

Tomorrow we start classes at the Great Bend Campus. Housing students have moved in and additional students are in the process. This update includes some important information about the SPRING semester on the Great Bend campus. Please look it over carefully.

1. Spring Semester Classes will start on Tuesday, January 19, 2021 instead of Monday, January 11

- a. We will continue with the planned Easter holiday: Friday, April 2 and Monday, April 5 for Easter
 - b. We will continue with Advisement Day: Tuesday, April 6
 - c. We are eliminating Spring Break
 - d. Classes will end Friday, May 7
 - e. We will observe the traditional finals week (May 10-13) as currently published
 - f. Commencement will occur as currently published (May 14)
 - g. This change in schedule meets the required contact hours for MWF and TR classes.
2. Additional points of information:
- a. Staff will return from holiday break on January 6 instead of January 4 to reclaim their two days off from the elimination of spring break
 - b. Faculty will return from holiday break on January 13 instead of January 6 to reclaim their five days off from the elimination of spring break
 - c. Martin Luther King Day remains observed by faculty and staff – January 18
 - d. Faculty retain two days of prep before classes begin: January 14 & 15 instead of January 7 & 8
3. **Trustee Assurance** - As the College Trustees review matters of operations and services, the COVID-19 impact is now routinely monitored. The monitoring comes with updates concerning matters of quarantine, hospitalization, testing outcomes, tracing, partner support, and requests for additional information. As with all matters, Trustee actions can impact services. Trustees are familiar with and supportive of the processes/practices in response to COVID-19. With the never-ending changes associated with the virus, the monitoring is on-going.
4. Our students that required the first quarantine have successfully completed their quarantine. We currently have a second phase of quarantine occurring

at Camp Aldrich for a few late arriving students. These students are quarantined due to being on the restricted country list issued by KDHE.

5. Any student or employee that tests positive for COVID-19 is reported to our local health department. PLEASE BE ADVISED, YOUR PERSONAL DIRECTORY INFORMATION (NAME, ADDRESS, PHONE) will be shared with the Barton County Health Department and KDHE in the event you test positive. This is a requirement so they can conduct contact tracing. The Local Health Department will be contacting employees/students if there is an exposure on campus. They will be doing any contact tracing that is required.
6. We have already had both students and employees test positive for COVID-19. We will continue to follow the Barton County Health Department and KDHE's guidance as the positive tests are identified. The number of employees which have been issued quarantine orders due to coming in contact with someone that has tested positive (either on or off campus) also continues to grow.
 - If you have come into contact with an individual that has tested positive (See attached Algorithms), **you need to notify your supervisor and Human Resources**. Please open the attached Algorithm as it provides step by step instructions on how you are to proceed if you come into contact with someone that has tested positive.
7. **IF YOU ARE NOT FEELING WELL, OR ARE SHOWING ANY COVID-19 SYMPTOMS, PLEASE DO NOT COME TO WORK.** If you have questions about your symptoms, please contact Nurse Kathy Brock.
8. Face coverings (masks or shields) are required on campus when social distancing cannot be maintained. This includes classrooms, offices, common areas, outside, etc. While there will be some disposable masks available to employees and students (Bookstore), it is highly recommended that employees, students, and visitors secure their own cloth mask. Exemptions to the requirement are as follows:
 - Student Union eating area
 - Swimming pool
 - Child Development Center

- Athletic games/practice/workout
- Performing Arts
- Fort Riley, Fort Leavenworth, and Grandview Plaza campuses with follow the face covering/mask directives as provided by Dean Teal.

9. Student Union Meals – Because Social Distancing will continue to be required for the start of the Fall Semester we will be required to make changes in the Food Service we provide. To allow for Social Distancing for Fall, **Food Service for the lunch meal will be restricted to students. Our employees will need to make other arrangements for lunch. Great Western Dining will not be providing boxed lunches or to-go meals for employees.** The reason for this change is that the space for serving meals cannot accommodate all of our student plus employees and the additional COVID related requirements require their staff to monitor numbers. If you have meal tickets, they will be accepted once the restrictions are lifted. Please plan accordingly for this major change. These plans may also change once the semester starts if it appears we can move additional individuals through the space.

10. Travel restrictions – Because of KDHE’s travel restrictions for high risk areas, the following travel restrictions remain in effect:
- All College related International travel and travel to high risk areas (as defined by KDHE) are prohibited until further notice. These restrictions apply to all employees and students, and include travel to (subject to change by KDHE):
 - Florida
 - Cruise Ship passengers
 - International Travel to and from Countries with a CDC Level 3 Travel including China, Iran, European Schengen area, United Kingdom, Ireland, Brazil, Bahrain, French Guiana.
 - All personal travel to these restricted areas is strongly discouraged. For employees that make the decision to travel to these restricted areas for personal travel, the employee will be required to quarantine upon their return.
 - Kathy Brock will be monitoring the list of high-risk areas as they change frequently. Kathy will be providing these locations to employees.

11. Safety measures:

- **Self-evaluate EVERY DAY - Stay home if you are sick!**
- Wash your hands frequently.
- Employees, students, and visitors are expected to maintain social distancing.
- If at all possible, hold all employee meetings via ZOOM if there is a chance that social distancing cannot be maintained.
- Classrooms have been reconfigured to allow for social distancing.
- Student Union – Great Western will only be providing meals to students at this time.
- PPE – Masks – All employees, students, and visitors are required to wear masks while on campus where social distancing cannot be maintained.
- Disinfection of work areas, common areas, service counters, classrooms, etc.
 - Hand sanitizers and disinfectant have been distributed to all classrooms, service counters, and common office areas.
 - Employees in these areas are being asked to keep their area sanitized as student/employee interaction occurs. This includes all service counters, classrooms, and meeting areas. If employees need additional supplies, please contact Facility Management.
 - Facility Management is sanitizing all buildings daily, common areas and restrooms will be sanitized multiple times per day.
- Social distancing classroom capacities have been posted on each classroom. These are mathematical calculations on capacity and the actual capacity required to maintain social distancing may be less based on the room configuration, equipment, and instructor needs.
- Additional signage has been posted campus-wide encouraging social distancing as well as other safety protocols. This includes the dorms, entrances, and common areas across campus.
- If you have a need for additional “Stand by Bart Six Feet Apart” stickers you can place an order with the Print Shop.
- Yesterday, we started the screening stations in each building. We are screening those entering the building for temperature and provide educational information to them. The plan is to continue this screening process for approximately two weeks.