



# Employee COVID-19 Campus Protocols

Morningside is moving forward with opening campus and offering in-person classes this fall. This document provides you with high-level information regarding new guidelines and protocols while you are working on campus. As we move forward, you can be confident that we will be constantly evaluating circumstances, cleaning and disinfecting as frequently as possible, providing you with regular communication, and more. We also want to underscore that we know that COVID-19 is present in Woodbury County and will likely be present in our campus community. Following the guidance in the document is the best way to protect yourself while on campus.

Individuals interested can see more detailed operating guidelines [here](#). **Please note that the situation around COVID-19 changes almost daily. As such, we expect these guidelines to change and evolve as the semester progresses.** More specific information for different areas and events will be sent as dates grow closer. For all the latest, please visit the [COVID-19 page](#) at [morningside.edu](http://morningside.edu).

## OPERATION GUIDELINES

Morningside has developed guidelines and processes for four different levels of operation. It is possible that different areas of the campus will be at different levels, depending on circumstances. Beginning Monday, Aug. 10, the COVID-19 page will be updated regularly to identify the current operating level(s).

### GREEN

All normal operations have resumed with exceptions for high-risk individuals.

### YELLOW

Risk is considered low to moderate for all but high-risk individuals. Learning and working will take place primarily in-person, with some guidelines in place to limit contact and large group gatherings.

### ORANGE

Risk is considered moderate to elevated for all but high-risk individuals. Students and employees are present on campus, but may utilize more options to learn and work remotely or to limit in-person contact.

### RED

Risk is high for everyone. Most or all students and employees will utilize remote working and learning options. Campus is following directives from state and national authorities.

### FACTORS THAT MAY TRIGGER A CHANGE IN OPERATING LEVEL INCLUDE:

- An increase or decrease in active COVID-19 cases on-campus.
- An increase or decrease in active COVID-19 cases in Woodbury County.
- Changes to local health care capacity.
- Changes to staffing capacity or availability of necessary supplies on campus.
- Changes to the availability of COVID-19 testing.
- The availability of new treatment or immunization options.
- Recommendations from local, state, or national officials.

## OPERATION GUIDELINES

- A weekly email will be distributed acknowledging the current operation level and highlighting important information. It is your responsibility to read and follow the information outlined in this email. The first email will be distributed Sunday, Aug. 16.
- The [COVID-19 page](#) on [morningside.edu](http://morningside.edu) will be regularly updated to provide the latest available information. This is your best resource for information.

## ACADEMIC CALENDAR & CLASSES

- Morningside has adjusted its academic calendar for the 2020-2021 academic year. Classes are beginning one week earlier than scheduled and all breaks have been eliminated. These changes will allow all in-person learning to be completed by Thanksgiving break, and finals will be completed online the week following so that students can remain at their permanent residence for winter break.
- Faculty are preparing to begin coursework in-person. Students with medical or administrative exemptions from in-person learning will have options to complete coursework remotely. Additionally, faculty are prepared to offer courses in hybrid or remote formats if a change in operating level necessitates it.
- Students who become ill or are isolating or quarantining due to potential exposure to COVID-19 should work with their faculty to make plans for continuing coursework.
- Students who require medical or other accommodations should contact Disability Services to initiate the process.

## COVID-19 POLICY CHANGES

Morningside has adjusted, added, and modified a number of policies in light of COVID-19. Please review the COVID-19 Policy Updates section of the 2020-2021 Course Catalog, the website, or the student handbook for this information.

## COLLEGE-SPONSORED TRAVEL

- All college-sponsored international travel is suspended through Jan. 1, 2021.
- Morningside Study Abroad programs have been suspended for the 2020-2021 academic year.
- College-sponsored domestic travel is permitted with approval from a vice president and if in accordance with all local/national guidelines.
- Students living on-campus are encouraged to limit off-campus trips and travel to reduce chances of exposure. Physical distancing and the use of face coverings for any trips or travel that do take place are strongly encouraged.

## CONTACT INFORMATION

Please direct questions as follows:

**ACADEMIC AFFAIRS** - Karrie Alvarez  
712-274-5103 or [alvarezk@morningside.edu](mailto:alvarezk@morningside.edu)

**STUDENT LIFE** - Shari Benson  
712-274-5031 or [benson@morningside.edu](mailto:benson@morningside.edu)

**DISABILITY SERVICES** - Beth Boettcher  
712-274-5034 or [boettcherb@morningside.edu](mailto:boettcherb@morningside.edu)

**SAFETY & SECURITY** - Brett Lyon  
712-274-5234 or [lyon@morningside.edu](mailto:lyon@morningside.edu)

**HEALTH SERVICES** - Judi Neswick  
712-274-5178 or [neswickj@morningside.edu](mailto:neswickj@morningside.edu)

## COVID-19 COMMUNICATION PROTOCOLS

### WHEN A STUDENT NOTIFIES MORNINGSIDE OF A POSITIVE COVID-19 TEST, THE FOLLOWING COMMUNICATION WILL BE ACTIVATED:

- STUDENT notifies STUDENT HEALTH.
- STUDENT HEALTH collaborates with SIOUXLAND DISTRICT HEALTH, the OFFICE OF STUDENT LIFE, and the OFFICE OF ACADEMIC AFFAIRS.
- STUDENTS, FACULTY, AND STAFF will be notified if they have been in contact with someone with an active case of COVID-19 and are being required to self-isolate or self-quarantine through the contact tracing process that will be completed by SIOUXLAND DISTRICT HEALTH.
  - Per SIOUXLAND DISTRICT HEALTH, contact that requires self-isolation or self-quarantine is defined as being less than six feet from an infected individual for longer than 15 minutes.
- To protect individual privacy and ensure accurate reporting of numbers, community members interested in knowing case counts in Woodbury County (which would include Morningside cases) should visit the [Siouxland District Health website](#) or the [Iowa Department of Public Health website](#).

### WHEN A FACULTY OR STAFF MEMBER NOTIFIES MORNINGSIDE OF A POSITIVE COVID-19 TEST, THE FOLLOWING COMMUNICATION WILL BE ACTIVATED:

- EMPLOYEE notifies HUMAN RESOURCES and their SUPERVISOR.
- SUPERVISORS should contact their VICE PRESIDENT.
- HUMAN RESOURCES will contact the PHYSICAL PLANT and any other individuals or departments requiring notification.
- STUDENTS, FACULTY, AND STAFF will be notified if they have been in contact with someone with an active case of COVID-19 and are being required to self-isolate or self-quarantine through the contact tracing process that will be completed by SIOUXLAND DISTRICT HEALTH.
- To protect individual privacy and ensure accurate reporting of numbers, community members interested in knowing case counts in Woodbury County (which would include Morningside cases) should visit the [Siouxland District Health website](#) or the [Iowa Department of Public Health website](#).

## BEFORE COMING TO WORK EACH DAY

Be aware that COVID-19 is present in Woodbury County, Sioux City, and is likely present in some form on campus. These guidelines are meant to help protect your health and that of the campus community.

- Conduct a self-assessment to be aware of your overall health and wellness; stay home if you feel unwell or are displaying symptoms such as a cough, shortness of breath, chills, sore throat, loss of taste/smell, a fever of 100.4 or greater, etc.
- If someone in your household is symptomatic or has tested positive for COVID-19, please do not come to work.
- Pack one or more face coverings for use in buildings where face coverings are required. Please clean or launder face coverings daily.
- Do your part to practice physical distancing and use of face coverings to respect fellow community members.
- Practice good hygiene throughout the day, including frequent handwashing.

## FACE COVERINGS ARE REQUIRED FOR EMPLOYEES:



- In all academic buildings, classrooms, and meeting/conference rooms, unless you have express permission from Human Resources or Academic Affairs.
- In Olsen Student Center, except in personal office spaces or while in dining spaces.
- In public spaces, high-traffic areas, or any place where physical distancing isn't possible. Examples include hallways, stairwells, and elevators.
- When another Morningside community member requests you wear a face covering as we work to protect our community and one another.

## FACE COVERINGS ARE NOT REQUIRED FOR EMPLOYEES:

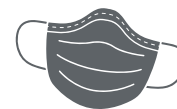


- Within individual offices and/or department units unless otherwise posted.
- During short visits to neighboring departments or spaces if other community members are comfortable or it is otherwise posted.
- While working out in the HPER, so long as you follow all other health guidelines and protocols.
- While outdoors on campus and physical distancing is possible.
- In situations where you are able to physically distance and all individuals present are comfortable not using face coverings.

## BUILDINGS REQUIRING FACE COVERINGS:

Face coverings are required in all spaces in these buildings.

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| <ul style="list-style-type: none"> <li>• Buhler Rohlf's Hall</li> <li>• Charles City Hall</li> <li>• Eppley Fine Arts Building</li> <li>• Hickman-Johnson-Furrow Learning Center</li> </ul> | <ul style="list-style-type: none"> <li>• Klinger-Neal Theatre</li> <li>• Lincoln Center</li> <li>• MacCollin Classroom Building</li> <li>• Walker Science Center</li> </ul> |
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## BUILDINGS WITH POSSIBLE FACE COVERING REQUIREMENT EXCEPTIONS:

Face coverings are required in all classrooms and meeting/conference room spaces, Olsen Student Center except in dining areas, high-traffic areas, and as prescribed by departments; some spaces within these buildings may not require full-time use of face coverings

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| <ul style="list-style-type: none"> <li>• Hindman-Hobbs Center</li> <li>• Krone Center</li> <li>• Lewis Hall</li> </ul> | <ul style="list-style-type: none"> <li>• Longfellow Building</li> <li>• Olsen Student Center</li> <li>• Physical Plant Buildings, Print Shop, Mail Room</li> </ul> |
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## OFFICE & DEPARTMENT FACE COVERING REQUIREMENTS & PROTOCOLS

- Supervisors in office suites and/or departments should develop guidelines that allow employees, students, and visitors to stay healthy and safe through social distancing measures.
- Guidelines that are developed – along with any postings pertaining to the guidelines that will be placed in or around the office area – should be sent to the area Vice President for approval.
- Working with approval and in conjunction with supervisors, all employees are encouraged to work from home when possible to help prevent community spread.
- Employees or departments that wish to require face coverings in their space will receive a removable sticker to place in a visible area on or outside of doorways. Faculty, staff, and students should watch for these red stickers and wear face coverings in areas where this sticker is present.

## CLEANING PROCESSES

- Housekeeping has implemented additional measures in cleaning routines to help protect the campus from COVID-19.
- Campus dining has implemented additional cleaning measures and new products to be able to quickly disinfect tables and seating after each use.
- After being notified of someone who has tested positive for COVID-19 or who has been in contact with an infected individual, custodial staff will be notified and the impacted space and/or building will be temporarily closed.
- Custodial staff will following cleaning guidelines as prescribed by the Centers for Disease Control.

## ACADEMIC BUILDINGS

- Face coverings are required at all times in academic buildings unless you have received an administrative or medical exemption. Please contact Human Resources or Academic Affairs for details if you plan to pursue an exemption.
- There are a few unique situations where face coverings may not be required (example: music). Faculty will share this information with you before the start of the semester.
- You are strongly encouraged to wash your hands with soap and water before and after using spaces or seating in academic buildings.
- Please refrain from congregating outside of doorways or in hallways.
- Common area seating in academic buildings will be limited.
- Hand sanitizer and disposable face coverings will be available in all buildings.

## ADMINISTRATIVE & ACADEMIC BUILDINGS

- Face covering requirements may vary in buildings that serve both academic and administrative purposes. Face coverings are required in classrooms and meeting/conference rooms, in Olsen Student Center except in dining spaces, in high-traffic areas, and in spaces where physical distancing is not possible. Offices and departments with face covering requirements will have red stickers posted outside of that space.
- You are strongly encouraged to wash your hands with soap and water before and after using spaces or seating.
- Please refrain from congregating outside of door ways or in hallways.
- Common area seating will be reduced and limited.

## CAMPUS DINING

- Face coverings are strongly recommended in all dining areas.
- Sodexo will also be offering convenient ordering and pickup options through an app for those who wish to eat on the go or in an alternative dining space.
- All meals will be served, assembled, and/or packaged by Sodexo staff to reduce contact points.
- Morningside “family units” (individuals from the same residence hall, on the same athletics team, etc.) may choose to eat together in the dining hall without physical distancing.
- Seating will be reduced to allow individuals/family units to practice physical distancing. This may result in limited seating during peak dining periods. We ask for your patience and to plan accordingly.
- All Sodexo services are cashless. You will need to use your meal plan/flex dollars, credit card, or debit card

## RESTROOMS

- Practice physical distancing and avoid congregating inside the door while in the restroom.
- You are strongly encouraged to wash your hands with soap and water each time you visit the restroom.

## HPER

- Use of face coverings is strongly encouraged in public spaces.
- Face coverings are not required while working out.
- Practice physical distancing when possible.
- Face coverings are required in HPER classroom spaces.

## LEARNING CENTER

- The library is an academic building and face coverings are required at all times.
- During busy periods, please take care to practice physical distancing and avoid congregating near the Spoonholder and other high-traffic areas.
- A dining area will be available near the Spoonholder for those who wish to eat in that area. Face coverings will be strongly encouraged but not required in the designated Spoonholder dining space.

## BOOKSTORE

- The Bookstore will limit the number of patrons in the store at one time.
- Face coverings are required inside the Bookstore.



**GUIDELINES FOR EMPLOYEE ILLNESS**

Symptoms of COVID-19 may include the following: cough, shortness of breath, fever of 100.4 or greater, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell. If you are experiencing these symptoms or a combination of these symptoms, immediately contact your supervisor by call, text, or email. Do not contact your supervisor in person. Please follow these guidelines:

- Do not report to work. Stay at or go home and isolate yourself from others for 14 days.
- Contact your health care provider by phone or email; **DO NOT GO TO YOUR HEALTH CARE PROVIDER'S OFFICE WITHOUT ALERTING THEM TO YOUR SYMPTOMS.** If you do not have a health care provider, please call 211, which is the Iowa COVID-19 hotline. A screening will be done over the phone and you will be directed to get a screening if you meet the criteria for a test.
- If you are at work upon becoming ill, please contact your supervisor by phone, text, or email and depart campus immediately to begin quarantining. Your supervisor can assist you with getting necessary equipment or items you are unable to immediately collect upon your departure.
- Isolation may be discontinued after 14 days based on your provider's guidance or recommendation from the health department.

**THE FOLLOWING CRITERIA WILL DETERMINE IF YOU ARE SAFE TO DISCONTINUE ISOLATION:**

- You have not had a fever for at least 72 hours. That is a full three days without a fever (100.4 or greater) or medicine to reduce fever.
- Other symptoms have improved. For example, when your cough and shortness of breath have improved.
- At least seven days have passed since your symptoms first appeared.

**IF SOMEONE IN YOUR HOUSEHOLD HAS SYMPTOMS OF COVID-19 OR HAS TESTED POSITIVE FOR COVID-19:**

- Do not report to work. Contact your supervisor and update them on the situation. Isolation is recommended, which means staying home for 14 days and monitoring for symptoms of COVID-19 including fever of 100.4 or greater, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.
- If you are at work upon learning of an ill or COVID-19 household member, please contact your supervisor by phone, text, or email and depart campus immediately to begin quarantining. Your supervisor can assist you with getting necessary equipment or items you are unable to immediately collect upon your departure.
- If you develop symptoms of COVID-19 during isolation, contact your health care provider by phone or email; **DO NOT GO TO YOUR HEALTH CARE PROVIDER'S OFFICE WITHOUT ALERTING THEM TO YOUR SYMPTOMS.** If you do not have a health care provider, please call 211, which is the Iowa COVID-19 hotline. A screening will be done over the phone and you will be directed to get a screening if you meet the criteria for a test.
- Isolation may be discontinued after 14 days based on your provider's guidance or recommendation from the health department.

**THE FOLLOWING CRITERIA WILL DETERMINE IF YOU ARE SAFE TO DISCONTINUE ISOLATION:**

- You have not had a fever (100.4 or greater) for at least 72 hours. That is a full three days without a fever or medicine to reduce fever.
- Other symptoms have improved. For example, when your cough and shortness of breath have improved.
- At least seven days have passed since your symptoms first appeared.
- Your 14-day isolation period should start over if another household member becomes ill. As an example, if PERSON A in your household develops symptoms on Day 1 and PERSON B in your household develops symptoms on DAY 5, the 14-day isolation period must be restarted on DAY 5.
- Contact your direct supervisor by phone, text, or email 24-48 hours before returning to work.

## SELF-QUARANTINE SITUATION

We urge employees to take great caution with illnesses and/or exposure to COVID-19. If you have been exposed to COVID-19, it is necessary for you to self-quarantine yourself for 14 days. For continued compensation, employees would follow the process below in the order listed below:

- Use all available sick leave.
- Use all but one week of vacation time.
- If the 14-day self-quarantine period is still not met then the college will grant emergency paid sick days for any remaining time period.

## CONFIRMED COVID-19 DIAGNOSIS

Morningside has also made some modifications to the Short-Term Disability Policy in regard to COVID-19. These modifications ONLY apply to a COVID-19 diagnosis.

Currently, our Short-Term Disability Policy is available to full-time employees and is for a maximum of six months. The first eight weeks is at 100% of pay; the remainder of the time off is at 60% of pay. All accrued sick leave and all but one week of vacation is applied first. Once exhausted, the continuation of pay by the college starts.

A COVID-19 diagnosis will follow the current policy with some additions to that policy. The short-term disability policy is being modified to also apply to all 12-month part-time employees diagnosed with COVID-19. In addition, the policy will also apply to family members who live with the employee that are infected with COVID-19. If you or another family member who lives with you is diagnosed with COVID-19, employees would have to first use all available sick leave and then all but one week of vacation time for their care before the college will continue pay as stated in the Short-Term Disability Policy. Medical documentation of the diagnosis will be required.

**Should you require time off for COVID-19, please contact your supervisor and Human Resources.**

While we do request that our employees exercise caution in the face of illness, we also ask that if you are well and able to work, you do your part to keep our campus fully operational. It's imperative Morningside continue operations to serve current students, prospective students, and alumni. Each individual employee is important to making that happen.