

LITTLE BIG HORN COLLEGE

COVID-19 Plan

Preparations for Fall 2020 Semester

Tentative Plan

All plans are preliminary and could change, depending on the status of COVID-19 in our community and surrounding areas. LBHC will continue to practice safety measures recommended by CDC and WHO! LBHC will also adhere to the Apsaalooke Nation Executive Orders.

- Temperature Checks before entering buildings
- Social Distancing of at least six feet
- Wear Face Mask in Public or in presence of others
- Washing hands with soap and water frequently
- Sanitize work areas frequently
- Stay home if feeling sick
- Minimize number of individuals in buildings.

Facilities

Steps are being taken to provide a separation shield in locations that are frequented by students, employees and community members. A free-standing flexi-glass shield or clear plastic shield will be installed in the following locations.

- Reception Desk at SUB
- Admissions Office Window
- Cafeteria Counter
- Bookstore
- Reception Desk at Administration Building
- Payroll Window
- Library
- HWC Help Desk

Security

Our foremost priority is to the safety and well-being of our students, our employees and community members that visit our campus!

Security guard will be patrolling the grounds to ensure that people are safe while on campus. Doors, windows and surveillance cameras will be monitored on a regular basis.

Automatic magnetic door locks are in place in each of the buildings. The doors can be locked from remote locations by our IT personnel.

Additional lighting has been added throughout the campus!

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Registration

New Student Orientation, placement testing and registration will begin September 1, 2020.

Placement testing can be conducted by appointments prior to September 1st.

Procedures and steps for online registration via Cloud Ram will be posted in multiple ways, Social Media, E-mail, LBHC Website, Flyers and Word of Mouth. For individuals that require in-person registration, protocols and process will be posted. The flow of movements within the building will be considered, with the last stop potentially being the Admissions window, and exiting through the south door of the SUB.

Access to Buildings

Entry will be from one location of the building. Every individual will be asked to wear a facemask, if a person does not have one, facemasks will be available at the location of entry. Every individual will be required to have their temperature taken before entering the building. If an individual has a temperature of 100 degrees Fahrenheit or higher, the individual will be denied access and recommend the individual go be tested for COVID-19. Hand sanitizers will be made available at the entrance.

The number of individuals that are not employees entering into buildings will be limited, to keep down congestion in areas.

Student Union Building – Entry will be from the East Entrance, by the Reception Desk. Exit will be through the South doors, by the Parking Lot.

Driftwood Lodges – Entry will be from the North doors, by the Arbor. Exit will be through the East and West doors.

Administration/Library/Archives – Entry will be from the East door by the Library. Exit will be through the East or Admin door.

Health & Wellness Center – Entry and Exit will be through the East door.

Academics

This fall, the plan is to have Hybrid classes, a combination of Online and In-person classes.

Classes will begin September 2, 2020.

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Classes will have limited number of students in classroom. The number of students in one class lesson will depend on the size of the classroom and will accommodate at 50% capacity. Social distancing will be considered in the number of students allowed in the classroom. The majority of LBHC courses are held twice a week. For a Monday/Wednesday class, half of the students could attend class on a Monday, and the other half would attend class on Wednesday. The same could be for a Tuesday/Thursday course. The days that students are not physically in class will participate online.

Faculty should have Online Lesson Plans prepared prior to classes beginning. Faculty should also have a means for assessment. How will outcomes of learning be measured?

For in-person classes, it has been suggested to provide facemasks and face shields. Faculty can wear their preference or both. Seats in classrooms will be spaced far enough apart to maintain social distancing and student numbers will be at most 50% capacity of the classroom. The plan is to have sanitizing supplies; wipes, spray bottles, or other cleaning items to wipe desktops, keyboards, etc. in each classroom. Students will wipe down their area's before leaving the classroom!

For online instruction, a common media will be used. This is to ensure that students do not have to navigate back and forth between multiple media platforms. The platform will be determined between faculty and the IT Department.

For Labs, faculty will determine what works best for the particular class that is being taught, and ensure that accreditation contact requirements are met.

Faculty members will have the discretion to allow a student whom they deem capable of taking classes totally online to do so!

For a faculty member with compromised health, arrangements will be made to potentially instruct remotely for the semester. Request will be made through the Department Head, Academic Dean and approved by President's Council. An MOU may be requested.

Faculty will prepare to go totally online with courses. If the situation arises and classes would need to be conducted remotely, we would like as smooth a transition as possible for faculty and students.

Student Services

Registration/Admissions – Returning students will be encouraged to register via Cloud Ram. Those that need in-person assistance will be provided protocols, and limiting number of students in the area at any one time. Social distancing will be required.

Cafeteria – For Fall semester, cafeteria will be converted to a Deli style, grab and go service. Seating in cafeteria will be limited.

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Bookstore – Access will be allowed, limiting to a maximum of two customers at a time in the bookstore.

Career Services – Students will be asked to make appointments through the Student Success Center.

Tutoring – Students needing tutoring will need to make appointments through the Student Success Center or Title III Office.

Transit – Establish an agreement with Crow Transit if it's in operation. If not, continue seeking to assist students with Emergency Student Aid Funds via fuel vouchers.

Student Clubs – Activities that can be conducted virtually will be encouraged. Any activities that would involve social gathering will be discouraged and not allowed.

Health & Wellness Center

Classes – The number of students will follow the same requirements as in-person classes that is explained in the Academic section.

Athletics – The Basketball Program for both Men and Women will be suspended from NJCAA Competition. If COVID-19 dissipates by Spring Semester, both programs will be allowed to compete in the AIHEC National Basketball Championships, if they are held.

Membership – Members at the time of the HWC closure due to COVID-19 will not be charged fees through May of 2021 if they choose to continue membership.

Request of Use by outside organizations – Any request of use of the facility by outside organizations will be reviewed for approval or denial by President's Council. Final decision will be made by the President.

Library/Archives

Student use – Limit number of students.

Community access – Limit number of customers at any one time.

Use of computers – Sign up for use and limit time on computers for any one individual.

Establish a check in system in the Lobby before entering the Library or Archives.

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COVID-19 Emergency Relief Funds

Review what funds are available and what the designated allowable expenses are. Also when the funds need to be expended by. Department of Education CARES Act funds goes directly to students to offset expenses caused by COVID-19.

All the Emergency Relief Funds have specific criteria's on how they can be used, and they all have to be related to any activities due to COVID-19.

LBHC has utilized funds to support students through the Spring and Summer semesters, supported Faculty in the areas of transitioning to Online Instruction, Administrators and Staff have been asked to work from home, technology upgrades and safety supplies.

Information Technology (IT)

Website – LBHC information must be posted and updated frequently. Review to ensure accuracy before posting. Some information that needs to be posted are required by Department of Education. We need to look into placing downloadable forms on our website, or being able to complete online and submitting to the appropriate Department.

Media Platform for Communication – For meetings, Zoom will be the choice of holding meetings. Google Docs (what are some of the things that can be done with this?) What are some other platforms that can be utilized?

Alert System – Research is being done to see if Rave or something similar, to alert employees, students, emergency personnel if a need arises.

E-mail – Every individual that is connected to LBHC, should have an LBHC e-mail address; employees and students.

Student Access – Look into establishing connectivity for students in communities that students are from. Would it be the local schools, or a community hall or some other establishment? **Pryor** – Plenty Coup High School, maybe St. Charles Mission, or Community Hall, **Fort Smith** – Fort Smith School, **Saint Xavier** – Pretty Eagle School, **Lodge Grass** – Lodge Grass Schools or City Hall, **Wyola** – Wyola School, **Crow Agency** – LBHC Computer Labs. For rural areas, check with availability of phone providers, or maybe consider Hotspots.

Technology (laptop, tablet, etc.) – Research what might be available to students that may not have a tablet/laptop or like device to do assignments.

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Work Schedules

Work week – Starting August 24, 2020 until September 11, 2020, LBHC will work 8 hour days Monday through Friday. The five days in the week will allow us to accommodate access for our potential students. Starting September 14, 2020 will convert back to 4, 9 hour days Monday through Thursday and work 4 hours on Friday through the balance of the semester.

Potentially, some employees may be allowed to Telework from home a portion of each work week. To Telework, approval will have to come from President's Council.

COVID-19 Related Illnesses

In the situation that an employee contracts the Coronavirus, the person will inform immediate supervisor ASAP, take steps required for medical attention and go into quarantine for a minimum of 14 days. Individual will be placed on sick leave for the time away from the workplace.

In the case of an employee being in contact with someone that has the Coronavirus, the employee will be asked to be tested for COVID-19 and self-quarantine for 14 days. Employee will be placed on sick leave for the time away from the workplace. Employee may be allowed to Telework from home if work is essential and the ability to work from home is available.

Communication

Remember, communication is essential in conducting activities that impact others! Good communication with peers, supervisors and stakeholders is important. Lack of communication or complete communication leads to misunderstandings and potentially ill feelings. Don't assume others know what you are thinking. Even if information has been shared with someone, it helps to follow up to make sure that whatever information that is shared is understood. It will help to follow up with an e-mail if there is verbal communication.

NOTE:

Please understand that this is a very tentative plan, and could change at any time. We are living in a very uncertain time, and plans may have to change very quickly! What is presented is a guide for now. We hope that we do not have any spikes of positive cases of the Coronavirus in our communities. We all need to practice the safety measures, whether we are at work, at home or out in our communities taking care of necessities.