SIC COVID-19
Mindful Reopening Plan:
Prepare, Prevent, Respond

In Alignment with Stage Four: Restore Illinois

Fall 2020
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Preface

As the Center for Disease Control (Centers for Disease Control and Prevention) states, institutions of higher education, working together with local health departments, have an important role in slowing the spread of the disease, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment.

This plan was created in consultation with a variety of significant resources with much of the text borrowed from said sources. Publications include, but are not limited to information from the Centers for Disease Control and Prevention, Restore Illinois, IDPH, Center for Infectious Disease Research and Policy, ACH, Illinois Occupational Safety and Health Administration and Department of Labor Occupational Safety and Health Administration, among others. The ICCB task force on reopening Illinois community colleges was also utilized. SIC’s working group made up of varied employee groups including faculty, reviewed and revised multiple sources and helped develop this plan. The plan was submitted to the following for review: ICCB, Egyptian Health Department, SIC Leadership Group, SIC Faculty Chairs, SIC Cabinet and SIC Legal Counsel.

Colleges and universities in Illinois are given some degree of local authority pending circumstances and needs. There will be differences among colleges. Most have gone to a “hybrid model” that will vary as well. For example, some can go more remote as internet is widespread among its district. Other colleges cannot go as remote for students. Some are simply more hands on than others. Multiple variables have been considered and are consistent with other practices elsewhere. Safety while on campus is a top priority.

Employees are encouraged to read this plan carefully and review as needed with students and/or colleagues as appropriate safety guidelines are followed. If you have questions or concerns, please contact your supervisor, Environmental Services or HR immediately as appropriate.

Staff and students will be asked to complete written acknowledgement of the need to self-report any COVID-19 symptoms per state mandate. Information about how this will be conducted is forthcoming. For more information, students should contact the Executive Dean of Student Services. Staff should contact HR. The College will make attempts to notify all stakeholders of this requirement.

COVID-19 Basics

SARS-CoV-2, the virus that causes COVID-19, first emerged in Wuhan, China in December 2019, “even the most experienced international public health experts did not anticipate that it would rapidly spread to create the worst global public health crisis in over 100 years” (CIDRAP). In March 2020, the World Health Organization declared a global pandemic, which resulted in significant societal changes, including the remote delivery of educational and support services
in higher education, such as what happened at SIC. While experts say the best comparative model is the pandemic influenza, the similarities are not the same.

The average incubation period for COVID-19 is five days with a range of 2-14. According to the CIDRAP, the virus moves differently in populations. Twenty-five percent of cases may be asymptomatic. As the Centers for Disease Control and Prevention states, COVID-19 spreads between people in close contact, through respiratory droplets (cough, sneeze, talk, shout, whistle, etc.), and may be spread by people who may not show symptoms. Visit the Centers for Disease Control and Prevention website for more information on COVID-19 (cdc.gov).

**Education**

SIC has promoted key public health recommendations across campus and other communication venues. Education is key. SIC is asking all instructors to review the material on the posters and maps included in this plan and located in the Appendices section at the end of this document. Some general advice includes:

- Staying home when ill.
- Practicing physical distancing whenever possible at work.
- Practicing proper hand hygiene.
- Avoiding touching the eyes, nose and mouth with unwashed hands.

**Illinois Reopening Plan**

“Restore Illinois” is the State of Illinois’ public health approach to safely reopen Illinois. The plan has five phases and four regions that may or may not be opened according to specific metrics. Phase 4: Revitalization is the phase in which colleges may reopen as well as child care facilities, restaurants, etc. under guidance from the Illinois Department of Public Health. At this stage, face coverings and social distancing are the norm. For Phase 4 to occur, the rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Hospitals will have to demonstrate capacity and the ability to quickly adapt for a surge of new cases in the region. Testing should be more available and tracing commonplace for Phase 4 to be declared. SIC will remain in remote services status in Phases 1-3. Phase 5 is normal operations as defined by the Restore Illinois plan and local health officials. See Appendix A1 for more information.

As such, SIC will be open to the public emphasizing appointments and scheduling with many conditions contained herein. The Carmi Center will be open for limited business.

**ICCB on Return to Campus**

From ICCB: “The COVID-19 pandemic has challenged the community college system in a variety of ways. All 48 community colleges made substantial changes by implementing work from home policies during the pandemic and moved instruction to an alternative, remote or online stance. In order to resume a semblance of normal operations, approval of reconvening plans,
by the Illinois Department of Public Health (IDPH) is necessary. To this end, the Illinois Community College Board (ICCB) is committed to providing “Return to Campus” guidance and support to all 48 community colleges throughout the state. In an effort to engage the system, the ICCB formed a taskforce of community college constituents representing multiple sectors of the community college system to develop guidance for the safe return of students, staff and faculty to campus instruction and services, amid the COVID-19 pandemic.

This guidance is developed using the recommendations of the committee as well as the guidance provided by the Illinois Department of Public Health and the Governor’s Office. In addition, the guidance incorporates components of the Illinois Board of Higher Education’s (IBHE) Fall Reopening Committee. The intent of this guidance is to assist all community colleges in the development of plans that ensure the health, safety and support of our students while continuing to provide high quality instruction.”

SIC’s Return to Campus Plan for Phase 4 from Restore Illinois closely aligns with the ICCB’s Return to Campus guidance.

Confirmed Case/Testing Positive for COVID-19

If there is a confirmed case on campus, SIC will, per Centers for Disease Control and Prevention guidelines, coordinate with our local health officials in all aspects including recommended options that include cancellation of classes and possible closure. Emergency communication would be enacted and sanitizing efforts would be engaged. Any decisions to return to work would be in consultation with local health agencies and officials. If someone is suspected of having COVID-19 symptoms at SIC, prompt identification and communication to supervisors and/or emergency personnel on campus should be made. Those who are potentially sick may need to be isolated or otherwise leave campus and health officials informed. Employees should report COVID-19 symptoms of their own to SIC and not report for work.

Guiding Principles

SIC’s four guiding principles steer the path of this reopening plan. The ICCB principles are similar in nature and align well with SIC’s.

Safety

SIC cares about your safety. This plan was made with that in mind and in accordance with State and health officials. If you are concerned with your safety or any protocol on campus, please contact your Cabinet Supervisor, Environmental Services or Human Resources as appropriate.
**Equity**

SIC believes in being equal to all during this pandemic. Safety should be for all and in accordance with generally accepted regulatory guidelines for all.

**Student-Centered**

SIC’s commitment to students is paramount. They are why we exist. Our commitment to their education and safety should be the concern of all employees.

**Learning-Focused**

SIC remains focused on learning regardless of instructional modality, space, or irregular conditions as long as safety is followed. Learning is our most critical mission but must be done in a safe and equitable environment for our students and also for the safety of everyone involved.

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**General Considerations and Requirements**

**Entering SIC and Self-Monitoring**

- Employees, students, and visitors should practice proper social distancing and mask wearing when entering the College.
  - DO NOT come to work if you suspect you have COVID-19 or are exhibiting symptoms.
  - If so, employees please contact HR immediately so that we may work with local health agencies. Students and visitors contact the Executive Dean for Student Services.
  - Reasonable accommodation for COVID-19 vulnerable populations may be made.
  - Employees should contact HR for details regarding verification and policy.
  - Students should contact the Executive Dean for Student Services for details regarding verification and policy.
- Employees and students shall check their temperature at home before coming to SIC every day for fevers above the Centers for Disease Control and Prevention recommendations. At this time the guideline is 100.4 or above.
  - Employees will be asked to verify self-monitoring with HR daily.
  - Contact HR if temperature is 100.4 or above and DO NOT come to campus.
  - Students should self-monitor and not come to school, but report symptoms to the Executive Dean for Student Services.
Thermal scanning stations are available in locations around campus and noted on the map in Appendix A2.

Each case will be engaged as needed and per guidelines and public health protocols.

- If you suspect you have developed a fever as a result of the virus, contact your local health provider for verification.
- HR or the Executive Dean for Student Services should be notified by you to alert the local health agency of any fever on campus at or above 100.4 depending on employee or student who must report.
- If anyone in your household has been diagnosed or is showing symptoms of COVID-19, please do not come to campus and contact HR immediately.
- If you have been in close contact with anyone who is ill, showing symptoms of COVID-19, or waiting on a COVID-19 test, or have been diagnosed with COVID-19, do not come to campus and contact HR immediately.
- On-site or referral health screenings may be recommended for return to campus.
- Quarantine of 14 days may be required pending health screening.

**Hand-washing/Handwashing Stations**

- Hand-washing is available in all bathrooms.
- Additional stations have been added - refer to the campus map included in the Appendices at the end of this document.
- Typical recommendations per Centers for Disease Control and Prevention guidelines are to wash using soap and hot water for at least 20 seconds.
- Actual hand-washing techniques may be found at various health agency websites and links.
- These are identified on the campus map included in the Appendices at the end of this document.

**Masks**

- **MASKS ARE MANDATORY WHILE ON THE SIC CAMPUS.**
- Masks are a public health requirement.
- A limited number of reusable masks are available to employees.
- Employees: To get yours, contact your senior department head or Environmental Services. You may wear your own facial coverings following generally accepted safety protocols on face masks.
- The SIC Bookstore sells SIC custom reusable face masks as well as disposable masks.
- Students are required to wear masks at all times while on campus pending usage of other approved protective equipment.
- Violations of this protocol are prohibited and enforcement will be conducted. Contact security in case of resistance to compliance.
Sanitizing Stations

- Sanitizing stations are located in multiple public space locations – the enclosed map in the Appendices identifies these.
- If you find a station has been moved, please notify Environmental Services or Security immediately.
- If you use personal hand sanitizers, the Centers for Disease Control and Prevention recommends those with a certain alcohol concentration. Centers for Disease Control and Prevention recommends using Alcohol Based Hand Rub with greater than 60% ethanol or 70% isopropanol.
- Visit Centers for Disease Control and Prevention website for any up to date details.
- Sanitizing products will be available to employees for wiping down their work spaces before and after use. SIC encourages this in addition to our regular sanitizing schedule.

Social Distance

- Avoid close contact with people.
- Maintain 6 feet of social distance as much as possible even with masks.
- No more than 50 people in a specific gathering may be allowed.
- Wear a mask in public spaces and areas used by multiple people. (except in personal work space) and avoiding people.
- While some recommendations allow for 12 feet of space between an instructor and students in lecture, SIC requires masks at all times during any instruction for optimum safety.
- A mask is not required at personal work space as long as 6 feet of distance can be maintained.
- Avoid loitering and nonessential movement in hallways.
- Avoid office gatherings and break room/kitchenette areas. It is recommended that no more than 10 (10) people be in a meeting or social interaction outside of a regularly assigned class or function as detailed herein and incorporating safety guidelines. These meetings are discouraged by SIC unless deemed essential. Safety protocols must be followed.
- Follow markings in areas with traffic control tape and/or identification.
- Avoid sitting across from one another especially in smaller spaces.

Healthy Social Etiquette

- Cover your mouth and nose with a cloth face cover when around people.
- Masks are meant to protect others from your germs.
- Follow Centers for Disease Control and Prevention guidelines for mask use at www.cdc.gov.
- If you cough or sneeze without a mask on, cover with a tissue or use the inside of your elbow.
• Wash hands immediately if possible or use hand sanitizer.
• Avoid the use of chalk to prevent sneezing.

**Thermal Scan Stations**

To request a temperature check, refer to the thermo scan stations located in areas identified by the campus main in the appendices of this plan (Appendix A1).

**Work and Being Sick**

• Do not report to work if you are sick.
• You should not report to work if you are experiencing symptoms of COVID-19, including fever (100.4 or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches or headaches (Illinois Occupational Safety and Health Administration). Please advise HR if you are exhibiting these symptoms.
• Employees should not return to campus until they have fully recovered as defined by IDPH and Centers for Disease Control and Prevention guidelines.

**Equal Employment Opportunity Commission and Centers for Disease Control and Prevention Guidelines on Testing, ADA, Hiring and Reporting for Work**

• The Equal Employment Opportunity Commission says that employers may ask employees and job applicants if they have symptoms of COVID-19, screen them for illness, and make them stay home if they test positive. The Equal Employment Opportunity Commission says that ADA does not prevent employers from complying with the coronavirus safety measures recommended by the Centers for Disease Control and Prevention. The Equal Employment Opportunity Commission says that employers may test employees for COVID-19 but colleges are not expected to screen students or staff to identify cases of COVID-19. If an employee becomes ill at work, the employer may send the worker home to ensure co-worker’s safety. Any records of this will be filed separately from an employee’s HR file.

• New employees may be required to be screened for COVID-19 after making a conditional job offer as part of a consistent process if implemented. The same process stands true for students.

• If an employer reopens and does so with governmental and regulatory authority, then employees should return to work. Of course, SIC will employ a modified or hybrid model of service as much as possible to improve safety. SIC wants to assure employees that their health is a priority and the institution has taken many safety steps recommended by external agencies. SIC evaluates information provided to us on a regular basis and will adapt as necessary and as allowed to maintain a safe environment. More
information on this hybrid approach to reopening is provided in the section on Hybrid Model Operational Hours.

- Meetings conducted electronically are allowed even when working on campus during this crisis. Face-to-face meeting participation should be limited to 10 or fewer when possible and enforce appropriate physical distancing and wearing of masks or face coverings. Questions should be directed to your committee chairperson, cabinet supervisor or HR as appropriate.

**Travel**

- We are and will continue to monitor guidance from the CDC and the Illinois Department of Public Health regarding travel within the US and internationally. If you have traveled outside of our area, notify HR (if an employee) or the Executive Dean of Student Services (if a student) immediately to seek guidance. Do this **BEFORE** coming to SIC.

- Employees and students should limit nonessential business travel but should follow Centers for Disease Control and Prevention travel guidelines if they do so.

**Food and Drink Protocol**

- Avoid food and drink in all public areas except for the cafeteria.
- You may have food and drink in your own personal work space.
- Properly dispose of food and drink items when finished.

**Water and Kitchenette Areas**

- No-touch bottle fill stations will be installed. All other water fountains will not be available. For locations refer to the campus map included in Appendix A2 at the end of this document.
- Use of communal refrigerators, microwaves, coffee pots, etc. are discouraged.
- Employees must disinfect communal amenities after each use.

**Visitors**

- Signs will be posted at main campus entrances stating that the college is closed to the public. Only essential visitors with campus clearance should be allowed on campus.
- This includes guest speakers and friends. Permission may be granted upon written request to the appropriate cabinet supervisor.
- No extraneous persons should be brought to campus, for example, children.
Placement Testing

- SIC will emphasize remote placement options.
- In the event there are in person placement tests, safety protocol should be practiced.

Isolation of COVID-19 Employees or Students

- Employees or students may not return to campus until deemed by IDPH and Centers for Disease Control and Prevention guidelines.

Vulnerable Populations

- Employees with documented medical concerns that would put them at high risk should contact HR for guidance.
- Students with documented medical concerns that would put them at high risk should contact Student Services for guidance.

Facilities

Doors

- At building entrances, automatic no touch door openers will be installed where applicable across campus.
- All non-latching bathroom doors have been modified to accommodate foot operation.
- All doors on campus, manual and automatic, are receiving frequent sanitation throughout the day.

Hand-washing Areas

- In addition to restrooms, hand-washing stations will be installed across campus. For locations refer to the campus map included in the Appendices (A2) at the end of this document.

Safe Distance and Markings

- Various public spaces have been marked to accommodate both direction of travel and social distancing.
**Signage and Communication**

- SIC has posted and promoted prevention strategies pertaining to washing hands, maintaining physical distance, and recognizing the signs and symptoms of COVID-19, emphasizing in this document and elsewhere as appropriate the need to stay informed of IDPH and Centers for Disease Control and Prevention symptom recognition.
- Refer to Appendices 3 and 4 at the end of this document.
- Instructors are encouraged to review essential safety protocols in classes.
- Staff should also reinforce as appropriate with stakeholders they encounter.
- The student handbook and/or essential student publications will have supplemental information regarding this.

**Service Area Modifications**

In addition to signage and social distance markings, service area counters have been evaluated for modification needs that include separation barriers.

**Hybrid Model Operational Hours**

**General Approach**

First and foremost, SIC will comply and work with State Government and local health officials in any decision to reopen, a recommendation by the Centers for Disease Control and Prevention. “Restore Illinois” is the State of Illinois’ public health approach to safely reopen Illinois. The plan has five phases and four regions that may or may not be opened according to specific metrics. Phase 4: Revitalization is the phase in which colleges may reopen as well as child care facilities, restaurants, etc. under guidance from the Illinois Department of Public Health. At this stage, face coverings and social distancing are the norm. For Phase 4 to occur, the rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Hospitals will have to demonstrate capacity and the ability to quickly adapt for a surge of new cases in the region. Testing should be more available and tracing commonplace for Phase 4 to be declared.

SIC will rely upon governmental and health agencies to inform us of this information and Phase 4 allowance. At Phase 4, gatherings of 50 people or fewer are allowed. Events such as the SIC Heritage Festival cannot take place, for example. All of SIC’s district is contained in one of the four regions defined by the State. That is not the case for all community colleges which could complicate reopening for them. In sum, SIC will be opened if the State declares Phase 4. Anything less than Phase 4 would require a continuation of remote services and also require SIC
to petition various agencies to continue distance learning, including the HLC, IAI, ICCB, IBHE and DOE.

Per Centers for Disease Control and Prevention suggestions, SIC will continually seek information from governing agencies and review emergency operation plans. SIC will implement information-sharing systems via regular communication channels as described in the section “Communication Plan.” Informational campaigns on safety measures will be employed via posters, social media, and the use of instructors in classrooms to help communicate important information to students. Hygiene practices will be emphasized, including hand-washing strategies (soap and water for at least 20 seconds after bathroom use, before eating, blowing nose, coughing, sneezing, etc.) If washing is not available, hand sanitizer that contains at least 60% alcohol is recommended. Please refer to Centers for Disease Control and Prevention guidelines and local health official communication about such practice for further guidance.

Faculty: MOU Choice

The academic COVID-19 schedule adjustment grid (Appendix 5) explains how SIC can reduce faculty time on campus while still adhering to IAI, HLC, ICCB, and IBHE requirements as well as student need. The MOU negotiated with faculty (also included in the Appendices) allows for a reduced time on campus schedule with additional safeguards to ensure quality delivery and learning. This schedule also takes into consideration the lack of internet service and equipment for many of our disadvantaged students who struggle with a lack of resources to be fully remote. This approach is also more equitable for faculty who cannot administer coursework unless they have face-to-face engagements with students.

General considerations prioritize face-to-face needs in particular for our student base as well as employee safety. Division chairs are asked to work with faculty (and in consultation with academic leaders who will approve final schedules) to rotate days on which faculty will be on campus, spreading out those face-to-face times on campus as allowed by the established MOU. For example, a typical 3 credit hour hybrid course that meets Monday (M) and Wednesday (W) with a day of online work may be converted to a M face-to-face meeting with online components for the rest of the week maintaining the requirements for a Federal definition of a credit hour and contractual requirements. However, not all hybrids in a chair’s division should be meeting face-to-face on Mondays. Some faculty should meet Wednesday with their hybrid courses. Stagger as much as possible. For more information, the Memorandum of Understanding is listed in Appendix 5.

Division chairs are asked to work with their faculty and in consultation with their academic supervisors to create staggered course meeting times as possible with any modifications made following the allowed adjustments. This allows for faculty-driven adjustments while considering student need first and foremost. Office hours, prep hours, and time on campus should be tracked by division chairs in consultation with academic leaders to stagger faculty time on campus as much as possible. This staggering may be spread out over all five working days of the
week as needed and reasonably allowed to serve students and approved by administration. For example, faculty chairs should not allow the great majority of their members on campus for time outside of class in a concentrated time period. Additional safety protocols are listed in the section of this plan on Space and Function.

Division chairs are to work with the Executive Dean of Academic Affairs regarding the adjunct faculty, treating them in a similar fashion as full-time faculty as appropriate and with safety emphasized.

Faculty and staff are encouraged to work with students on attendance and excuse policies that acknowledge and support students who become ill and/or are inadvertently affected by COVID-19 without creating barriers to their success. Some programs do require specific attendance policies. Faculty should communicate with special program accreditation agencies regarding hour requirements.

Faculty are also encouraged, even by the American Association of Community Colleges, to embed safety guidelines such as those described in this plan (e.g., hand-washing, distance, etc.) into all curricula.

**Exempt/Other: Modified Schedule**

Supervisors are to work with their senior cabinet officials to create staggered work schedules as needed and as possible to spread out time on campus and ensure homework can be conducted. Single occupancy workrooms are encouraged. A minimum of three workdays on campus are required during this emergency time period, while two remote work days from home are allowed.

**Contractual Employees: Per Contract**

Environmental services, custodial, grounds, and security will remain in service during assigned hours per contracts.

**Sick Days, Personal Days and Vacation Days**

Inasmuch as possible, honest application of established policy and bargained processes should be followed. Arguably, the pandemic and a forced hybrid approach upends the traditional model of sick days, for instance. SIC believes in the honesty of its employees and the use of such days. And the corollary is true. If someone takes a sick day, personal day or vacation day, others should respect that the employee is “not at work” and wait for a response. This should be communicated to students as well, so that when an instructor takes a personal or sick day, emails, phone calls or other means of communication are not required during that time off. Such days announced to students should, of course, be communicated through appropriate channels and with proper documentation. Exempt/other employees should also follow such
Space and Function

Academics

- Classes

Capacities for each classroom will be adjusted to allow for 6 feet between individuals. Seats may need to be adjusted as necessary. Academic leaders, including faculty chairs, should work with each other to determine if needs and safety protocols are met. The distance will be properly identified by Environmental Services and academic leadership. Classes will be assigned to specific classrooms according to enrollments. There should be no close proximity group work assigned while in a face-to-face environment. Virtual group work will be encouraged. Classes will be dismissed by row to ensure that proper distancing requirements are met. Instructors are strongly encouraged to place all handouts, including the course outline on the virtual class site for the student to print to minimize contamination of class materials. If student questions arise during the class period, the students will be called to the instructor’s desk one at a time, while maintaining proper social distancing. Masks shall be worn at all times by everyone in the classroom. Classes that contain a lot of hands-on work may be moved to the spring 2021 semester.

- Office Hours

Instructors will post designated office hours on the office door and share information on the course outline and on the web as appropriate. In addition, virtual office hours will be encouraged to meet the needs of the students as appropriate. Students should be encouraged to make specific appointments with the instructor. If office hours must be face-to-face for a specific reason, social distancing of 6 or more feet must occur in a large, centralized location. The information regarding times and locations of office hours—inperson or virtual—should be shared with the student, division chair and dean. Masks will be worn by instructors and students during inperson office hours. Handwashing and sanitation procedures should be engaged before and after each student appointment. Handshaking is highly discouraged.
• Labs

Capacities for each lab session will be modified as necessary to allow for social distancing regulations. Academic Leadership and chairs should work together to meet instructional needs and safety requirements. Each lab will have the distance between stations/desks properly identified by Environmental Services. Masks are to be worn by everyone in the room during the entire lab session. Proper handwashing and sanitation procedures will be enforced before, during, and after lab sessions as needed. Students are prohibited from working in small groups that will not allow for proper social distancing guidelines. When possible, virtual lab assignments will be provided.

• Clinicals

Clinical rotations will be scheduled by the Director of Nursing and Allied Health. IDFPR and IDPH guidelines will be strictly followed. Students will be required to comply with all clinical agency requirements for attendance at the clinical site.

• Internships

Internship courses will be scheduled by the course instructor. Students will be required to comply with all guidelines established by the internship site.

• Learning Commons

Commons Staff will be scheduled by the Associate Dean of Learning Commons to allow for fewer staff to be on campus simultaneously. Electronic Resources are available for students, and remote consultation with the library staff is available by contacting library@sic.edu or by calling Ext 2260. While in the Learning Commons, students and staff will be required to maintain social distancing requirements at all times. A limited number of students will be allowed in the Learning Commons at one time. Students will not be able to congregate at the collaboration station or other study areas. The area will be marked with specific distance parameters. Face masks must be worn at all times while in the Learning Commons area.

• Tutoring

Appointments may be made in the Learning Commons with tutors or students can make appointments by contacting tutor@sic.edu or calling Ext 2242. Online tutoring is available 24/7. If a face-to-face appointment is needed, proper social distancing guidelines will be enforced, and staff and students will be required to wear masks. Hand sanitizer and hand-washing stations will be available in the Learning Commons Area.
• **Testing**

Students should schedule testing with the testing coordinator by contacting testing@sic.edu or calling Ext 2383. The Testing Center staff will adhere to safe social distancing regulations at all times during testing. In addition, proper sanitizing of equipment will be performed after each testing appointment. Hand Sanitizer will be available in the Testing Center. Students and staff will be required to wear masks during all testing.

• **TRIO**

Students must make appointments to work in the TRIO lab. Social distancing guidelines will be strictly enforced. Tables will be spaced at least 6 feet apart. Students and staff must wear masks at all times while in the TRIO area. Computers and other types of shared equipment should be sanitized before and after each student use. Students will not be allowed to congregate in the TRIO lab.

**Auxiliary**

• **Cafeteria**

The cafeteria will be marked in 6-foot increments for social distancing. Barriers will be installed between customers and food. A limited menu will be offered with items that can be covered and packaged. Employees will be required to wear masks and gloves at all times and wash hands frequently per recommendations and mandates. Customers are required to wear masks while in line and at checkout. Doors will be marked to allow one way in and one way out. Tables will be spread out for social distancing. Masks are to be used except when sitting down and eating. Loitering will be discouraged.

• **Bookstore**

The Bookstore will continue online operations with an in-store pick up option. Bookstore will be open for operations with limited number of customers allowed in at one time. The floor will be marked with social distancing requirements and a barrier will be put at the cash registers. Masks will be required of all customers. Doors will remain open and be designated as enter and exit only.

• **Coffee Shop**

Call in or pick up orders are encouraged. The coffee bar will be marked in 6ft social distance requirements. Doors will be marked as enter and exit only. Limited number of customers will be allowed in at once. Tables will be removed to
discourage loitering. A divider will be installed to separate the coffee bar and the bookstore. Masks will be required.

- **Child Care Center**

  Class sizes have been reduced. All employees will be required to wear masks and abide by Centers for Disease Control and Prevention and DCFS regulations. One parent brings the child in, but is not allowed in classroom. All classrooms stay together all day and do not intermingle. One class on the playground at a time and toys and spaces will be disinfected frequently. Cots will be 6ft apart at nap time or a divider will be installed. All children over two should wear a mask when in the building, other than when eating or nap time.

  *(Refer to Separate Child Care Reopening Plan on file with the Executive Dean for Business Services for more information.)*

**Bathrooms**

- Congestion is discouraged and social distancing should be observed.

**Business Office**

- Social distancing should be observed. If more than one customer, seating is available in the corridor while waiting your turn.

**Communal Space**

- **Hallways**
  - Hallway use should engage social distancing.
  - Right of way, such as with automobile traffic flow, is to be emphasized.
  - Furniture has been removed and/or spread out for social distancing.
  - Congestion is discouraged and should be avoided.
  - Functional movement should be the norm.

- **Heritage Room**
  - Reserved for classroom space unless otherwise noted.

- **VPAC Lobby**
  - Closed to the public unless otherwise noted.
  - Reserved for Student Services space unless otherwise noted.

- **Patio**
  - Open for staff and students with social distancing guidelines followed.
Masks are optional if alone in the space and with at least 12 feet from another person.

**Event Space**

- **Gym**
  - Closed to the public.
  - Restricted to SIC athletes and registered students only.
  - Standard safety protocols must be followed.

- **Theatre**
  - Events may occur with proper safety protocols and only by approval of the Executive Dean of Student Services in consultation with the College President.
  - Audiences may be allowed on a case by case basis with set capacity figures.
  - Streaming video of performances are highly encouraged.
  - Standard safety protocols must be observed by all.

- **Museum**
  - Events may occur with proper safety protocols and only by approval of the Executive Dean of Student Services in consultation with the College President.
  - Audiences may be allowed on a case by case basis with set capacity figures.
  - Standard safety protocols must be observed by all.

- **Lecture Halls**
  - Reserved for classroom space unless otherwise noted.

- **G-Building Conference Room**
  - Reserved for classroom space unless otherwise noted.

**Fitness Center**

- Closed to the public.
- Restricted to SIC students only.
- Limited to five at a time.
- Enhanced sanitation should be followed and recorded by monitors.
- Standard safety protocols must be followed.

**General Operations**

- Social distancing should be observed.
- Wear masks.
- Avoid office gatherings.
• Face to face meetings are discouraged but may be needed following safety protocols. Media enhanced meetings are allowed as needed and scheduled by the chair.

Outdoor Space

• Archery Building
  - Closed to the public for Fall.
  - Restricted to SIC archers and registered students only.
  - Standard safety protocols must be followed.

• Baseball and Softball Fields
  - Closed to the public.
  - Restricted to SIC athletes only.
  - Standard safety protocols must be followed.

• Mine Training Facilities
  - Closed to the public.
  - Restricted to students only.
  - Standard safety protocols must be followed.

• Shooting Ranges
  - Closed to the public.
  - Restricted to SIC shooters and registered students only.
  - Standard safety protocols must be followed.

Student Services

Student services staff in all areas will be trained in how to identify and refer students in distress to appropriate services. They will assist faculty in helping students in distress as well.

• Advising
  - Academic advisers are available for appointments via telephone (at individual adviser extensions) or through Zoom (email advising@sic.edu to schedule).
  - In-person appointments will be allowed according to Centers for Disease Control and Prevention and IDPH regulations/guidelines in adherence to appropriate social distancing practices. Email advising@sic.edu to schedule.
  - General inquiries should be directed to advising@sic.edu.
• General information can be accessed in the College Catalog or at http://www.sic.edu/student-services/academic-advising

• Financial Aid

- Financial Aid staff are available for appointments via telephone (at extension 4110) or through Zoom (email fao@sic.edu to schedule).
- In-person appointments will be allowed according to Centers for Disease Control and Prevention and IDPH regulations/guidelines in adherence to appropriate social distancing practices. email fao@sic.edu to schedule.
- General inquiries should be directed to fao@sic.edu.
- General information can be accessed in the College Catalog or at http://sic.edu/financial-aid

• Registration

- Admissions and Registration staff are available for appointments via telephone (at extension 4120) or through Zoom (email admissions@sic.edu to schedule).
- In-person appointments will be allowed according to Centers for Disease Control and Prevention and IDPH regulations/guidelines in adherence to appropriate social distancing practices. email admissions@sic.edu to schedule.
- General inquiries should be directed to admissions@sic.edu.
- General information can be accessed in the College Catalog or at http://www.sic.edu/student-services/registration

• Scholarships

- Scholarship applications are due February 28 each year.
- Applications can be completed and submitted in a student’s MySIC account.
- Paper applications are available on request. email fao@sic.edu to request.

Other

• Athletics

- Athletes will be allowed to practice in accordance with IDPH, NJCAA, and Region 24 guidelines unless otherwise noted by SIC.
- Any indoor athletic events may continue, when allowed by IDPH, the NJCAA and the Region 24, without fans present. Only coaches, players, essential personnel, and media will be allowed in the facility.
  - Streaming video of events are highly encouraged.
  - Standard safety protocols (e.g., IDPH) must be observed.
- Outdoor athletic events may continue, when allowed by IDPH, the NJCAA and Region 24, as long as standard safety protocols are observed.
o Team travel MUST be approved by the Executive Dean of Student Services in consultation with the College President.

• Fine Arts
  o Events may occur with proper safety protocols and only by approval of the Executive Dean of Student Services in consultation with the College President.
  o Audiences may be allowed on a case by case basis with set capacity figures.
  o Streaming video of performances are highly encouraged.
  o Standard safety protocols must be observed by all.

• Bowling
  o Events may occur with proper safety protocols.
  o Audiences may be allowed on a case by case basis with set capacity figures as determined by our off-site private bowling alley partner.
  o Standard safety protocols must be observed.
  o Team travel MUST be approved by the Executive Dean of Student Services in consultation with the College President.

• Archery
  o Events may occur with proper safety protocols.
  o Audiences may be allowed within capacity behind the glass room (if indoor) and rotated.
  o Standard safety protocols must be observed.
  o Team travel MUST be approved by the Executive Dean of Student Services in consultation with the College President.

• Academic Teams (Speech, MIG, PBL, etc.)
  o Events may occur with proper safety protocols.
  o Audiences may be allowed within capacity behind the glass room (if indoor) and rotated.
  o Standard safety protocols must be observed.
  o Team travel MUST be approved by the Executive Dean of Student Services in consultation with the College President.

• Student Clubs
  o In person meetings are highly discouraged.
  o Standard safety protocols must be observed.
  o Travel MUST be approved by the Executive Dean of Student Services in consultation with the College President.

Elevators

• Avoid use if possible.
• Limit capacity. One at a time preferred default.

For questions, refer to the Executive Dean of Student Services.

Noncompliance

Noncompliance without a valid written waiver from a health care provider shall be subject to the following:

• **Employee**: Department head will discuss with employee and if employee is still unwilling to comply, HR will be notified and determination will be made regarding further action.

• **Student**: If student is noncompliant during class, the instructor should remind the student of requirements and if student is still unwilling to comply, the instructor should assess the danger level and non-compliance threat and take appropriate action, including the possibility of notifying security. The student may be required to leave campus if still unwilling to comply. Student Services will be notified and determination will be made regarding further action.

• **Other**: If an individual is noncompliant, security shall be notified and individual will be required to leave campus if still unwilling to comply. HR will be notified of these actions.

Communication Plan

Any changes to this plan will be communicated through email and SIC website. Emergency communication will be shared by some or all of the following:

• TextSIC
• Social Media
• SIC website
• Campus Monitors
Appendices

A1 Restore Illinois

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

Phase 1: Rapid Spread
- Strict stay at home and social distancing guidelines are in place, and only essential businesses remain open.
- Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.

Phase 2: Flattening
- Non-essential retail stores reopen for curbside pickup and delivery.
- Illinoisans are directed to wear masks and social distance when outside the home.
- Children and young adults can begin enjoying additional outdoor activities like golf, boating, and fishing while practicing social distancing.

Phase 3: Recovery
- Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity limits and other limits and safety precautions.
- Gatherings of 10 people or fewer are allowed.
- Face coverings and social distancing are the norm.

Phase 4: Revitalization
- Gatherings of 50 people or fewer are allowed.
- Restaurants and bars reopen.
- Travel, reunions, child care, and schools reopen under guidance.
- The Illinois Department of Public Health.
- Face coverings and social distancing are the norm.

Phase 5: Illinois Restored
- The economy fully reopens with safety precautions continuing.
- Conventions, festivals, and large events are permitted.
- All businesses, schools, and places of recreation can open with new safety guidance and procedures.

New case growth slows
- Surge hospital capacity
- 10,000 tests per day statewide
- Testing for any symptomatic health care workers and first responders
- Begin contact tracing and contact tracing within 24 hours of diagnosis
- Post-pandemic: vaccine, effective and widely available treatment or the elimination of new cases over a sustained period of time through herd immunity or other factor

Case positivity rate and hospital capacity benchmarks met
- Testing for patients, health care workers, and at-risk residents
- Begin contact tracing and contact tracing within 24 hours of diagnosis
- Case positivity rate and hospital capacity benchmarks met
- Testing available in region regardless of symptoms or risk factors
- Contact tracing within 24 hours of diagnosis for more than 90% of cases
A2 Campus Map Locations

LEARNING CENTER (A) Lower Level
Melba Paton Library A112
Media Services A124
Testing Center A155
Dana Keating Student Success Center A145
Student Support Services A145
Faculty/Staff Copy Room A156
Environmental Services
Campus Security A152

LEARNING CENTER (A) Upper Level
Classrooms A202, A204, A210, A211, A212, A213, A215, A221, A222, A226, A229, A230, A251, Faculty Offices
ABE/ED Office A207, A206

HARRY L. CRISP CONFERENCE CENTER (B) Lower Level
Academic Services B 108, B 110
B Building Conference Room (B114)
Bookstore
Mail Room
Student Center
Cafeteria
Private Dining Room
Classrooms (B104, B105, B106, B106E, B126, B126E)
Cosmetology Lab
Nail Technology
Faculty Offices

CONFERENCE CENTER (B) Upper Level
Classrooms (B202, B203, B204, B223, B224, B224A, B224B, B225, B225A)

SPORTS COMPLEX (C) Upper Level
Academic Affairs
Information Technology Office
Athletic Office
Coaches Office
C. Harry Bramlett Fitness Center
C Building Conference Room

SPORTS COMPLEX (C) Lower Level
Men’s Basketball Coach Office
Diazon Gymnasium
Athletic Hall of Fame

MARY JO OLDHAM CENTER FOR CHILD STUDY (D)

HARRY W. ABBELL ADMINISTRATION BUILDING (E) Upper Level
Bus Callers Presidential Suite
Business Office
Human Resources Office
Art Studio
Marketing/Public Info
Gary Allen Forensics Center
Classrooms E203 - E204
Foundation Office

HARRY ABBELL ADMINISTRATION BUILDING (E) Lower Level
ADA Office
Financial Aid
Enrollment Services
Career Center
Academic Advisement

GEORGE T. DENNIS VISUAL & PERFORMING ARTS CENTER (F)
Box Office
Music Classrooms
Art Gallery

ELLIS ELISABETH HISE MUSEUM OF REGIONAL ART (H)
ROBERT F. GREGG TECHNOLOGY CENTER
T Building
Allied Health Office
Faculty Offices
Nursing
Massage Therapy
Dental Technology
Classrooms

G Building
Career & Technical Education Office
Faculty Offices
Fire Science
Information Technology
Coal Mining
Truck Driving
Welding Technology

CARMIWILTE COUNTY CENTER
DAVID L. STANLEY CENTER
1700 College Avenue, Carlinville, IL 62621
SIC’s extension center at Carlinville offers baccalaureate, vocational, general studies, and community education classes. Placement testing services are also available. The Carlinville campus phone number is 618-382-8869.

Workforce & Illinois Small Business Development Center (WISBD) is located in G125 of the Robert F. Gregg Technology Center.
Automatic Doors
  Foot Door Openers
  Hand-washing
  Hand Sanitizing

A3  Occupational Safety and Health Administration Posters

Located at: https://www.osha.gov/Publications/OSHA3994.pdf
Centers for Disease Control and Prevention

General Advice to Prevent Spread


What to Know About COVID-19


General Face Cover


How to Wear A Mask


Symptoms


IDPH

What If I’ve Been Exposed


Social Distancing

Face Coverings


Cloth Face Coverings


General Prevention

## A5 Academic COVID-19 Schedule Adjustment and MOU with Faculty

<table>
<thead>
<tr>
<th>TYPES OF COURSES</th>
<th>SCHEDULE STATUS</th>
<th>SAFETY PRECAUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE BAC/CTE COURSES W and W/O LABS</td>
<td>Remain as is</td>
<td>Remote; labs will practice safe social distancing and required masks; labs at or near full capacity will be split and rotated during lab time with work being done in rotation in the labs and in the Learning Commons; Standard Protocols</td>
</tr>
<tr>
<td>HYBRID BAC COURSES W/ and W/O LABS</td>
<td>Remain as is; OR May convert 2/1 to 1/2; 3/1 to 2/2*. Schedule alteration must be made 30 days before class start for student and faculty preparation. MOU must be signed before that time.</td>
<td>Additional remote with safe social distance in rooms and required masks; labs will practice safe social distancing and required masks; labs at or near full capacity will be split and rotated during lab time with work being done in rotation in the labs and in the Learning Commons; Standard Protocols</td>
</tr>
<tr>
<td>F2F BAC COURSES W/ and W/O LABS</td>
<td>Remain as is; OR May convert 3/0 to 2/1; 4/0 to 3/1; 5/0 to 3/2*. Schedule alteration must be made 30 days before class start for student and faculty preparation. MOU must be signed before that time.</td>
<td>Additional remote possible with safe social distance in rooms and required masks; labs will practice safe social distancing and required masks; labs at or near full capacity will be split and rotated during lab time with work being done in rotation in the labs and in the Learning Commons; Standard Protocols</td>
</tr>
<tr>
<td>F2F CTE COURSES</td>
<td>Remain as is; OR May convert 3/0 to 2/1; 4/0 to 2/2; 5/0 to 3/2. Schedule alteration must be made 30 days before class start for student and faculty preparation. MOU must be signed before that time.</td>
<td>Additional remote possible with safe social distance in rooms and required masks; labs will practice safe social distancing and required masks; labs at or near full capacity will be split if space requires; lab students will be rotated during lab time with work being done in rotation in nearby supervised areas; Standard Protocols</td>
</tr>
<tr>
<td>F2F ALLIED HEALTH COURSES</td>
<td>Remain as is; OR May convert 3/0 to 2/1; 4/0 to 2/2; 5/0 to 3/2. Schedule alteration must be made 30 days before class start for student and faculty preparation. MOU must be signed before that time.</td>
<td>Additional remote possible with safe social distance in rooms and required masks; labs will practice safe social distancing and required masks; labs at or near full capacity will be split if space requires; lab students will be rotated during lab time with work being done in rotation in nearby supervised areas; Standard Protocols</td>
</tr>
<tr>
<td>SPECIALTY COURSES - CPR</td>
<td>TBA</td>
<td>TBA</td>
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<td>SPECIALTY COURSES - FOS</td>
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<td>TBA</td>
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<tr>
<td>SPECIALTY COURSES - SAFE</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>SPECIALTY COURSES - CDL</td>
<td>TBA</td>
<td>TBA</td>
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</tbody>
</table>

* Choices would require a custom MOU with FT faculty member and the SICEA. See Addendum A1.

NOTE: SIC will be on a remote schedule following Thanksgiving Break given this schedule adjustment. This allows instructors to “front load” face to face work as well as reduce risk for students and employees following a traditionally large travel period over a holiday. This move will be pre-emptive of the traditional flu season.
Addendum A1
Memorandum of Understanding
Between Southeastern Illinois College and the Southeastern Illinois College Education Association
“Fall 2020 Altered Schedule Request”

Given a desire expressed by said full-time faculty member, _____________________________, Southeastern Illinois College agrees to adjust the following coursework for the fall 2020 in order to reduce time of face-to-face social interaction during the COVID-19 pandemic period during the fall 2020 semester per the attached conversion table. As a result of the COVID-19 pandemic, Southeastern Illinois College (“College”) will allow Southeastern Illinois College Education Association (“SICEA”) members to reduce for one semester, fall 2020, the amount of on campus time from 30/28 clock hours to 22/20 clock hours.

<table>
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<tr>
<th>COURSES</th>
<th>SCHEDULE CHANGES</th>
<th>NOTES</th>
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Additional conditions below apply:

- No additional compensation or benefits will be paid for said changes.
- No precedent will be set by this MOU or subsequent actions from its implementation. This MOU is non-binding and shall not be used in future negotiations as it is an effort to enhance safety measures during the pandemic crisis during the fall 2020 semester.
- Normal, expected requirements include: committees, meetings, professional and/or relevant required institutional work, even those held on campus as common from past practice and outlined in Board Policy and the Collective Bargaining Agreement between SIC and SICEA.
- Verifiable evidence and public publication of any web-enhanced/online or remote hours of online supplemental student engagement outside of regular (preexisting) online or hybrid expectations devoted to supplemental learning, retention, tutoring, and active engagement given the nature of professional education is necessary. Samples of additional engagement must be Dean and VP approved in a “Temporary Remote Educational Delivery and Student Support Plan” (TREDSSP) submitted within one week after classes have begun and attached to the course syllabi.
  - Should the instructor opt for no course changes and/or maintains a mostly face-to-face teaching schedule, then the instructor may opt to utilize the 20 hours minimum on campus as face-to-face instructional time with the rest of the hours for office (student time), prep, and professional time off campus unless
warranted as described in the next sub-point. Office time for students and staff takes precedent over prep or professional time for remaining hours on campus.

- Committee work or special professional reasons for being on campus fall outside this reduced on-campus schedule. Faculty members are responsible for their non-teaching duties and possible on-campus assignments. For example, a committee meeting not available by remote means may require a meeting on campus outside the 20 hours of teaching should that be the case if no prep, office hours, or professional time was scheduled on campus. The faculty member may adjust the modified schedule so long as classes are not canceled for such work. As an example, if the instructor has 18 hours of face-to-face instruction and two hours of office time for students then a required committee meeting (e.g., Threat Assessment) is called, then the instructor may adjust the two office hours to accommodate the meeting but class may not be canceled.

- Any anomalous situations will be engaged by the instructor, respective chair, and appropriate dean to align with the spirit of this agreement.

- If the College agrees to this individual request, the instructor willingly agrees to have any such modifications of face-to-face portions of each course that is converted to a web enhanced or other means of remote delivery be assessed for quality using a modified version of the Online Course Rubric from the Online Learning and Educational Technology Center (“OLET”). Such modification will allow for differences of learning opportunities including synchronous lectures (e.g., Zoom), asynchronous video lectures, and other creative engagements for student learning. Any Rubric score that falls under the defined threshold set by the committee, professional development via a course administered in the OLET along with follow-up consultation from OLET, will be required. The ad hoc task force for conversion modification and quality assurance will be the academic division chairs, Ms. Lewis, Ms. Cox, Mr. Ross, and Dr. Billman. Dr. Billman will chair the committee.

- This schedule does not include extra duties and time on campus for administrative assignments, coaching, extra-curricular, additional course time beyond normal load, or any other reason for being on campus outside of normal load. Those are to be set and arranged by working with the respective senior cabinet administration over the functional area for which the extra duty is assigned.

An order to go more or fully remote is possible within this agreement per health and safety guidelines from regulatory and governmental agencies.

As such, both parties agree that given changing variables regarding COVID-19 dangers and/or regulatory requirements and/or credible advice may alter this MOU, such as a mandatory College closure and/or transition to full or more extreme modified remote learning modality and the SICEA will not hold the College accountable to this MOU nor the College hold the SICEA accountable to this MOU should sweeping institutional changing variables external to College control alter the required time on campus. The College will notify the campus community, which includes the SICEA, of any such drastic modification of reducing on-campus time.