



# COLLEGE POLICY GUIDELINES/PROCEDURES

**POLICY NUMBER:** 5504B  
**DATE:** August 24, 2020  
**POLICY TYPE:** Student Affairs/Human Resources  
**POLICY TITLE:** **Procedures and Preventative Measures Related to COVID-19 (SARS-CoV-2)**

## GUIDELINES/PROCEDURES:

In the event of a pandemic event, Madison College may enact relevant, proactive measures designed to mitigate the transmission of diseases. Madison College will determine the appropriate level of proactive measures to take including social distancing measures, the use of personal protective equipment (PPE), enhanced cleaning and disinfecting protocols, as well as other preventive measures to employ based on the epidemiology of the disease. Federal, state, and local governing authorities listed above, may provide guidance in making any determination.

### LIMITED CAMPUS ACCESS

All college community members should come to campus only when needed. Every attempt should be made to attend classes, access services, and work remotely.

### STAY HOME IF SICK<sup>12</sup>

All college community members should not come to campus if they exhibit COVID-19 symptoms, know or suspect they have come in contact with someone who has tested positive or is exhibiting COVID-19 symptoms, or have tested positive for COVID-19 themselves.

- Individuals exhibiting COVID-19 symptoms should get tested or self-isolate for 10 days.
- Individuals who are exhibiting mild or minor symptoms that may not be related to COVID-19 must err on the side of caution and remain away from campus.
  - Examples may include headaches or impacts from allergies.
  - If the minor symptom goes away within a day or two, without the help of medication, employees can return to campus.
  - If symptoms progress, you are encouraged to contact your medical provider for an assessment and testing.
  - If uncertain on how to proceed, please contact your medical provider.

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<sup>1</sup> <https://www.cdc.gov/flu/business/stay-home-when-sick.htm>

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### PHYSICAL DISTANCING<sup>3</sup>

All college community members must maintain a distance of 6' or greater whenever possible. This includes hallway, classroom labs, offices, stairwells, elevators, and common areas. Individuals need to adhere to posted distancing requirements throughout campus facilities.

### FACE COVERING<sup>4</sup>

All college community members must wear a cloth face covering on all Madison College properties and when entering College buildings. All college community members must wear a cloth face covering whenever possible while inside Madison College buildings. This included hallway, classrooms labs, offices, stairwells, elevators, and common areas. Coverings do not need to be worn while eating and drinking (physical distancing must still occur).

### HAND HYGIENE<sup>5</sup>

All college community members are expected to practice hand hygiene on campus. This includes:

- Regular handwashing or using alcohol-based hand sanitizer
- Refrain from touching your face
- Cover coughs and sneezes with your elbow

### HEALTH SCREENING SURVEY

All college community members may be asked to complete a [Health Screening Survey](#) each time they come to a Madison College campus. If and when a Health Screening Survey is required will be communicated via college email.

### STUDENT SPECIFIC EXPECTATIONS

- Students are asked to self-disclose if they experience COVID-19 symptoms, test positive for COVID-19, or have a documented case of COVID-19 in their household (e.g., family member, housemate, etc.). The College will not disclose the identity of the person who has tested positive without consent.  
***Confidentiality will be maintained.***
- Students must notify and communicate with their instructor if they cannot attend class or complete assignments for reasons directly connected to COVID-19.
- Students must complete the [Madison College Health Screening Survey](#) daily before entering Madison College buildings and when attending college-related activities on all college properties. The Madison College Health Screening Survey is good for the whole day and can be used at any Madison College campus or building.
- Students should not linger or cluster together outside of classrooms, in hallways, bathrooms or other common area, and when eating.
- Student should use available disinfectant to sanitize surfaces before and after use.
- Madison College has designated capacity restrictions to all areas of campus in order to maintain a minimum of 6' distance. Students must follow space capacity limits when attending on campus classes or accessing student services
- Students should expect to have their attendance taken during face-to-face instruction in order to assist with identifying individuals in the event of a suspected or positive COVID-19 incident (contact tracing).

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<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<sup>5</sup> <https://www.cdc.gov/handwashing/when-how-handwashing.html>

- Students who cannot wear face coverings due to a medical or other health condition should contact Disability Resource Services to discuss reasonable accommodations.
- Students must adhere to any additional proactive measures identified by their specific school, academic program, course faculty, and any service they access on college property.

## EMPLOYEE SPECIFIC EXPECTATIONS

- Employees are asked to self-disclose if they experience COVID-19 symptoms, test positive for COVID-19, or have a documented case of COVID-19 in their household (e.g., family member, housemate, etc.). The College will not disclose the identity of the person who has tested positive without consent.  
***Confidentiality will be maintained.***
- Employees must notify and communicate with their supervisor if they cannot fulfill all assigned job duties for reasons directly connected to COVID-19.
- Employees must complete the [Madison College Health Screening Survey](#) daily before entering Madison College buildings and when attending college-related activities on all college properties. The Madison College Health Screening Survey is good for the whole day and can be used at any Madison College campuses or building.
- Employees should not linger or cluster together outside of classrooms, in hallways, bathrooms or other common area, and when eating.
- Student should use available disinfectant to sanitize surfaces before and after use.
- Madison College has designated capacity restrictions to all areas of campus in order to maintain a minimum of 6' distance. Employees must follow space capacity limits when working in their work areas, attending on campus meetings, or accessing common areas.
- Employees who cannot wear face coverings due to a medical or other health condition should contact their supervisor and Human Resources to discuss reasonable accommodations.
- Employees must adhere to any additional proactive measures identified by their specific campus, school, or department work tasks, or any service they access on college property.

## HIGH-RISK COMMUNITY MEMBERS<sup>6</sup>

According to the CDC, individuals with certain conditions might be at a higher risk for severe illness from COVID-19. All college community members directed to return to campus, who have concerns about doing so due to one or more conditions, may contact [Disability Resource Services](#) (students) or [Human Resources](#) (employees). Individuals in a high-risk category may be eligible for reasonable accommodations (everyone), leave of absence (employees), or other mitigating measures (everyone). Each request will be done on a case-by-case basis.

### Failure to Comply

The College takes the safety of all community members seriously and expects all individuals to become familiar with and comply with all expectations within this document. Community members who repeatedly violate requirements in this document may be restricted from campus or face disciplinary action, up to suspension (students) and termination (employees). For third parties (e.g., guests, contractors), it may result in removal from campus property or termination of a specific lease/permit/contract.

## REPORTING A CONCERN

We each play a role in reducing the spread of COVID-19 and keeping our College community safe. Every community member is encouraged to address peers, colleagues, and students who may need a friendly

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<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

reminder of social distancing and face-covering requirements. All Madison College students and employees have the right to respectfully ask college community members to wear a face covering if they are not wearing one in a required setting. If members of the campus community do not have a face covering, they should be directed to a Welcome Center or Public Safety Services and a mask will be provided.

In urgent situations where an individual is non-compliant to reasonable requests, please contact Public Safety Services (Metro Campuses) or the Campus Manager (Regional Campuses). This option can also be used in circumstances when college community members do not feel safe addressing and educating others about on campus requirements, or if there are repeated violations of this policy. Addition questions or concerns should be directed to:

- Student concerns may also be referred to the Dean of Students Office by email [deanofstudents@madisoncollege.edu](mailto:deanofstudents@madisoncollege.edu);
- Employee concerns may be referred to Human Resources by email [EmployeeRelations@madisoncollege.edu](mailto:EmployeeRelations@madisoncollege.edu).