



Return to Campus... Remain on Campus Plan



Guiding Principles

1. Mitchell Tech will take practical steps to mitigate COVID-19 spread and respond to changes necessary due to the pandemic. Our guidelines and procedures are designed so students and employees can safely Return to campus to start classes on Monday, August 24, 2020. Furthermore, the intent of these protocols is to maintain a safe, healthy environment for Mitchell Tech employees and students to Remain on campus for continued face-to-face, hands-on student learning achieving the Mitchell Tech mission “to provide skills for success in technical careers.”
2. Mitchell Tech will follow guidelines, recommendations, and directives provided by the Center for Disease Controls (CDC), the South Dakota Department of Health (DOH), the Governor of South Dakota, the SD Board of Technical Education (BOTE), Mitchell School District, and other local officials.
3. General guidelines from the CDC for campus safety are categorized in four areas and a summary of Mitchell Tech actions to implement these are included below:
[CDC Considerations for Institutions of Higher Education](#) (May 30, 2020)
 - a. **Promote behaviors that reduce spread.**
 - i. A self-screening checklist will be provided to students and employees and all will be expected to conduct a daily self-check.
 - ii. Stay home if you are not feeling well or have symptoms of COVID-19. (See checklist for details.)
 - iii. Effective August 3, cloth face coverings will be required for employees, students, and visitors to campus.
 - iv. Social distancing will be practiced wherever possible.
 - v. Signage to promote hand-washing and safe practices will be posted throughout campus and messages to promote health behavior will be communicated through a variety of media.

- vi. Training and information will be provided to employees and students regarding practices to reduce spread of COVID-19 as well as protocols and procedures to be implemented by Mitchell Tech.

b. Maintain healthy environments.

- i. Following CDC and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines, Mitchell Tech has increased air-circulation and air-exchange to operate 24 hours/day, seven days/week.
- ii. HVAC filter replacement has been increased to occur monthly.
- iii. Modified layouts for classrooms, labs, and cafeteria will maintain social distancing as much as possible.
- iv. Plexiglass shields will be installed in select locations to provide additional barriers and protection for MTC employees and students.
- v. Food service will be provided with modifications including grab & go meals, disposable containers and utensils, and other necessary adjustments.

c. Maintain healthy operations.

- i. MTC COVID planning team will continue to meet and review updated information and trends to evaluate our plans and protocols adjusting as needed.
- ii. MTC will maintain open communications with state and local health agencies.
- iii. MTC will post COVID updates and references in MyTech.
- iv. MTC has designated contacts for Mitchell Tech COVID concerns, John Heemstra and Scott Fossum.
- v. MTC will limit campus use by outside groups.

d. Prepare for when someone gets sick.

- i. MTC will develop a notification process for students and employees to report if they have symptoms of COVID-19, a positive test, or were exposed to someone with COVID-19.
- ii. MTC will assist SD DOH and provide information as requested as part of the contact tracing process.
- iii. Custodial staff will follow CDC guidelines for cleaning affected areas.

Mitchell Technical College COVID-19 Protocols Table

Updates, additional details and references will be posted in MyTech

Promote Behaviors that Reduce Spread	
Daily Pre-Screening for employees and students	<ul style="list-style-type: none"> Employees and students will self-screen for fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea following the Mitchell Tech COVID-19 DAILY Self Check (attached)
Stay home when appropriate	<ul style="list-style-type: none"> Stay home if you have symptoms of COVID-19 Stay home if you had close contact with someone testing positive for COVID-19 (<i>CDC defines close contact as being within 6 feet for 15 minutes or more</i>) Self-isolate for 10 days (or as directed by Health Care provider) if you are tested positive for COVID-19. Quarantine for 14 days (or as directed) by a medical official if close contact with positive case.
Seek medical assistance if you have COVID symptoms	<ul style="list-style-type: none"> Contact your health care provider or 1-877-AT-AVERA (1.877.282.8372)
Provide notification if you are unable to come to campus for COVID symptoms, illness, or possible contact	<ul style="list-style-type: none"> Employees – contact John Heemstra john.heemstra@mitchelltech.edu or 605.995.7204 Students – contact Scott Fossum scott.fossum@mitchelltech.edu or 605.995.7178
Quarantine	<ul style="list-style-type: none"> Quarantine is for people who are NOT SICK but may have been exposed. Quarantine separates and restricts movement of people who may have been exposed to COVID-19. If you have been told to quarantine at home, separate yourself from others, and follow directions from your health care provider.
Self-isolate	<ul style="list-style-type: none"> Isolation is for those who are ALREADY SICK. Isolation is used to separate those who are sick or have tested positive for COVID-19 (both with or without symptoms). If you have been told to self-isolate, you must do so until a health professional has given clearance to return to campus.
Social Distancing	<ul style="list-style-type: none"> Social distancing means keeping space between yourself and others by staying at least 6 feet (about 2 arms-length) from other people, staying out of crowded places, and avoiding mass gatherings.

Promote Behaviors that Reduce Spread (continued)	
Wearing of Masks (cloth face covering)	<ul style="list-style-type: none"> • Effective August 3, 2020, anyone on Mitchell Tech campus will be required to wear a mask (disposable or cloth face covering) • Face coverings are to be worn in classrooms, labs, and hallways. Outside, with proper social distancing, masks are optional. Face mask exceptions include private offices or when alone. • Everyone on campus is expected to always carry a face mask. • Wearing a face covering is mandatory and will be treated as other behavior expectations. Students not wearing a mask will be asked to put one on and if they do not, they will be instructed to leave the class. • MTC will provide two cloth face coverings to each student and employee. It is recommended students and employees purchase additional masks to ensure a clean covering is available. Masks will be available for purchase in the MTC Campus Store. • Face masks should cover both nose and mouth and should be regularly washed or disposed of. • CDC guidelines recognize that there may be individuals who may not wear a face covering due to medical conditions. Employees with concerns should discuss with your supervisor and students should discuss with Scott Fossum, Center for Student Success.
Hygiene and Hand Washing	<ul style="list-style-type: none"> • Students and employees must practice good hygiene to minimize the risk of spreading the virus. • Wash hands with soap and water for at least 20 seconds as frequently as possible. • Use hand sanitizer when entering buildings, classrooms, or labs. Hand sanitizer stations will be placed throughout campus buildings, classrooms, and labs. • Avoid touching your face.
Communications	<ul style="list-style-type: none"> • Signs will be posted on campus with safe practice reminders. • Additional information and updates will be provided to employees and students through MyTech. • Virtual Pre-Orientation sessions will be offered to incoming students and parents on August 4-6. • COVID 19 presentation and discussion will be part of the MTC Employee in-service on August 17. • COVID 19 information will be included in student orientation sessions on August 19-20.

Maintaining Healthy Environments	
Cleaning and Disinfection	<ul style="list-style-type: none"> • Custodians will be provided daily work task cards, laying out the schedules of cleaning throughout the day. • Cleaning solutions documented to protect against the coronavirus will be used. • Each classroom will have a minimum of 2 spray bottles filled with a commercial grade sanitizer to use between classes. Faculty can designate a student per day/week to spray the desk/table surfaces. • Hand sanitizer will be available in each classroom and lab.
HVAC/Ventilation	<ul style="list-style-type: none"> • Following CDC guidelines, Mitchell Tech has increased air-circulation and air-exchange to operate 24 hours/day, seven days/week. • HVAC filter replacement has been increased to occur monthly.
Mitchell Tech Vehicles	<ul style="list-style-type: none"> • Occupants of MTC vehicles will be required to wear masks unless they are the single occupant. • Vehicle capacity will be limited. • MTC vehicles will be cleaned after each use following a checklist.
Physical Barriers	<ul style="list-style-type: none"> • Plexiglass shields will be installed in the following high traffic areas: <ul style="list-style-type: none"> ○ IT Help Desk ○ Admissions Office Front Desk ○ Administrative Office Front Desk ○ Center for Student Success ○ Campus Store Cashier ○ Campus Café Cashier
Shared Objects	<ul style="list-style-type: none"> • Where possible, avoid use of shared items. • Disinfectant spray or wipes will be used to clean shared tools or equipment between use.
Food Service	<ul style="list-style-type: none"> • MTC Culinary department will provide breakfast and lunch service in to-go containers. • Online ordering will be available. • DO NOT move tables or chairs. Seating is limited to chairs at tables. • Eat outside when possible. • Face masks may be removed when eating. • Dining center will close at 1pm.
Water Fountains	<ul style="list-style-type: none"> • Water fountains will be NOT be used. • Touchless stations to fill individual water bottles will be installed on campus.
Campus Center Elevator	<ul style="list-style-type: none"> • Use of the Campus Center elevator will be limited to those physically unable to use stairs. Use the stairs if you are able. • Elevator capacity is limited to 2 (two) persons.

Maintaining Healthy Environments	
IT Help Desk	<ul style="list-style-type: none"> • Help desk service of student computers will be done by drop-off when possible. • Additional protocols and procedures will be announced prior to start of classes.
Employee Travel	<ul style="list-style-type: none"> • Use virtual meetings and Teams when possible to reduce travel. • Faculty travel – notify and obtain prior approval from Carol Grode-Hanks. • Staff – notify and obtain prior approval of supervisor, supervisor notify John Heemstra • Out-of-state travel must receive pre-approval from President Wilson.

Maintaining Healthy Operations	
MTC COVID Contacts	<ul style="list-style-type: none"> • MTC has designated John Heemstra and Scott Fossum as contacts for coordination with SD Department of Health.
Student Activities & Events	<ul style="list-style-type: none"> • Modifications will be made to student activities and events to conduct activities deemed safe. Tentative plans include, with more details to follow: <ul style="list-style-type: none"> ○ Student organizations and activities including Rodeo will continue with necessary adaptations. ○ Third-floor Fitness room will be closed until further notice. ○ New Student Lounge will be open during normal building hours only. Additional guidelines to be published.
Visitors and Outside Groups	<ul style="list-style-type: none"> • Visitors will be asked to follow MTC COVID19 Guidelines. Masks will be available for visitors. • Use of campus facilities by outside groups will be limited and subject to approval by MTC President. Outside visitors and groups will follow MTC protocols and guidelines.
Support	<ul style="list-style-type: none"> • The COVID pandemic has resulted in increased loneliness, stress, anxiety, and depression for many individuals. There are local resources to help Mitchell Tech students and employees to receive support if needed. <ul style="list-style-type: none"> ○ Mitchell Tech Resources – The Center for Student Success including Kellie Nielsen, Campus Counselor, 605-995-7164. ○ Local Resources – Dakota Counseling Institute, 605-996-9686; Lutheran Social Services of South Dakota, 605-996-9742; Four Directions Counseling, 605-292-4100; Stepping Stones, 605-995-8180; Alcoholics Anonymous, 605-996-8264.

What to do when someone is sick	
What to do if you feel sick	<ul style="list-style-type: none"> • Leave campus immediately and follow the steps and notification process found on the Mitchell Tech COVID19 Daily Self-Checklist. • If you are physically unable to leave campus notify your instructor (if student) or Mitchell Tech supervisor (if employee) for assistance.
Contact Tracing	<ul style="list-style-type: none"> • Contact tracing is done by the SD Department of Health (DOH). As a result of their results and investigations, the SD DOH will share information with John Heemstra or Scott Fossum and request assistance to identify potential close-contacts.
Contact Tracing Process	<ul style="list-style-type: none"> • DOH is notified of positive case by the medical provider. • DOH interviews case by phone and shares necessary information with MTC officials to help determine contacts. • DOH asks positive case to isolate for 10 days • DOH notifies close contacts asking them to quarantine for 14 days (<i>close contact is within 6 feet for 15 minutes or more</i>)
Work/School while in Isolation or Quarantine	<ul style="list-style-type: none"> • If physically able, students will continue online learning during isolation or quarantine. • If physically able, employees will continue remote work during isolation or quarantine.
CARES19 Diary	<ul style="list-style-type: none"> • The SD Department of Health highly encourages the use of the CARES19 app to assist in contact tracing. The app and additional information is available at https://covid.sd.gov/care19app.aspx • MTC encourages students and employees to download the app to assist in contact tracing in case you become infected.
Cleaning Following Positive Case	<ul style="list-style-type: none"> • Mitchell Tech will follow the guidance from CDC and SD Department of Health to clean areas of possible contamination.
COVID Response Kit	<ul style="list-style-type: none"> • A response kit containing: a non-contact thermometer, gloves, masks, face shield, and disposable gown will be available if needed to assist a sick individual unable to leave campus safely on their own. • Locations include: <ul style="list-style-type: none"> ○ Campus Center – Admin Office and CSS ○ ETC – TBD ○ NRTC – Instructor Office Suites (NRTC 538) & (NRTC 508) ○ Tech Center – Help Desk & Gen Ed Office Suite ○ Driver Training Center – TBD ○ Diesel Light Truck Building – TBD

Questions or concerns regarding this plan: Contact John Heemstra, john.heemstra@mitchelltech.edu or Scott Fossum, scott.fossum@mitchelltech.edu

COVID-19 DAILY Self-Checklist

Complete this checklist **each day** before coming to Mitchell Tech Campus.

If you reply **YES** to any of the questions below, **STAY HOME**, isolate yourself and follow the steps below:

Step 1: Call your healthcare provider or (605) 995-7000 (Avera NOW, Urgent Care) and follow their instructions. Be sure to identify yourself as a Mitchell Tech student or employee.

Step 2: Notify a family member.

Step 3: Notify Mitchell Tech you will NOT be coming to campus due to COVID symptoms or exposure.

- Students notify Scott Fossum - (605) 995-7178 - Employees notify John Heemstra - (605) 995-7204

Do you have a fever (temperature over 100.3F) without having taken any fever reducing medications? **Yes** **No**

Do you have any of these unexplained symptoms?

Loss of Smell or Taste?

Yes

No

Muscle Aches?

Yes

No

Sore Throat?

Yes

No

Cough?

Yes

No

Shortness of Breath?

Yes

No

Chills?

Yes

No

Headache?

Yes

No

Have you experienced any unexplained gastrointestinal symptoms such as nausea/vomiting, diarrhea, or loss of appetite? **Yes** **No**

Have you, or anyone you have been in close contact with been diagnosed with COVID-19 , or placed on quarantine for possible contact with COVID-19? (Close contact is defined by CDC as being within 6 feet for 15 minutes or more.) **Yes** **No**

Have you been asked to self-isolate or quarantine by a medical professional or local public health official? **Yes** **No**

If you start feeling sick or have any symptoms while at work or school, you should **immediately** leave campus and follow the steps above.