cleaning individual workspaces daily. In the event an employee needs facilities staff to clean personal workspace, a [Maintenance Support ticket](#) should be submitted.
5. All faculty and students will be provided with Helena College Cares cleaning kits for use in classrooms. Expectations include:
    a. All students and faculty will utilize the kit to clean their table and chair upon entering a classroom, before sitting down or placing personal belongings on the table.
    b. Faculty will issue a reminder to clean individual spaces at the start of every class meeting.
    c. All students and faculty will utilize the kit to clean their table and chair prior to leaving a classroom.
    d. Faculty will be provided with supply of whiteboard markers to take to each classroom.
6. Cleaning products will follow CDC guidance for effectively killing the SARS-CoV-2 virus.

Essential Item #2: Develop a plan for placement and monitoring (refilling of sanitizers, etc.) of materials that promote healthy hygiene practices.

1. Stand-based hand sanitizer dispensers will be located at each entrance to the building, at each elevator, and throughout campus.
2. Each hand sanitizer dispenser will be checked and refilled daily. Logs will be kept indicating date and time, as well as usage from each dispenser.
3. Additional trashcans will be placed in restrooms.

4. Where possible, Plexiglas dividers will be placed between sinks in restrooms to create a barrier.
5. Refill stations for personal bottles of both cleaning products and hand sanitizer will be located throughout the building. These will also be monitored daily, with logs kept indicating date and time, as well as usage from each station.

Essential Item #3: Establish, as applicable, clearly communicated guidelines if there are any changes to building hours of operation or general accessibility.

1. All changes to building hours will be posted on the website, emailed to the campus community, and indicated through signs posted on exterior entrances to the buildings.

Essential Item #4: Develop a plan for visible signage that:
- Promotes social distancing and healthy hygiene practices.
- Clearly indicates desired traffic flow.

1. The Director of Marketing and Communications will manage all signage on campus. Signage will include:
   a. Reminders to practice social distancing,
   b. Hygiene recommendations,
   c. Instructions in appropriate use of face coverings,
   d. Indicators of proper traffic patterns, including ingress and egress routes, and
   e. Markers to indicate six feet of separation in areas where lines may form.
2. All signage will be inventoried, and facilities staff will monitor the presence and condition of signage daily. Any missing or damaged signage will be reported to the Director of Marketing and Communications for replacement.
3. The exterior doors to both the Donaldson and Airport campuses will be marked for either entrance or exit.
4. In all rooms with two doors, one will be designated as the entrance and one as the exit.
5. In rooms with only one door, signage will be utilized to remind people to practice social distancing and wait to enter or exit until there is a clear opening.
6. Stairways in each building will be designated for traffic in a single direction, either up the stairs or down.

Essential Item #5: 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.

1. Any person made aware of a physical area impacted by a positive case should immediately notify the Director of Facilities, the Director of Marketing and Communications, and the Dean via email.
2. The Director of Marketing and Communications and Dean's Office will notify campus regarding areas that are closed for sanitation.
   a. Messages will be distributed to campus through Regroup, email, and on the website.
   b. Signs will be posted in the affected area to indicate that it is closed for cleaning.
3. Personal protective gear will be utilized by all staff engaged in cleaning identified areas identified.

4. In event a classroom has been identified as needing additional sanitizing due to discovery of positive case, the Assistant Registrar will work with faculty to find alternate location. As a backup, the Director of Admissions & Records will assist faculty with relocation of class.

Campus Safety and Security

Planning Considerations from MUS Healthy Fall Taskforce:
- Consider a plan and provide training for Behavioral Intervention Teams to respond to potential increases in campus student and employee concerns via in-person, hybrid, and remote environments.
- Consider developing a specific communications plan to share all policy and procedure changes with students, employees, and community members.
- Consider how best to educate and support off campus living groups (e.g. fraternities and sororities) in maintaining relevant health and safety measures.

Essential Item #1 – Develop campus safety and security plan that balances public health concerns and precautions with protecting student and campus community safety in accordance with federal guidelines (e.g. Clery, new Title IX guidelines, etc.)

Health and Safety Protocols
1. All employees are encouraged to receive training on health and safety topics related to COVID-19, including cough etiquette, the proper techniques for using alcohol-based hand sanitizers, washing hands with soap and water, the proper donning and doffing of face coverings, appropriate eye protection, and social distancing.
2. Helena College will adopt a new interim policy for the Fall semester that requires employees and students to self-screen daily.
    a. According to the CDC, symptoms may appear 2-14 days after exposure to the virus. As such, HC will require employees, students, and visitors to conduct symptom monitoring before coming to campus.
    b. A daily self-screening checklist will be posted on Helena College website.
    c. An individual must be free of ANY symptoms potentially related to COVID-19 to be on campus.
    d. These symptoms include one or more of the following:
        i. Fever or chills
        ii. Cough
        iii. Shortness of breath or difficulty breathing
        iv. Fatigue
        v. Muscle or body aches
        vi. Headache
        vii. New loss of taste or smell
        viii. Sore throat
        ix. Congestion or runny nose
        x. Nausea or vomiting
        xi. Diarrhea
3. If an individual possesses one or more of these symptoms, they are to report accordingly:
    a. Students:
        i. Notify your physician and they will work with public health professionals to determine if you need to be tested.

      ii.   If you have severe symptoms, such as difficulty breathing, seek care immediately or dial 9-1-1. When calling an ambulance for transportation, alert them that you may have COVID-19.

      iii.   If you become sick on campus and are unable to leave immediately, an isolation area or room will be identified to separate anyone who has COVID-19 symptoms from the rest of the campus community.

      iv.   In accordance with applicable federal, state and local laws and regulations, the HC point-of-contact should notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA, FERPA and HIPAA.

    b. Employees:

      i.   Notify your physician and they will work with public health professionals to determine if you need to be tested.

      ii.   If you have severe symptoms, such as difficulty breathing, seek care immediately or dial 9-1-1. When calling an ambulance for transportation, alert them that you may have COVID-19.

      iii.   Notify your supervisor.

      iv.   If you become sick on campus and are unable to leave immediately, staff in the Welcome Center at the Donaldson Campus, or the front desk on the Airport Campus will assist you in isolating.

      v.   In accordance with applicable federal, state and local laws and regulations, the HC point-of-contact should notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA, FERPA and HIPAA.

4. Individuals will be required to self-quarantine until they are able to see their physician for recommendations. Individuals MUST follow their physician's guidance.

    a. Faculty, staff, or students who have tested positive for COVID-19 should not return to in-person classes or end isolation until they have met the Lewis and Clark County Public Health Department's requirements for returning to activity.

5. To ensure the continued health and safety of the campus community, the following protocols have been established for all third-party vendors:

    a. All outside vendors will be required to disclose their COVID-19 corporate safety plan.

    b. Outside vendors will be required to monitor their employees and verify that each is free of symptoms prior to coming to campus.

    c. All vendors must call to confirm appointments prior to coming to campus.

    d. If an employee of an outside vendor is ill or showing symptoms of COVID-19, they will be asked not to come to campus.

Public Health Testing & Tracing Protocols

1. There will not be any testing on campus. Individuals will be guided to their personal physician or Lewis and Clark County Public Health for testing.

2. The Director of Marketing and Communications and the Dean will remain in close contact with Lewis and Clark County Public Health.

3. All classes will have assigned seats/work areas for students to facilitate contact tracing. Attendance will also be taken in Starfish.

4. All employees will track face-to-face meetings. It is recommended to have face-to-face meetings by appointment only with students and other visitors. See Staffing Operations plan for more detailed information.

Communication
1. In accordance with the Clery Act, Helena College will keep students and employees informed about COVID-19 and all necessary health and safety precautions. The College will encourage students and employees to obtain information from health care providers, state health authorities and the CDC's COVID-19 website.
    a. A statement regarding the global pandemic, along with links to the resources above, will be posted on the College website.
2. As required by Clery Act, Helena College will use an emergency alert system to notify the campus community of an immediate threat to health or safety.
    a. The notification will not specifically identify the student or employee who is infected, nor will it include information which could identify an individual within a reasonable determination, according to FERPA requirements.
    b. The message will also include desired actions for the campus community to take (i.e. wearing face coverings, ensuring 6 feet distance, washing hands).
    c. All messages will be released using Regroup, email, and an update to the College website.
    d. Signage throughout campus will describe symptoms.

Essential Item #2 – 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 (e.g. FERPA, HIPAA, etc.).

Health and Safety Protocols
1. If Helena College determines that an articulable and significant threat exists to the health or safety of a student in attendance at any of the College's campuses as a result of the virus that causes COVID-19, it may disclose, without prior written consent, personally identifiable information from student education records to appropriate officials at a public health department who need the information to protect the health or safety of the student.
2. As appropriate, Helena College will communicate with the campus regarding any known positive cases.
    a. The College will not disclose any descriptions of the individual.
    b. The announcement will explain that the local county health department will reach out to any individual who may have had contact with the infected person, and direct them to quarantine or be tested.

Student Conduct Expectations
1. Irrespective of course delivery modality, the College's student conduct expectations remain consistent, and Helena College will continue to follow all applicable policies and procedures.
2. Compliance with the federal Title IX Act does not change due to any response to COVID-19. Anyone with information related to Title IX should continue to make a report using the [referral form](). Social distancing measures will be maintained during all interactions related to investigating a report.

Essential Item #3 – Establish clear, student-centered guidelines for campus safety staff who engage in enforcement of health and safety protocols.

1. The Helena College CARE Team was established to monitor reports of concerning behavior and provide appropriate assistance. Social distancing practices will be maintained while providing these services. All students, faculty, and staff should continue to use the [referral form](#).
2. Helena College does not have any licensed or clinical individuals on campus and will work with Lewis and Clark Public Health to respond to a potential COVID-19 exposure at the College.

Conclusion

This document outlines the importance of preparing for the fall 2020 semester. Please read each report thoroughly, because the health and safety of our campus depends on each of us understanding our plan, developing new routines, and acting for everyone's best interest. Following these guidelines will demonstrate the depth of our commitment to caring for one another.