

Iowa Valley Community College District COVID-19 Employee Training

(IVCCD will continue to adjust plans based on current data and guidance from the CDC, Iowa Department of Public Health and local resources)

Updated August 26, 2020

Original version June 1, 2020



Social Distancing

- Social distancing practices will be expected.
- CDC Guidelines recommend (whenever possible) that people try to be two arm lengths (6 ft.) away from each other.
- It is advised that chairs all face in the same direction as opposed to circular groupings.
- Employee meetings conducted via phone calls, Zoom and small group only until further notice.

Face Coverings

- All employees, students and visitors are required to wear a face covering in campus buildings in public spaces. IVCCD has a limited inventory of masks available for employees and students. Employees and students are required to care for and clean their personal face coverings.
- Face coverings should be worn in all common areas (even if no one else is around) such as: hallways, bathrooms, copy machine areas, gathering areas, breakrooms (except when eating or drinking), anytime employees are traveling outside of their workspace, and classrooms and labs when students are present (this may adjust over time).
- If you are in your office or are able to stay 6' away from others (such as sitting in a classroom) you may remove your mask. There may be circumstances that prevent removing the face mask.

Wash Your Hands Often and Correctly

- Link to CDC Guidelines *“When and How to Wash Your Hands”*
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Link to CDC Video *“What You Need to Know About Handwashing”*
<https://www.cdc.gov/handwashing/>

IVCCD Sanitation Plans

- Details of the District's sanitation plans are available in the *Summer Return to Campus Operational Guidance* located at:
<https://sharepoint.iavalley.edu/sites/COVID19/Shared%20Documents/IVCCD%20Summer%20Return%20to%20Campus%20Operational%20Guidance%20June%203%2C%202020.docx>
- Cleaning supplies are available throughout the buildings. If you identify an area that needs cleaning or supplies, notify your Executive Leadership Team member, Chris Bland or Dave Henry.

If You See Something, Say Something

- Health and safety concerns should be reported to your supervisor or Human Resources at: HRPayroll@iavalley.edu

What should I do if I am notified that I have been exposed to COVID-19?

- The employee must report the exposure to their supervisor or human resources as soon as possible. Employees should use the self-reporting form at <https://www.iavalley.edu/covid-employee-reporting-form/>
- The employee is asked to contact their healthcare provider or to complete the Test Iowa survey at <https://www.testiowa.com/en>, to find out if they need to be tested, and follow the instructions provided on the website.
- The employee may be required to disclose the results of the Test Iowa survey to their supervisor and report their compliance with the recommendations.

What should I do if I am sick?

- Employees are responsible for monitoring their own health symptoms.
- An employee who is at work and is showing signs or symptoms of COVID-19 should leave immediately and call their supervisor.
- If an employee is at home and exhibits symptoms associated with COVID-19 (coughing, fever, shortness of breath, etc.) the employee must stay home and follow the CDC guidelines at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html> .
- The employee is asked to contact their healthcare provider or to complete the Test Iowa survey at <https://www.testiowa.com/en> to find out if they need to be tested and follow the instructions provided on the website.

What should I do if I am sick? (Cont.)

- The employee may be required to disclose the results of the Test Iowa survey to their supervisor and report their compliance with the recommendations.
- The employee may be restricted from returning to work until the symptoms have subsided according to the CDC guidelines located at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.
- The employee may be required to provide a doctor's note that will make a recommendation regarding their ability to return to work.

Next Steps Following this Training?

- HR is monitoring the completion of this training and any incomplete training must be resolved before Tuesday, September 8, 2020.
- Please notify your supervisor when you have completed this training.