



COVID-19 Transition Plan

Heartland Community College Pandemic Transition Plan

“RESTORE HEARTLAND”

The Coronavirus 2019 (COVID-19) has affected the entire world and the College moved to a virtual environment for academic programs in order to protect the students, employees, and the greater community. All aspects of the College community have been affected by the COVID-19 virus.

The College, much like the rest of the world, was quickly thrust into a stay-at-home situation where social interaction and free unrestricted movement was eliminated. Response and recovery from the COVID-19 worldwide pandemic will be a lengthy and likely unpredictable process. Like most documents in emergency management, this Transition Plan is a living document that can, and probably will change as worldwide, national, state, and local events continue to evolve.

The College has an Emergency Operations Plan (EOP) that provides guidance and direction in the event of a major incident or disaster affecting the College. The EOP has specific appendixes that cover a Public Health Event and Pandemics, and this Plan will act as supplemental guidance to the EOP Incident Specific Appendixes. Individual divisions and departments are responsible, in collaboration with the College-wide Incident Management Team, for developing their own division/departmental level plan in response to this pandemic.

To assist the College in transitioning back to routine operational practices, the following plan is intended to provide guidance for the College to understand the different phases of the pandemic response and recovery. In some cases, there will be overlapping between the phases during the transition. The overarching goal of this plan is to help the College return to in-person classes and face-to-face contact in an environment of relative safety that is not likely to permit further spread of the COVID-19 virus.

This Plan was developed in order to provide a systematic and effective approach to achieve compliance with the Gubernatorial Disaster Proclamation and Executive Orders of the Governor of Illinois. This Plan is based on recommendations by the Center for Disease Control and Prevention, and the Illinois Department of Public Health that were available at the time of this Plan’s development. Over time, there may be changes in how the COVID-19 spreads or affects people, or in the state and federal rules and regulations the College must comply with. This plan should be considered dynamic and fluid, and based on new or developing circumstances, changes in the Plan may be warranted.

The College reserves the right to modify this Plan as appropriate, based upon new Disaster Proclamations, Executive Orders or recommendations from state and federal agencies. This

may result in the College reverting back to a previous Phase or remain in the existing Phase for a longer time than initially expected. The College will notify students and employees of any changes in Phases.

The College does not provide COVID-19 testing, but relies on local medical providers (i.e. hospitals, public health agencies, doctors, etc.) to provide testing and treatment for the COVID-19 virus. Persons having a confirmed case of COVID-19 will be subject to contact tracing conducted by the county health department. The College will work with the county health departments and students and employees with confirmed cases to ensure proper safety and health precautions are implemented and contact tracing properly completed.

The following phases in the College's Plan aligns with the Phases described in "Restore Illinois; A Public Health Approach to Safely Reopen Our State" from the Governor of Illinois. This College Transition Plan will be used in conjunction with the COVID-19 Recovery Plan Checklists where individual specific tasks are identified. Furthermore, the following tier definitions are used to provide consistency in determining priority of events or activities on the campus for each of the phases. The College identified those classes and activities that are most dependent upon face-to-face interaction and will bring them back to campus first. Three levels, or tiers of priority are used in assigning a priority to a class or activity.

- **Tier 1** – Those classes or activities that must be completed face-to-face. These are classes or activities that if not done face-to-face, will be cancelled or ineffective. Does not include a personal preference to do a class or activity face-to-face.
- **Tier 2** – Those classes or activities that have some portions of the class or activity that must be done face-to-face. Most of the class or activity can be done online or virtually, but some small percentage of the class cannot be administered remotely.
- **Tier 3** – Those classes or activities that can be completed totally in a virtual or online format.

| Phase | Description | Trigger Points |
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| Phase I Rapid Spread | <p>The campuses are evacuated, buildings locked, and only authorized personnel are allowed on campuses to maintain essential systems and operations of the College. This includes employees who must be on the campuses regularly and employees who periodically visit the campuses. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Public Safety • Facilities • IT • Mail services • Payment services • Executive personnel | <p>One or multiple trigger points may activate this level.</p> <ul style="list-style-type: none"> • All College activities are cancelled per Executive Order of the President of the United States or the Governor of the State of Illinois. • Illinois Department of Public Health or the local health department have ordered the College buildings closed. • Conditions exist that make conducting in-person activities on the campuses a hazard to the health and safety of those involved, and the Board of Trustees and/or the College President has ordered the campuses closed. |
| | <p>Transition steps:</p> <ul style="list-style-type: none"> • Only authorized personnel are permitted in campus buildings to conduct Minimum Basic Operations and Essential Operations, following IDPH safety guidance. Written authorization provided by the President or a Vice President. • All classes are conducted by remote learning only. • All other on-campus events are cancelled. • Only Minimum Basic Operations or Essential Operations work by an external contractor is permitted. • Child-care for essential workers (i.e. police, fire, medical, public health, etc.) is possible, and must be within IDPH safety and operational guidance. • Non-essential travel is discontinued. • Strict sign-in and sign-out procedures to College buildings is enforced. • Sanitizing supplies are provided to those entering buildings. • Authorized personnel are expected to sanitize areas they entered. • Face covering is required for preventing disease spread. • All IDPH safety guidelines (i.e. face covering, frequent hand washing or use of hand sanitizer, etc.) are followed. • Everyone should self-monitor their health and not come to the College if ill. • Authorized personnel will be expected to verify they are free of COVID-19 symptoms. | |

| Phase | Description | Trigger Points |
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| Phase II Flattening | <p>The campuses are evacuated, buildings locked, and only authorized personnel are allowed on campuses to maintain Minimum Basic Operations and Essential Operations of the College. This includes employees who must be on the campuses regularly and employees who periodically visit the campuses. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Public Safety • Facilities • IT • Mail services • Payment services • Executive personnel • Select authorized personnel | <p>One or multiple trigger points may activate this level.</p> <ul style="list-style-type: none"> • All College activities are cancelled per Executive Order of the President of the United States or the Governor of the State of Illinois. • Illinois Department of Public Health or the local health department have ordered the College closed. • Conditions exist that make conducting in-person activities on the campuses a hazard to the health and safety of those involved, and the Board of Trustees and/or the College President has ordered the campuses closed. |
| | <p>Transition steps:</p> <ul style="list-style-type: none"> • Only authorized personnel are permitted in campus buildings following IDPH safety guidance. • All classes are conducted by remote learning only. • All other on-campus events are cancelled. • Only Minimum Basic Operations or Essential Operations by external contractor is permitted. • Entry to campus buildings is authorized by supervisor and appropriate vice president. • Employees may periodically be permitted access to their offices to obtain essential materials to continue in their remote learning teaching. • Child-care for essential workers (i.e. police, fire, medical, public health, etc.) is possible within IDPH safety guidance. • Non-essential travel is discouraged. • Strict sign-in and sign-out procedures to buildings are enforced. • Sanitizing supplies are provided to those entering buildings. Authorized personnel are expected to sanitize areas they entered. • Face covering is required for preventing disease spread. • All IDPH safety guidelines (i.e. face covering, frequent hand washing or use of hand sanitizer, etc.) are followed. • Authorized personnel will be expected to verify they are free of COVID-19 symptoms. | |

| Phase | Description | Trigger Points |
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| <p>Phase III</p> <p>Recovery</p> | <p>In addition to those in Phase I and II, anyone who has been identified and demonstrated a College need to their supervisor and the appropriate vice president, and they cannot complete the task remotely may be authorized to be on campus.</p> <p>Authorized activities involving ten or less persons are allowed in order to facilitate the return of activities to the College and/or provide limited services not otherwise provided remotely without significantly impacting the services provided.</p> <p>This may include approved classes that have an urgent need to be completed, and it cannot be completed by remote learning. Certain lab classes and those required for state licensure may be included.</p> | <p>One or multiple trigger points may activate this level.</p> <ul style="list-style-type: none"> • Cancellation of some Executive Orders or limitations may have occurred, but the Disaster Proclamation remains in effect. • College operations are restricted under Executive Orders, but limited occupancy is permitted for authorized personnel. • Authorized personnel need to come to campus to re-establish and maintain College operations. • Failure on the part of the authorized personnel to come to the College would potentially result in a negative impact to College operations. |

| Phase | Description | Trigger Points |
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| | <p>Transition Steps:</p> <ul style="list-style-type: none"> • Only authorized personnel are permitted on campus while maintaining IDPH safety guidance. • Limited activities in groups of 10 or less may be authorized by the appropriate vice president so long as IDPH approved safety guidance is followed. • Remote learning remains in effect for most classes. • Remote work continues for most employees. • Limited child-care and summer programs can open when IDPH approved safety guidance is followed. • Travel to follow IDPH and CDC guidelines. • All buildings remain secured and select entries to building will be opened for limited activities. • Sanitizing supplies are provided to those entering buildings. Authorized personnel in buildings are expected to sanitize common touch points and areas they have occupied. • Face masks are required to help prevent spread of virus to surfaces and others, in accordance with IDPH approved safety guidance. • Social distancing rules continue to apply. • Persons feeling ill or who have a fever at or above 100.4°F should follow IDPH guidelines and not come to campus. • Authorized personnel will be expected to verify they are free of COVID-19 symptoms. | |
| <p>Phase IV</p> <p>Revitalization</p> | <p>College buildings are open for activities approved by appropriate vice president or President. Some employees may continue to work from home. Limited classes begin to be held on campuses, adhering to IDPH safety guidelines. Students, employees, and other authorized personnel return to campus to work because they are needed to provide on-campus services to students, employees, and/or the public.</p> <p>Continued sanitizing, social distancing, and cleaning rules remain in effect based on IDPH and CDC safety guidance.</p> | <p>One or multiple trigger points may activate this level.</p> <ul style="list-style-type: none"> • Cancellation of some Executive Orders, but some restrictions may remain. The Disaster Proclamation may or may not be cancelled. • The Board of Trustees and/or the College President continue prescribed restrictions for the health and safety of everyone in the College community for a predetermined time. • Local governments have no additional restrictions limiting campus access/operations. |

| Phase | Description | Trigger Points |
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| | <p>Transition steps:</p> <ul style="list-style-type: none"> • Buildings are open and only authorized persons and activities are permitted on campus, and IDPH safety guidance and local restrictions are followed. • Increasing numbers of students may come to campus for classes and services. • Sanitizing supplies provided in occupied spaces for self-sanitizing and well-being. • Authorized personnel are expected to sanitize areas they occupy. • Groups of 50 or less persons, when authorized, are permissible on campus, and IDPH safety guidance and local restrictions are followed. • Face masks remain required to help prevent spread of virus to surfaces and others, in accordance with IDPH approved safety guidance. • Everyone will self-monitor their health and not come to the College if ill. • Some employees continue to work remotely. Work schedules may be altered in order to rotate staff in office areas to help with social distancing and occupancy limits. • Classes are a mix of online and face to face with on-campus activities allowed as long as IDPH and CDC social distancing and safety guidelines are followed. • Admission to the College for purposes of testing, enrollment, or special services (i.e. SAAS, counseling services, tutoring, etc.) are allowed so long as IDPH and CDC safety guidelines are followed. • Travel to follow IDPH and CDC guidelines. | |
| Phase | Description | Trigger Points |
| <p>Phase V</p> <p>Heartland Restored</p> | <p>Full College operations and unrestricted access to all campuses returns. New safety guidance and procedures may be implemented. In some cases, the College may decide to incorporate new policies and practices relative to working from home, on-line classes or student services, and conducting virtual meetings.</p> <p>Large gatherings of more than 50 persons may resume.</p> | <p>One or multiple trigger points may activate this level.</p> <ul style="list-style-type: none"> • Vaccine is available for the general public and testing is widespread for the presence of virus antibodies. • Widespread availability of effective treatment. • All proclamations, Executive Orders, and government regulations are now expired or cancelled. • All local restrictions are lifted, and the Board of Trustees and/or College President remove any remaining restrictions ordered during the pandemic. |

| Phase | Description | Trigger Points |
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| | <p>Transition Steps:</p> <ul style="list-style-type: none"> • All College activities resume normal operations with new IDPH safety guidance and procedures. • Employees should self-monitor their health and not come to work if feeling ill. • Large scale events resume on campuses. | |

I. Standards of Care:

All persons must ensure they always follow appropriate preventative hygiene practices to help prevent or reduce the spread of the COVID-19 virus. The COVID-19 virus can remain viable on surfaces for up to a week depending on the type of surface the virus is on. During Phase I, II, III and IV, anyone coming to the campus is expected to comply with all CDC and IDPH safety guidelines and college requirements. These guidelines include, but are not limited to:

- Frequently wash hands using soap and hot water, especially after being in a public place or after blowing nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Keep at least six feet separation from others.
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of elbow as a last resort. Throw the tissue away in the trash and wash your hands immediately.
- Wear a facemask in public if you cannot maintain a six-foot separation, whether feeling sick or not.
- Clean and disinfect frequently touched surfaces daily; if surfaces are dirty, clean them before disinfecting.
- If from a vulnerable population (e.g. older than 60 years of age, have an immune deficiency, have compromised lung or heart issues) stay isolated and work remotely.
- Individuals will be expected to verify they are free of COVID-19 symptoms.

- Stay at home if sick and report absence to supervisor.
- Employees are required to promptly notify the Executive Director of Human Resources if they have tested positive for COVID-19. Unless otherwise authorized by the Executive Director of Human Resources, employees who have tested positive can return to work upon certification from a health care professional that they are no longer actively infected.

The College places a high priority on the safety and security of everyone on any of the College campuses. To that end, the College will continue to take reasonable precautions to help prevent the spread of the COVID-19 virus among the College community. The following is a list of actions taken by the College.

- Continue to maintain joint response and recovery planning with both the College Incident Management Team and the Cabinet.
- Continue to provide high quality educational programs allowing students to reach their desired goals and objectives.
- Maintain communications with the local and state public health agencies.
- Enact appropriate safety guidelines recommended by local and state public health agencies.
- In an effort to promote health and safety, restrict access to the College when appropriate, with or without a Gubernatorial Proclamation, Executive Order, or other lawful order to do so.
- Provide deep cleaning and sanitizing of College facilities to comply with public health recommendations.
- Provide appropriate Personal Protective Equipment for those who are completing Minimum Basic Operations or Essential Business Operations.
- Continue to communicate with the College community and provide periodic updates on the pandemic and response actions being taken.
- In the event of a confirmed or suspected case of COVID-19 affecting the College community, the College will work with the county health departments in completing contact tracing and taking any other appropriate actions.

II. Phase definitions and procedures:

- A. **Phase I (Rapid Spread):** Phase I employees are those employees who have been determined to be essential to maintain the Minimum Basic Operations of the College infrastructure and are required to maintain a presence on-campus during the remote work period. Authorized employees are those who because of their job description and related duties are required to be on campus in order to prevent additional damage or impediment to the operations of the College during the remote work period. This can also include employees who periodically need to be on campus to activate, monitor, or maintain the critical infrastructure in order to ensure continued remote College operations. Examples include, but are not limited to Executive Offices, Facilities, Information Technology, Payroll services, mail service, as well as contracted Public Safety and custodial staff.

All Essential Employees will be designated by the College President or appropriate Vice President, and written authorization will be provided to the Public Safety Desk before employees are permitted to enter any College building. Only authorized personnel are permitted inside any of the buildings during Phase I.

All essential employees are required to check-in at the Public Safety Desk in the Student Commons Buildings immediately upon their arrival to the main campus and will verify they are well and free of COVID-19 symptoms prior to sign into campus. If necessary, Public Safety will issue key and employee identification badge. Essential employees are expected to log the location they are going to and the time they enter and leave the College. Prior to leaving, essential employees are required to check-out at the Public Safety Desk and return any key or badge issued to them upon arrival. In addition, these employees will comply with IDPH safety guidelines including face coverings, social distancing, and hygiene practices as recommended by federal, state, and local health officials.

- B. **Phase II (Flattening):** Phase II employees are those employees who have been determined to be essential to maintain the Minimum Basic Operations or conduct Essential Operations of the College. Remote learning only is being conducted and all other activities on the campuses have been cancelled. The campuses are empty except for authorized employees who because of their job description and duties are required to be on campus in order to prevent additional damage or impediment to the operations of the College during the remote work period. This can also include employees who periodically need to be on campus to activate, monitor, or maintain the critical infrastructure in order to ensure continued remote College operations. Employees may be approved to retrieve essential materials to maintain their remote learning activities, so long as IDPH and CDC safety guidance are followed. Examples include, but are not limited to Executive Offices, Facilities, Information Technology, mail service, as well as contracted Public Safety and custodial staff.

Authorized personnel are required to check-in at the Public Safety Desk in the Student Commons Buildings immediately upon their arrival to the main campus and will verify they are well and free of COVID-19 symptoms prior to sign into campus. If necessary, Public Safety will issue a key and employee identification badge. Approved personnel are expected to log the location they are going to and the time they enter and leave the College. Prior to leaving, authorized personnel are required to check-out at the Public Safety Desk and return any key or badge issued upon arrival. In addition, these employees will comply with IDPH safety guidelines including face coverings, social distancing, and hygiene practices as recommended by federal, state, and local health officials.

- C. **Phase III (Recovery):** Phase III employees are all those employees identified in Phase I and II plus employees who perform duties that must be completed face-to-face or on campus for fulfillment of the College's mission. Phase III is intended to help prepare the College for re-occupation by the students on a large-scale basis but may also conduct limited gatherings of 10 persons or less, while adhering to appropriate personal hygiene and workplace sanitation. The College, however, continues to conduct most classes on-line, and tasks that must be completed prior to the full return of activities for the College may be approved. Student workers and some students may be granted permission to come on campus during Phase III if approved by the appropriate vice president. Examples of Phase III activities may include, but are not limited to Enrollment Services, Financial Aid, Testing, Tutoring, etc. Common areas remain closed, excluding hallways for traveling to and from approved activity location, and public rest rooms.

Guidance from CDC, the IDPH, and local health departments will be used to determine when and under what circumstances Phase III employees may be allowed on campus. Persons entering the campus buildings will be required to verify they are free from any COVID-19 symptoms.

Prior to beginning Phase III operations, the custodial staff will conduct a deep cleaning of the designated areas being occupied in compliance with federal, state, and local recommendations. Employees will be responsible for ensuring the area they are in is re-cleaned and sanitized prior to their departure for the day.

- D. **Phase IV (Revitalization):** Phase IV is the initial return of the College to in-person classes and walk-in services for students, prospective students, and members of the community with some restrictions still in place. Access may be restricted, class and group sizes will be increased to 50 persons or less, and appropriate personal hygiene and workplace sanitation would continue. The College will perform cleaning and sanitation based on guidance from the CDC, IDPH, and local health departments.

Employees would not be required to check in; however, division-specific check-in procedures may be established for employees to ensure co-worker and College

community safety. In addition, these employees are expected to continue compliance with IDPH safety guidance.

- E. **Phase V (Heartland Restored):** Phase V is the full return of the College to in-person classes and walk-in services for all students, prospective students, and members of the community. Class size is no longer limited and large non-College related activities can restart. Access is no longer limited, and appropriate new personal hygiene and workplace sanitation may be initiated.