

# COVID - 19

*Returning to Campus*

# GUIDELINES & POLICIES



**Southwest Wisconsin  
TECHNICAL COLLEGE**

THIS IS WHERE **PEOPLE CARE**



**Phase 5 – May 21, 2021**

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## Infectious Diseases Reduction Effort

*COVID-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together we can reduce the risk of transmission of these diseases within our school community.*

*The College has adopted rules that are designed to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a variety of sources including, but not limited to the Center for Disease Control and public health authorities. The rules can be found here. (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>) The rules are subject to change from time-to-time.*

*The College expects that all students, staff and faculty will become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. We take the safety of our students, faculty and staff seriously. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus. Questions about the rules should be directed to Dan Imhoff, Director of Facilities, Safety & Security, at 608.822.2401 or [dimhoff@swtc.edu](mailto:dimhoff@swtc.edu).*

*Thank you for your cooperation.*

## Introduction

Southwest Wisconsin Technical College cares about people including the students and communities we serve and the faculty and staff we employ. We hope this COVID-19 Return to Campus Guidelines and Policies – Phase 4 will help individuals feel more comfortable returning to campus. Our goal is to be deliberate about returning to campus as we take the health and safety of everyone very seriously.

The Emergency Operations Team (EOT) has been actively gathering information to inform our multi-scenario plan for reopening campus. The team was closely following the trends and striving to understand the entirety of the crisis better. The team consulted with health care experts, the college's insurance company, and attorneys before finalizing the Return to Campus Guidelines and Policy. Planning began by collecting feedback from each employee, and then the EOT met with all supervisors at the college. Last, the team reviewed all the submitted documents and then used compiled data to inform the plan for faculty, staff, and students to return to campus. A similar process has been used for the Phase 4 process.

In the document, you will find guidelines on our four-phase return to campus; safety protocols including Personal Protective Equipment (PPE), instructional safety protocols, and personal safety; positive COVID-19 response action plan; frequently asked questions; training plan, policies, and our staffing plan beginning April 5, 2021. These guidelines are intended to provide guidance for Phase 4 of the Return to Campus initiative. The guidelines have been developed in conjunction with county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US [Centers for Disease Control and Prevention \(CDC\) guidelines](#), and principles of infectious disease control. ***The effectiveness of operational protocol for mitigating spread of COVID-19 is based upon current data and assumptions about the virus. Review of this proposal and protocol is recommended to take place monthly or as validated CDC guidelines become available and will be updated on a regular basis.***

**All PPE requirements and safety protocols are put in place by Southwest Tech rule or policy and enforced through the Student Code of Conduct and Employee Handbook.**

The better we do limiting the spread of the virus, the sooner we can move forward together. Simple reminders to help protect ourselves and others from getting sick:

1. Wash your hands frequently
2. Stay home as much as possible - If you do have to go out, practice social distancing
3. Use a cloth face cover when around others in public
4. Cover coughs and sneezes
5. Clean and disinfect frequently touched surfaces

If an employee has a question or concern about their health and safety or that of a student, they should work directly with their supervisor or Human Resources. Everyone's situation is unique, and the college is committed to offering assistance to those who need additional resources.

Please remember that kindness and compassion for each other will be the best antidote for the obstacles and opportunities the college has when employees return to campus. And, as we welcome students back this summer and fall, empathy and trust will help our strategies be more successful.

## Southwest Tech Plan for Resuming In-Person College Operations

12.4.20

### *Phase I – Identified Essential Programs Resume to Finish Required Hands-on Learning (March 2020 – May 31, 2020)*

#### Conditions:

- Necessary personal protective equipment (PPE) is in stock and available for use.
- Appropriate cleaning/disinfectants in stock.
- Instructional safety protocols established and implemented.
- Limited support personnel on site in related facilities (e.g. custodians, aides).
- Student signed risk waivers are completed.
- Scheduled to minimize number of personnel in any given building at a time.
- Faculty and staff follow personal safety protocols on campus.
- Facilities staff have deep cleaned instructional areas.
- Employer sites for off-campus learning follow the College’s personal safety protocols.
- Work duty out-of-district travel ban remains in place.
- Work duty 14-day quarantine for any out-of-state personal travel remains in place.

### *Phase II – Limited In-Person Operations (June 1, 2020 - August 2, 2020) (Summer 2020 programming and college-wide operations)*

#### Conditions:

- The College’s COVID-19 Safety Plan is in place.
- Personal Protective Equipment (PPE) requirements apply based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US [Centers for Disease Control and Prevention \(CDC\) guidelines](#), principles of infectious disease control, and the Badger Bounce Back Plan.
- PPE is in stock and available for use per the Safety Plan.
- Individual department and program plans where staff will be on campus must be developed and maintained in conjunction with Dan Imhoff.
- All courses are offered online except required hands-on learning components.
- Instructional safety and personal protocols are established and implemented college-wide (see [Safety Plan](#)).
- Minimal staff to complete on-site department duties; significant work from home continues (see [Staffing Plan](#)).
- In-person departments implement staggered schedules.
- No non-classroom gatherings of more than 10 people.
- Educational activities will be limited dependent upon the size of the training space.

- Child care center remains closed.
- The College will be closed on Fridays except for preapproved programming and for Crossing Rivers Health Clinic.
- Charley's and the Fitness Center remains closed. Locker room/showers are open for Criminal Justice/Law Enforcement students only.
- Dining Services remains closed.
- Work duty out-of-district travel ban remains in place except for direct course-related needs or as granted by the President (see Travel Guidelines).
- Work duty 14-day quarantine for any out-of-state personal travel is lifted.

### *Phase III – Expanded In-Person Operations (August 3, 2020 - April 4, 2021)*

*(Fall programming and college-wide operations)*

#### Conditions:

- Personal Protective Equipment (PPE) requirements apply based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US [Centers for Disease Control and Prevention \(CDC\) guidelines](#), principles of infectious disease control, and the Badger Bounce Back Plan.
- Instructional safety and personal protocols are established and implemented college-wide (see [Safety Plan](#)).
- Temperature checks will be required starting December 7. All guests will be checked at the Main Entrance. Support and administrative staff will be checked at the Main Entrance if there is not a thermometer in their area. Faculty and students will be checked when they enter their instructional area.
- Minimal staff to complete on-site department duties; mostly work from home continues. (see [Staffing Plan](#)) Any variations from the Staffing Plan should be communicated through Facilities.
- No non-classroom gatherings.
- Educational activities will be limited dependent upon the size of the training space.
- All guests must enter through the Main Entrance.
- All visitors, including contractors, vendors, and delivery personnel, are prohibited from using gaiters and bandanas for a mask. Face masks must include, at minimum, a two-layered cloth or surgical mask.
- Child Care Center – Will re-open August 17 with students having first priority for child care; safety protocols have been established in conjunction with the Department of Family Services
- Charley's is closed as an activity center and repurposed for classroom space.
- Fitness Center remains closed; locker room/shower are open for Criminal Justice/Law Enforcement students only.
- Bookstore is limited to having eight people in the bookstore (including the Bookstore staff). Books will be mailed to all students.



- Dining room is closed.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the app that will be available soon. More information will be sent out separately regarding this app.
- Students are allowed to eat in their assigned seat in their learning area. They must maintain social distance (6 feet between individuals) at all times and masks must be put back on when they are done eating and drinking.
- There will be no out-of-district travel for work except for direct course-related needs (i.e., clinicals, internships) or as granted by the President (see [Travel Guidelines](#)).
- Creative Elements Salon will remain closed.

#### *Phase IV – Expanded In-Person Operations (April 5, 2021 – May 20, 2021)*

##### **Conditions:**

- Personal Protective Equipment (PPE) requirements are determined based on the advice of county health officials, Districts Mutual Insurance Company and legal counsel while adhering to the guidelines set by the [US Centers for Disease Control and Prevention \(CDC\)](#) guidelines and principles of infectious disease control.
- Instructional safety and personal protocols are established and implemented college-wide (see [Safety Plan](#)).
- Temperature checks will be required on a program specific basis depending on educational content and delivery method.
- Minimal staff to complete on-site department duties; mostly work from home continues. (see [Staffing Plan](#)) Any variations from the Staffing Plan should be communicated through Facilities.
- Masks are required for all employees, students, and visitors including contractors, vendors, and delivery personnel. Face masks must include, at minimum, a two-layered cloth or surgical mask. All employees, students and visitors including contractors, vendors, and delivery personnel are prohibited from wearing gaiters and bandanas in lieu of the two-layered mask or surgical mask.
- Non-classroom gatherings are limited to 10 or fewer people and must maintain social distancing. Exceptions to the number of people will be made for business-related College public meetings that follow open meetings laws (i.e., District Board) with all safety protocols in place.
- Lecture-based classes will continue to be delivered in face-to-face and remote capacity.
- Educational activities will be limited, dependent upon the size of the training space and ability to social distance.
- All visitors must enter through the Main Entrance.

- Child care center remains open.
- Charley's remains closed.
- Fitness Center remains closed; locker room/showers are open for Criminal Justice/Law Enforcement students only or for other pre-approved instructional purpose.
- Dining room is closed.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the [Chow Cow app](#).
- Creative Elements Salon remains closed.
- Bookstore capacity is ten (10) people not including staff.
- Knox Learning Center is open to ten (10) or fewer people not including staff.
- Charger Technology Support Center remains open.
- Work duty out-of-district travel ban remains in place except for direct course-related needs or as granted by the COVID Operations Team (see [Travel Guidelines](#)).
- Open to the public on a limited basis.

### *Phase V – Expanded In-Person Operations (May 21, 2021 – July 31, 2021)*

#### **Conditions:**

- Personal Protective Equipment (PPE) requirements are determined based on the advice of county health officials, Districts Mutual Insurance Company and legal counsel while adhering to the guidelines set by the [US Centers for Disease Control and Prevention \(CDC\)](#) guidelines and principles of infectious disease control.
- Instructional safety and personal protocols are established and implemented college-wide (see [Safety Plan](#)).
- Temperature checks will be required on a program specific basis depending on educational content and delivery method.
- All departments staffed with minimal staff to complete on-site department duties. (See [Staffing Plan](#)) Any variations from the Staffing Plan should be communicated through Facilities.
- Effective May 21, SWTC will adopt the CDC's new guidance regarding the use of face masks and social distancing for fully vaccinated people. Face masks are no longer required for those who are fully vaccinated nor is social distancing required for those who are fully vaccinated. Face masks continue to be required for those who are not fully vaccinated or for those considered high-risk. If the CDC changes its guidance, we will reevaluate our protocols. For those who fall under other regulatory agencies, they must follow those regulatory agencies' guidelines (i.e., child care center and clinical settings).
- When employees that are not fully vaccinated are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are

leaving their work station and moving around common areas (e.g., in classrooms, labs, hallways and stairwells, going to the restroom, etc.). For employees working in congregate settings (e.g., direct student and public contact areas, meeting rooms, areas open to the public, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees. Some areas will require other Personal Protective Equipment (PPE) such as gloves, gowns, etc.

- Non-classroom gatherings are limited to 50 or fewer people and must maintain social distancing. Exceptions to the number of people will be made for business-related College public meetings that follow open meetings laws (i.e., District Board) with all safety protocols in place.
- Lecture-based classes will continue to be delivered in face-to-face and remote capacity.
- All visitors must enter through the Main Entrance.
- Child care center remains open.
- Charley's will be open with limited capacity.
- Fitness Center will be open.
- Dining room will be open with spaced seating.
- Limited food service – Dining Services will have food available for window pick-up. Orders must be placed via the [Chow Cow app](#).
- Bookstore will be open with no capacity limits.
- Knox Learning Center is open to fifty (50) or fewer people not including staff.
- Charger Technology Support Center remains open.
- Work duty out-of-district travel:
  - Travel will be by supervisor approval, unless out of state then it is President's approval. (the same policy we had before COVID)
  - If there is an effective virtual option, the virtual option should be used.
  - Field and Club trips will be reviewed and approved by Dean/Director. (crowd size and event setup will weigh in the approval process). If there are questions, contact Dan Imhoff, Director of Facilities, Safety & Security.
  - Must fit in the parameters of the budget.
  - Vehicle travel will be limited to a percentage of the total capacity of 50% for Phase V.
  - Masks will be required while in the vehicle.
- Open to the public.

## Frequently Asked Questions (FAQs) Related to Returning to Campus During Phase V (May 21, 2021 – July 31, 2021)

### How should I prepare to come to campus?

- All guests will be checked at the Main Entrance.
- Protective partitions have been put in place in service areas around the College.
- There is limited on-site refrigerators and microwaves on campus. Sanitation of equipment will occur throughout the day.
- Food service will be available.
- Vending will be available and sanitized throughout the day.
- Bottle filling stations will be activated and cleaned several times throughout the day by Facilities. Water fountains will not be available.

### What is an approved face covering? If I don't have one, how do I go about getting an approved face covering?

- The college is following the [CDC Guidelines for face coverings](#).
- Contact Brian Kitelinger at 608.822.2376 or [bkitelinger@swtc.edu](mailto:bkitelinger@swtc.edu) if you cannot obtain one.

### Are gaiters and bandanas considered approved face coverings?

- Gaiters are not approved face coverings for faculty, staff, students, and visitors.

### What social distancing criteria is Southwest Tech following?

- Southwest Tech will continue with the 6-foot social distancing unless you are fully vaccinated.

### What is considered on campus and campus?

- On campus and campus are defined as college-owned/leased spaces or college-controlled areas/premises being used as learning environments at other facilities.

### What is the definition of a close contact?

- For COVID-19, a close contact is anyone who was within 6 feet of an infected person or in an enclosed space for a total of at least 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

What do I do if I am experiencing symptoms of COVID-19, test positive for COVID-19, or I am considered a close contact of someone who has tested positive, is awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred, or is showing symptoms? (See the [COVID-19 Positive Response Action Plan](#))

**Report symptoms, a positive test, waiting for test results for yourself and close contacts using the [COVID-19 Reporting Form](#)** OR

For employees, contact one of the Human Resources staff:

Krista Weber	<a href="mailto:kweber@swtc.edu">kweber@swtc.edu</a>	608.822.2315
Connie Haberkorn	<a href="mailto:chaberkorn@swtc.edu">chaberkorn@swtc.edu</a>	608.822.2310
Annetta Smith	<a href="mailto:asmith@swtc.edu">asmith@swtc.edu</a>	608.822.2314

For students, notify one of the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Danielle Seippel, Registrar; or Brian Kitelinger, Safety Coordinator.

<a href="mailto:dimhoff@swtc.edu">dimhoff@swtc.edu</a>	608.822.2401
<a href="mailto:dseippel@swtc.edu">dseippel@swtc.edu</a>	608.822.2317
<a href="mailto:bkitelinger@swtc.edu">bkitelinger@swtc.edu</a>	608.822.2376

What should I do if someone is showing symptoms of COVID-19 (fever, cough, difficulty breathing, etc.) or notifies me they are showing symptoms, have tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19, is waiting test results, or is showing symptoms?

- Give them the following advice:
  - Stay home
  - Call ahead to your care provider and report symptoms (if you have not been in contact with your care provider)
- Report someone who is showing symptoms or notifies me they are showing symptoms, have tested positive for COVID-19 or have been in close contact with someone who has tested positive for COVID-19 or is showing symptoms using the [COVID-19 Reporting Form](#).
- Identify in the report any recent campus contacts. (Ex. They were in class on XX-XX-XXXX, held in room X.)
- Have them report it to the appropriate team – employees report to HR and students report to the Student Notification Team

In compliance with the Jeanne Clery Act, any incident creates a threat to the students, employees, or campus guests, which will result in a timely warning.

These steps are essential to our efforts in reporting and mitigating the spread of COVID-19.

What kind of resources are available for my well-being?

**For Students:**

- The College has a licensed Mental Health Counselor on campus for students. <https://www.swtc.edu/student-resources/student-services/counseling-services> Contact the Mental Health Counselor at 608.822.2357.
- Submit a concern at <https://www.swtc.edu/student-resources/student-services/report-a-concern>.
- Contact [covid19response@swtc.edu](mailto:covid19response@swtc.edu).

**For Staff:**

- Contact the Employee Assistance Program at [Life Matters](#). (Password: SWTC1)
- Check out the Wellness page on [The Charger Hub](#).
- Contact the Human Resources department at [humanresources@swtc.edu](mailto:humanresources@swtc.edu).
- Contact [covid19response@swtc.edu](mailto:covid19response@swtc.edu).

**Who should I report a concern to if someone does not follow the guidelines?**

- Ask the person to follow the guidelines.
- If the person does not adhere, dial 0 for the front desk and send an email to [covid19response@swtc.edu](mailto:covid19response@swtc.edu). The person at the front desk is trained in how to handle these situations and will respond to the situation.

**Are staff, faculty, and students allowed to eat together in groups? May I order or bring food in for employee or student groups?**

- Group meals, such as potlucks and cookouts, are not allowed.
- Social distancing (6 feet between individuals) is required when eating.

**Will the dining room be open for eating on campus? Will employees have to eat at their desks? Will Dining Services have food available to purchase?**

- Yes, the dining room will be open with spaced seating. If not eating in the dining room, employees are encouraged to eat at their work station or any location with minimal traffic where they can maintain social distancing.
- Dining Services will have food available for delivery. Orders must be placed via the [ChowCow app](#).

**Should I take my laptop home when I leave the college at the end of my work day?**

- You should always take your laptop home at the end of each day.

**Are employees allowed to be on campus during weekends and “non-business” hours?**

- We request you do not access the buildings on weekends and “non-business” hours, except for the Fitness Center. This time is set aside to clean and sanitize the campus. Entry would cause the facilities crew to have to clean and sanitize these areas again, causing extra work for the facilities staff.

Is there a timeline for when all campus employees will be back on campus at the same time?

- The [COVID-19 Return to Campus Phases](#) chart provides a projected timeline. However, the ever-changing nature of this situation makes it impossible to determine exactly when campus will fully reopen. Final determination will be based on CDC guidelines, infection control, and county health and other governmental mandates.



## Southwest Tech's COVID-19 Safety Plan

### Infectious Disease Reduction Effort

*Covid-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together we can reduce the risk of transmission of these diseases within our school community.*

*The College has adopted rules that are designed to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a variety of sources including, but not limited to the Center for Disease Control and public health authorities. The rules can be found here. (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>) The rules are subject to change from time-to-time.*

*The College expects that all students, staff and faculty will become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. We take the safety of our students, faculty and staff seriously. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus. Questions about the rules should be directed to Dan Imhoff, Director of Facilities, Safety & Security, at 608.822.2401 or [dimhoff@swtc.edu](mailto:dimhoff@swtc.edu).*

*Thank you for your cooperation.*

### Purpose:

The health and safety of our students and staff is of the greatest importance. This plan has been created based on the advice of county health officials, Districts Mutual Insurance Company, and legal counsel while adhering to the guidelines set by the US [Centers for Disease Control and Prevention \(CDC\) guidelines](#), and principles of infectious disease control. This safety plan is the foundation for face-to-face (f2f) instructional safety plans and operational protocol.

The coronavirus causing COVID-19 is spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Studies have shown COVID-19 is spread by people who are not showing symptoms.
- Maintaining good social distance (6 feet) is very important in preventing the spread of COVID-19.

It may be possible a person can get COVID-19 by touching a surface or object which has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus. CDC recommends people practice frequent "hand hygiene," which is either [washing hands with soap](#) and water or using an alcohol-based hand rub. CDC also [recommends routine cleaning of frequently touched surfaces](#).



While on campus we ask that everyone practice good hygiene practices.

**Wash your hands frequently:** Wash your hands with soap and water for at least 20 seconds. Use of alcohol-based hand rub also kills viruses that may be on your hands.

**Avoid touching eyes, nose and mouth:** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose and mouth. From there, the virus can enter your body and make you sick.

**Practice respiratory hygiene:** Make sure you and the people around you follow good respiratory hygiene. This means covering your mouth and nose with a bent elbow or tissue when you cough or sneeze. Dispose of tissue, if used, immediately in the nearest garbage receptacle. Then wash your hands with soap and water.

**If you have a fever, cough, and difficulty breathing, seek medical care early:** Stay home if you feel unwell. If you have a fever, cough or difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Your instructor will work with you on the completion of your required curriculum.

Remember these guidelines are for the protection of you, your fellow students, and the staff of Southwest Wisconsin Technical College. We take your safety and protection seriously and want to protect your health.

*The effectiveness of operational protocol for mitigating spread of COVID-19 is based upon current data and assumptions about the virus. Review of this proposal and protocol is recommended to take place monthly or as validated CDC guidelines become available.*

### Cleaning/Disinfecting Practices:

Southwest Tech Facilities Department will deep clean and disinfect all areas of campus prior to students, faculty, and staff returning to classrooms, instructional labs, office spaces, and common areas. Common touch points and key areas will be cleaned and sanitized periodically throughout the day. Areas will be cleaned and disinfected after use each day. Common use areas and high traffic areas will be fogged daily as an added precaution. Employees working on campus are encouraged to wipe their own area down before they leave each day and are asked to place their garbage and recycling receptacles in the nearest corridor to conserve time for custodial staff allowing them to focus on disinfecting campus. Proper Personal Protective Equipment (PPE) should be worn when disinfecting and removing trash.

The HVAC systems have been modified to maximize the amount of fresh air being brought into the buildings. This will create more fresh air exchanges during the day improving the air quality throughout the day.

### Personal Protective Equipment (PPE):

PPE requirements will apply for Phase V 2021 based on CDC guidance.

#### PPE & Social Distancing Requirements

- Effective May 21, 2021, SWTC will adopt the CDC's new guidance regarding the use of face masks and social distancing for fully vaccinated people. Face masks are no longer required for those who are fully vaccinated nor is social distancing required for those who are fully vaccinated. Face masks continue to be required for those who are not fully vaccinated or for those considered high-risk. If the CDC changes its guidance, we will reevaluate our protocols. For those who fall under other regulatory agencies, they must follow those regulatory agencies' guidelines (i.e., child care center and clinical settings).
- When employees that are not fully vaccinated are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in classrooms, labs, hallways and stairwells, going to the restroom, etc.). For employees working in congregate settings (e.g., direct student and public contact areas, meeting rooms, areas open to the public, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees. Some areas will require other Personal Protective Equipment (PPE) such as gloves, gowns, etc.

### Protective Partitions:

**Protective partitions** are recommended where social distancing of six feet or more cannot be achieved.

- Clear plastic/glass walls are being used in several applications across the college to create an awareness of social distancing. Use of these types of barriers should be considered in situations where they can be safely implemented.
- Flexible plastic sheeting should be considered for spaces where hard walls cannot be safely installed.

### Sanitizers:

**Sanitizers** are suggested to keep surfaces and hands clean and reduce spread of coronavirus.

- Surface & tool sanitation must be done between participant use of common items and areas. Southwest Tech has three forms of surface disinfectant available. Instructional teams and managers will determine the most appropriate method and PPE to use in each area.
  - Bulk disinfectant spray concentrate & Wypalls are the most cost effective and are recommended as a first choice.
  - Pre-moistened towelettes are effective where liquid spray is not practical. Care should be exercised around sensitive materials, some plastics, and electronics. Pre-moistened towelettes should only be used in rare instances and approved by the division dean or instructional manager.
  - Hand sanitizer is not a replacement for regular hand washing. After using common areas and shared tools or equipment, students and staff should wash hands thoroughly. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.
    - Hand sanitizer stations will be positioned throughout Southwest Tech facilities, primarily in locations where additional personal disinfectant is needed or where hand washing is not readily available.
    - Personal hand sanitizer dispensers are approved and encouraged to be used in addition to regular hand washing. Personal dispensers will not be provided by the College and should be procured by students and staff at their own expense.

### Group Meals:

- Group meals, such as potlucks and cookouts, are not allowed.
- Social distancing (6 feet between individuals) is required when eating.

## Addressing Symptoms and Positive COVID-19 Test Results

### COVID-19 Notification Response Action Plan

This document outlines a response plan to notify the Southwest Tech community about any risk related to Coronavirus Disease (COVID-19) suspected or confirmed positive cases. In this document, we will be providing a holistic overview of the plan in sections:

- COVID-19 Overview and Behavioral Expectations
- Employee Tests Positive
- Student / Training Participant Tests Positive

**Fully vaccinated individuals must still report symptoms and exposures to the appropriate team but may not be required to isolate if they are symptom free.**

### COVID-19 Overview and Behavioral Expectations

COVID-19 is thought to spread mainly through contact from person-to-person in respiratory droplets from someone who is infected. Instances of spread through aerosol particles have also been reported. Symptoms typically include fever, cough and shortness of breath. Infected individuals, with or without symptoms, may be able to spread the virus.

### Symptomatic Employees and Students on SWTC Owned or Operated Property

Employees and students developing one of the following while on SWTC owned or operated property must leave immediately:

- Fever (At or Greater than 100.4)
  - Cough
  - Shortness of Breath or difficulty breathing
  - Any symptoms of illness including those which one may attribute to a sinus infection or conjunctivitis (pink eye) or allergies
- If the employee or student is not able to leave immediately, they will be isolated in an empty room closest to the classroom or workspace until arrangements for departure can be made.
  - Employees and students in the workspaces or classrooms occupied by the ill person for a period of at least 10 minutes at a time will be relocated to a vacant room or the class will be rescheduled.
  - The isolation room and other workspaces occupied by the ill employee or student for a period of 10 minutes at a time will be closed and locked until cleaning is complete.
  - The employee or student may return to the college after symptom free for 72 hours without the use of fever-reducing medication, and at least 10 days from when symptoms first occurred (CDC, June 2020), without the use of medication.
  - Faculty will work with students to provide alternative (class meeting) dates or mode of delivery to complete the course.

Employees or a close contact of the employee with symptoms of COVID-19, **awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred**, or a confirmed positive COVID-19 test result, regardless of whether they are working on campus or at home, are required to notify Human Resources (HR) by contacting Krista Weber, Connie Haberkorn or Annetta

Smith to determine eligibility for use of COVID-19 MTO, managed time off (MTO) or Family Medical Leave Act (FMLA).

**Report symptoms, a positive test, waiting for test results for yourself and close contacts using the [COVID-19 Reporting Form](#)** OR

<a href="mailto:kweber@swtc.edu">kweber@swtc.edu</a>	608.822.2315
<a href="mailto:chaberkorn@swtc.edu">chaberkorn@swtc.edu</a>	608.822.2310
<a href="mailto:asmith@swtc.edu">asmith@swtc.edu</a>	608.822.2314

## Employee Tests Positive or Has Direct Contact with a Positive Individual On or Off Campus

*What to do if an employee reports having a confirmed positive COVID-19 test?*

1. Chief Human Resources Officer or their designee will call the employee and ask the employee the following questions:  
Speak with the employee diagnosed:
  - a. Will be asked if they have personally contacted or been contacted by a representative from the Wisconsin County Health Department.
  - b. Will be requested to identify specific buildings, classrooms, offices, etc. they were in for a prolonged period (more than 10 minutes at a time). In collaboration with local county health officials, a decision will be made on areas of campus to decontaminate. The decontamination process will be based on the CDC guidelines on [Cleaning and Disinfection for Community Facilities](#) and may take up to three days to complete. See [Cleaning and Disinfection](#) for additional information.
  - c. Will be asked to provide the names of employees who were in the *close contact* (within six feet for a period of more than 10 minutes at a time) while on a SWTC owned or operated property and within 14 days of experiencing symptoms. Obtain permission to disclose the diagnosis to other employees/discuss confidentiality.
  - d. Discuss pay during time off (e.g., COVID-19 MTO, MTO or FMLA)
2. Three-way call with health department (determined by the county the employee lives in, or if they reside out of state, the Grant County Health Department), HR, and Public Information Officer (PIO) for an official recommendation that we can include in the statement
3. Director of Facilities, Safety and Security - Determine whether shutdown of entire location is necessary for cleaning
4. Director of Facilities, Safety and Security - Have all areas where infected employee went sanitized immediately
5. HR will request phone numbers and email addresses from supervisor of employee and or students who may be impacted
6. PIO or designee will activate the notification response team and speak with employees who had close contact – maintain confidentiality
  - a. Give directions on quarantine period
  - b. PIO will communicate an official statement via email for documentation
7. Communicate confidentially with other employees at the location about the positive test [and possible shutdown]

- a. If shutting down
    - I. Provide information regarding shut down period
    - II. Communicate decisions related to pay during shut down period
  - b. PIO work with the Director of Facilities, Safety and Security regarding Clery notice or other communication that may be needed
8. Where possible, consider allowing impacted employees to work remotely
  9. At all times, contact Legal, Communications, and other stakeholders
  10. PIO will document communications in Smartsheet and follow up questions to share with HR

Additional close contacts may be identified and contacted based on the touching of shared workspace or equipment.

Employees may return to work based on the [CDC guidelines](#) for discontinuing isolation or upon health care provider's authorization to return to work. Return to work is generally at least 72 hours fever free (<100.4), without the use of fever-reducing medication, and at least 10 days from initial onset of symptoms.

#### *Employee Close Contacts*

**Fully vaccinated individuals must still report symptoms and exposures to the appropriate team but may not be required to isolate if they are symptom free.**

For COVID-19, a close contact is anyone who was within 6 feet of an infected person or in an enclosed space for a total of at least 15 minutes. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive for COVID-19.

Close contacts related to SWTC owned or operated property will be notified via phone or email and will be asked to leave campus immediately if on campus. Close contacts are medium risk and are encouraged to monitor symptoms and consult with a health care provider. Close contacts will be required to work from home and will not be allowed on campus for 14 days. If work from home is not an option, close contact employees may be eligible for use of COVID-19 MTO, MTO or FMLA.

Employees may return to work based on the [CDC guidelines](#) for discontinuing isolation or upon health care provider's authorization to return to work. Return to work is generally at least 72 hours fever free (<100.4) and at least 10 days from the initial onset of symptoms, without the use of fever reducing medication. Continual communication with supervisor should continue through duration of illness.

In addition, the following practices must be followed upon return:

- Adhere to self-monitoring requirements established by county health department recommendations
- Remain six feet apart and practice social distancing from students or training participants

Contact not considered to be close contacts of close contacts are low risk and should self-monitor for symptoms for 14 days and are allowed to remain on campus.

Student/Training Participant Has Symptoms of COVID-19, is awaiting a test result unless test is scheduled related to work and no symptoms are present or exposure has occurred, Tests Positive, or Has Direct Contact with a Positive Individual On or Off Campus or a Close Contact is Awaiting a Test Result, or is Experiencing COVID like Symptoms

*What to do if a student or training participant reports having a confirmed positive COVID-19 test.*

When students have been exposed to a person who has tested positive for COVID-19, they should:

**Report symptoms, a positive test, waiting for test results for yourself and close contacts using the [COVID-19 Reporting Form](#) OR**

Notify the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Danielle Seippel, Registrar; or Brian Kitelinger, Safety Coordinator.

<a href="mailto:dimhoff@swtc.edu">dimhoff@swtc.edu</a>	608.822.2401
<a href="mailto:dseippel@swtc.edu">dseippel@swtc.edu</a>	608.822.2317
<a href="mailto:bkitelinger@swtc.edu">bkitelinger@swtc.edu</a>	608.822.2376

In order to promote safety and infection control, please follow Personal Protective Equipment (PPE) plan.

1. If possible, the division dean or Instructor will reach out to the Student Notification Team to speak with the student/participant diagnosed
  - a. Determine if the student/participant has contacted or been contacted by a representative of a Wisconsin County Public Health Department. If so, determine which department has been contacted
  - b. Determine where the student was (for sanitizing purposes) and with whom the student had close contact (for notice and possible additional quarantine purposes)
  - c. Give direction on quarantine period
  - d. Obtain permission to disclose the diagnosis to others (student/participant/employees etc.)
  - e. Discuss confidentiality
2. Student Notification Team will speak with employee(s) who had close contact – maintain confidentiality
  - a. Provide info on testing/symptoms etc. (involve health officials as appropriate)
  - b. Given directions on quarantine period
  - c. Communicate decisions related to pay
3. Director of Facilities, Safety and Security and PIO will consider Clery notice to other students or other general communications
4. PIO will notify the Response Team and request a contact list from dean and HR
  - a. Speak with students about the possible exposure and that they should watch for symptoms or be tested (do not release name of the diagnosed student without permission).
5. At all times, loop in Legal, Communications, and other stakeholders



6. PIO will share documentation of calls and communications with Director of Facilities, Safety and Security

In collaboration with local county health officials, a decision will be made on areas of the campus to decontaminate. The decontamination process will be based on the CDC guidelines on [Cleaning and Disinfection for Community Facilities](#).

Students may return to the classroom based on the CDC guidelines for discontinuing isolation or upon health care provider's authorization to return to work. Return to campus is generally at least 72 hours fever free (<100.4) and 10 days from the initial onset of symptoms, without the use of fever reducing medication.

Close contacts that are employees of SWTC are encouraged to notify Human Resources for eligibility information on the use of COVID-19 MTO, MTO or FMLA.

*Syllabi language regarding PPE and reporting:*

When students have been exposed to a person who is showing symptoms, is awaiting COVID test results unless test is scheduled related to work and no symptoms are present or exposure has occurred, or has tested positive for COVID-19, they should:

Notify the Student Notification Team consisting of Dan Imhoff, Director of Facilities, Safety and Security; Danielle Seippel, Registrar; or Brian Kitelinger, Safety Coordinator.

<a href="mailto:dimhoff@swtc.edu">dimhoff@swtc.edu</a>	608.822.2401
<a href="mailto:dseippel@swtc.edu">dseippel@swtc.edu</a>	608.822.2317
<a href="mailto:bkitelinger@swtc.edu">bkitelinger@swtc.edu</a>	608.822.2376

In order to promote safety and infection control, please follow Personal Protective Equipment (PPE) plan.

**PPE Requirements**

- Effective May 21, 2021, SWTC will adopt the CDC's new guidance regarding the use of face masks and social distancing for fully vaccinated people. Face masks are no longer required for those who are fully vaccinated nor is social distancing required for those who are fully vaccinated. Face masks continue to be required for those who are not fully vaccinated or for those considered high-risk. If the CDC changes its guidance, we will reevaluate our protocols. For those who fall under other regulatory agencies, they must follow those regulatory agencies' guidelines (i.e., child care center and clinical settings).
- When employees that are not fully vaccinated are working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/workstation, and at any time they are leaving their work station and moving around common areas (e.g., in classrooms, labs, hallways and stairwells, going to the restroom, etc.). For employees working in congregate settings (e.g., direct student and public contact areas, meeting rooms, areas open to the public, or similar settings), those workers shall wear a face covering as above, as well as when they are at their work station. In addition,



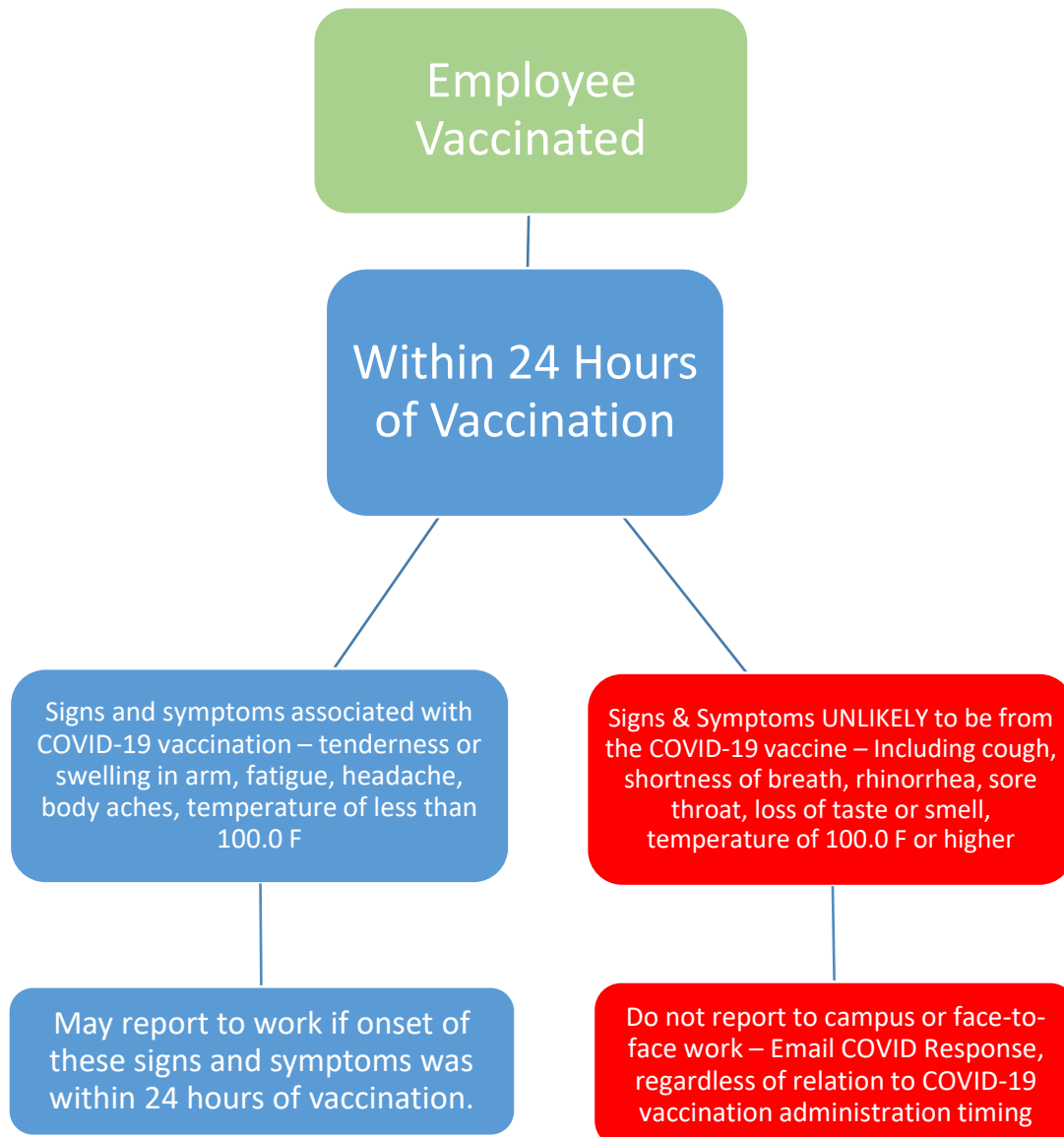
continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6ft of other employees. Some areas will require other Personal Protective Equipment (PPE) such as gloves, gowns, etc.

Faculty members are responsible to assure College policies are followed in the classroom settings. Staff members are responsible to assure College policies are followed throughout campus.

See page 35 of the SWTC [Student Handbook](#) regarding conduct and compliance with College policies. Failure to comply may result in disciplinary action up to and including dismissal.

## COVID-19 Vaccine Systems Protocol

If you are experiencing symptoms after you have received a COVID-19 vaccine, please follow the chart below as to whether you can be on campus or engaged in face-to-face work or whether you should report your symptoms and quarantine.



## Policies

There are additional policies located on The Hub – COVID-19 – [Employee FAQs 2020](#) which affect employees during this time. The [Employee Handbook](#) (found on the Hub) is also available for human resources-related questions. The [Student Handbook](#) (found on the College’s website) is also available for student policies.

## Safety and Health

The College is committed to providing a safe and healthful work environment. The College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The College's policy is aimed at minimizing the exposure of students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures that are designed to prevent injuries and illnesses.

Each employee of the College holds the following responsibilities in regards to safety:

1. Exercise maximum care and good judgment at all times to prevent accidents and injuries.
2. Report the incident on the College Incident Report form and seek first aid for all injuries immediately, regardless of how minor.
3. Report unsafe conditions, equipment, or practices.
4. Use safety equipment provided by the College.
5. Observe conscientiously all safety rules and regulations.
6. Help students understand their responsibilities in maintaining a safe and healthful work environment.
7. Prepare and help students prepare for fire, tornado, crises, and other natural and unnatural disasters.

## Guidelines for Appropriate Conduct

As an integral member of the College team, each employee is expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity. Whether on or off duty, employee conduct reflects on the College. Employees are encouraged to observe the highest standards of professionalism and ethics.

Types of behavior and conduct that the College considers inappropriate include but are not limited to the following:

1. Acting dishonestly in any way, including falsifying a job application or other records
2. Violating the College's Anti-harassment and Nondiscrimination Policy
3. Being absent or tardy excessively or leaving work early without permission
4. Reporting to work under the influence of non-prescribed drugs or alcohol

5. Manufacturing, possessing, using, selling, distributing, or transporting drugs illegally
6. Possessing or using alcoholic beverages on or off College property while engaged in College business, except where authorized
7. Fighting or using obscene, abusive, or threatening language or gestures. Note: The College recognizes that some programs will be required to use inappropriate language for training purposes, and such language will not be considered inappropriate in that setting.
8. Stealing from the College or from coworkers, customers, or students.
9. Engaging in excessive, unnecessary, or unauthorized use of the College's equipment or supplies, particularly for personal purposes.
10. Having unauthorized firearms on the College premises or while on College business.
11. Disregarding safety or security regulations.
12. Failure to comply with social distancing, personal hygiene, and sanitation guidelines related to public health emergencies.
13. Using a camera or other photographic, video graphic, or tape-recording equipment inappropriately.
14. Loitering or sleeping during work hours.
15. Responding to supervisors with insubordination.
16. Failing to adhere to FERPA regulations and maintaining the confidentiality of the College, customer, or client information.
17. Destroying, defacing, or using College property or the property of others improperly or without authorization.
18. Acting in a way that is intentionally negligent or careless so as to endanger the employee's safety and the safety of others, damage property, or harm the College.
19. Gambling or other illegal activities at work.
20. Failing to report accidents or injuries in a timely manner.
21. Performing poorly.
22. Failing to cooperate in legitimate College investigations.
23. Violating or encouraging/assigning another employee to violate any policy set forth in this Handbook.
24. Violating confidential or proprietary information.
25. Communicating in an inappropriate, disparaging manner in any form with regard to the College, coworkers, customers, or students

If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, he or she will be subject to disciplinary action, up to and including termination of employment. The severity of the discipline shall be determined by the College, in its sole discretion and in accordance with its disciplinary procedures.

## Travel Guidelines – Effective Until Further Notice

- Travel will be by supervisor approval, unless out of state then it is President’s approval. (the same policy we had before COVID)
- If there is an effective virtual option the virtual option should be used.
- Field and Club trips will be reviewed and approved by Dean/Director. (crowd size and event setup will weigh in the approval process)
- Must fit in the parameters of the budget.
- Vehicle travel will be limited to a percentage of the total capacity right now we are looking at 50% for Phase V and 75% for Phase VI
- Masks will be required while in the vehicle.

For personal travel, it is recommended the [CDC guidelines on travel](#) be followed. If you do travel, it is important to protect yourself and others during your trip by:

- Washing your hands with soap and water for at least 20 seconds. If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol.
- Avoiding touching your eyes, nose, or mouth.
- Avoiding close contact with others – keep 6 feet of physical distance from others.
- Wearing a cloth face covering in public.
- Covering coughs and sneezes.
- Picking up food at drive-throughs, curbside restaurant service, or stores.

The College reserves the right to put faculty, staff, and students on self-quarantine if they do not comply with CDC travel guidelines.

## Staffing Plan - Services Provided May 21, 2021 – July 31, 2021

**On campus days are specified below and work remote days are not included below unless it is specific to someone working remotely all the time.**

### Adult Basic Education / Outreach Sites:

Julie Pluemer: 608.822.2369; [jpluemer@swtc.edu](mailto:jpluemer@swtc.edu)

- Boscobel (Marlene Klein) – Monday: 5:00 – 7:30 pm; Tuesday: 9:30 – 3:30; Thursday: 9:30 – 3:30
- Darlington (Jayci Reilly/Sharon Buss) – Wednesday: 9:00 – 3:30
- Dodgeville (Kathy Korb) – Tuesday, and Thursday 9:00 – 3:00
- Prairie du Chien (Mike McCoy) – Monday: 10:00 – 6:00; Tuesday: 2:00 – 6:00
- Richland Center (Janna Drier/Cindy Rasmussen) – Monday – Thursday: 8:30 – 3:30
- Platteville (Terry Temperly)- Monday and Wednesday: 10:00 – 3:00
- Grant County Jail (Dan Bredeson) – Wednesday and Friday: 9:30 – 2:30
- Richland County Jail (Robin Dickman) – Thursday: 8:30 – 11:00
- Iowa County Jail (Maggie May) – Thursday: 1:00 – 5:00
- Crawford County Jail (Bill Huser)– Tuesday: 12:00 – 4:00

### Bookstore:

Bookstore: 608.822.2460; [bookstore@swtc.edu](mailto:bookstore@swtc.edu)

Jen Fonder: 608.822.2461; [jfonder@swtc.edu](mailto:jfonder@swtc.edu)

Merchandising Coordinator: 608.822.2462; [erohn@swtc.edu](mailto:erohn@swtc.edu)

- Merchandising Coordinator – on campus
- Jen Fonder – on campus

### Business and Industry Services:

Dennis Cooley: 608.822.2747; [dcooley@swtc.edu](mailto:dcooley@swtc.edu)

Craig Woodhouse: 608.822.2371; [cwoodhouse@swtc.edu](mailto:cwoodhouse@swtc.edu)

- Dennis – on campus one day per week depending on training schedule
- Craig – work from Richland Center Outreach Center on a regular basis and work remote

### Career Services:

Heather Fifrick: 608.822.2414; [hffifrick@swtc.edu](mailto:hffifrick@swtc.edu)

- Heather – work from home 4 days a week, on campus Wednesday (typically a higher volume day of student drop-ins and to facilitate virtual workshops)

### Child Care Center / Daycare:

- Students will have the first priority for child care; safety protocols have been established in conjunction with the Department of Children and Families (DCF). Schedules change weekly based on need.
  - Emily McBee: 608.822.2453; [emcbee@swtc.edu](mailto:emcbee@swtc.edu)
  - Paula Timmerman: 608.822.2452; [ptimmerman@swtc.edu](mailto:ptimmerman@swtc.edu)

- Gina Kartman: 608-822-2451; [gkartman@swtc.edu](mailto:gkartman@swtc.edu)
- Jordan Streeter: 608-822-2451; [jstreeter@swtc.edu](mailto:jstreeter@swtc.edu)
- Mikala Adney: 608-822-2453; [madney@swtc.edu](mailto:madney@swtc.edu)
- Amber Adney: 608-822-2453; [aadney@swtc.edu](mailto:aadney@swtc.edu)

### College Effectiveness:

Mandy Henkel: 608.822.2475; [mhenkel@swtc.edu](mailto:mhenkel@swtc.edu)

Camille Chappell: 608.822.2280; [cechappell@swtc.edu](mailto:cechappell@swtc.edu)

Lisa Riley: 608.822.2440; [lriley@swtc.edu](mailto:lriley@swtc.edu)

Sasha Annan: [sannan@swtc.edu](mailto:sannan@swtc.edu)

- Mandy – work remote for June; on campus starting July 12
- Camille – work remote
- Lisa – on campus a minimum of two days per week
- Sasha - remote

### Counseling:

Gina Trollop: 608.822.2357; [gtrollop@swtc.edu](mailto:gtrollop@swtc.edu)

- on campus on Tuesday

### Dining Services:

Rex Smith: 608.822.2410; [rsmith@swtc.edu](mailto:rsmith@swtc.edu)

Sue Friederick: 608.822.2410; [sfriederick@swtc.edu](mailto:sfriederick@swtc.edu)

Christina Hill: 608.822.2410; [chill@swtc.edu](mailto:chill@swtc.edu)

- Will be staffed for online ordering Monday – Thursday.

### Disability Services:

Christena Bowers: 608.822.2631; [cbowers@swtc.edu](mailto:cbowers@swtc.edu)

Heather Swatek: 608.822.2433; [hswatek@swtc.edu](mailto:hswatek@swtc.edu)

- Chris – on campus Tuesday and Wednesday
- Heather – on campus Tuesday and Wednesday

### Facilities:

Dan Imhoff: 608.822.2401; [dimhoff@swtc.edu](mailto:dimhoff@swtc.edu)

Josh Bedward: 608.822.2754; [jbedward@swtc.edu](mailto:jbedward@swtc.edu)

Nicole Nelson: 608.822.2400; [nnelson@swtc.edu](mailto:nnelson@swtc.edu)

Brian Kitelinger: 608.822.2376; [bkitelinger@swtc.edu](mailto:bkitelinger@swtc.edu)

Day and Night Crew

All on campus.

### Financial Aid:

Financial Aid: 608.822.2660; [finaid@swtc.edu](mailto:finaid@swtc.edu)

CoraBeth Schmitz: 608.822.2316; [chalverson@swtc.edu](mailto:chalverson@swtc.edu)



Sara Bahl: 608.822.2312; [sbahl@swtc.edu](mailto:sbahl@swtc.edu)  
Stephanie Bernhardt: 608.822.2321; [sabernhardt@swtc.edu](mailto:sabernhardt@swtc.edu)  
Margaret Chubb: 608.822.2306; [mchubb@swtc.edu](mailto:mchubb@swtc.edu)  
Tina Leis: 608.822.2701; [tleis@swtc.edu](mailto:tleis@swtc.edu)

- Cora – on campus Thursday
- Sara – on campus Tuesday
- Stephanie – on campus Wednesday
- Margaret – on campus Monday
- Tina – on campus
- Student Worker – on campus Monday, Wednesday, and Thursday

### Fiscal Services:

Caleb White: 608.822.2446; [cwhite@swtc.edu](mailto:cwhite@swtc.edu)  
Kelly Kelly: 608.822.2305; [kkelly@swtc.edu](mailto:kkelly@swtc.edu)  
Kim Govier: 608.822.2308; [kgovier@swtc.edu](mailto:kgovier@swtc.edu)  
Ashley Crubel: 608.822.2307; [acrubel@swtc.edu](mailto:acrubel@swtc.edu)  
Amy Campbell: 608.822.2309; [acampbell@swtc.edu](mailto:acampbell@swtc.edu)  
Holly Crubel: 608.822.2363; [hcrubel@swtc.edu](mailto:hcrubel@swtc.edu)  
Mackenzie Marovets: [mmarovets@swtc.edu](mailto:mmarovets@swtc.edu)  
Darnell Wiegman: 608.822.2651; [dwegman@swtc.edu](mailto:dwiegman@swtc.edu)  
Amy Charles: 608.822.2324; [acharles@swtc.edu](mailto:acharles@swtc.edu)

- Caleb – on campus 1-2 days per week
- Kelly – work remote
- Kim – work remote
- Ashley – work remote
- Amy – on campus Thursday
- Holly – on campus Wednesday
- Mackenzie – on campus
- Darnell – work remote
- Amy Charles – on campus 1-2 days per week

### Foundation:

Kim Schmelz: 608.822.2379; [kschmelz@swtc.edu](mailto:kschmelz@swtc.edu)  
Gina Udelhofen: 608.822.2348; [gudelhofen@swtc.edu](mailto:gudelhofen@swtc.edu)

- Kim – work remote
- Gina – on campus Wednesday

### Human Resources:

Krista Weber: 608.822.2315; [kweber@swtc.edu](mailto:kweber@swtc.edu)  
Annetta Smith: 608.822.2314; [asmith@swtc.edu](mailto:asmith@swtc.edu)  
Connie Haberkorn: 608.822.2310; [chaberkorn@swtc.edu](mailto:chaberkorn@swtc.edu)  
Sarah Imhoff: 608.822.2664; [simhoff@swtc.edu](mailto:simhoff@swtc.edu)  
Demi Vetesnik: 608.822.2646; [dvetesnik@swtc.edu](mailto:dvetesnik@swtc.edu)



Megan Graney: 608.822.2318; [mgraney@swtc.edu](mailto:mgraney@swtc.edu)  
Doris Pulvermacher: 608.822.2436; [dpulvermacher@swtc.edu](mailto:dpulvermacher@swtc.edu)  
Chantel Hampton: 608.822.2658; [champton@swtc.edu](mailto:champton@swtc.edu)

- Krista – on campus Tuesday
- Annetta – on campus Monday and Thursday
- Connie – on campus Wednesday
- Demi – on campus Wednesday
- Sarah – work remote
- Megan – work remote

### Information Technology Services:

Heath Ahnen: 608.822.2327; [hahnen@swtc.edu](mailto:hahnen@swtc.edu)  
Jake Mootz: 608.822.2427; [jmootz@swtc.edu](mailto:jmootz@swtc.edu)  
Jake Wienkes: 608.822.2687; [jwienkes@swtc.edu](mailto:jwienkes@swtc.edu)  
Jamish Patel: 608.822.2438; [jpatel@swtc.edu](mailto:jpatel@swtc.edu)  
Tyler Horton: [thorton@swtc.edu](mailto:thorton@swtc.edu)  
Dave Friesen: 608.822.2328; [dfriesen@swtc.edu](mailto:dfriesen@swtc.edu)  
John Troxel: 608.822.2442; [jtroxel@swtc.edu](mailto:jtroxel@swtc.edu)

- On campus with occasional work remote

### Enterprise Applications:

Matthew Baute: 608.822.2445; [mbaute@swtc.edu](mailto:mbaute@swtc.edu)  
Bob Thompson: 608.822.2332; [bthompson@swtc.edu](mailto:bthompson@swtc.edu)  
Cal Butteris: 608.822.2711; [cbutteris@swtc.edu](mailto:cbutteris@swtc.edu)  
Andy Draus: 608.822.2613; [adraus@swtc.edu](mailto:adraus@swtc.edu)  
Darwyn Wolfe: 608.822.2291; [dwolfe@swtc.edu](mailto:dwolfe@swtc.edu)

- Enterprise Applications will continue to work remotely.

### Innovative & Alternative Learning:

Kim Maier: 608.822.2463; [kmaier@swtc.edu](mailto:kmaier@swtc.edu)  
Beth Cummins: 608.822.2302; [bcummins@swtc.edu](mailto:bcummins@swtc.edu)  
Mary Johannessen: 608.822.2367; [mjohannesen@swtc.edu](mailto:mjohannesen@swtc.edu)  
Josh Krohn: 608.822.2426; [jkrohn@swtc.edu](mailto:jkrohn@swtc.edu)

- Kim – on campus Tuesday
- Beth – on campus Tuesday
- Mary – on campus Tuesday with additional days on campus for Start College Now (June 9-10), Charger Tech Academy (June 22), and Tech Trek (July 26-29)
- Josh – work remote

### Instructional Offices:

Katie Garrity: 608.822.2471; [kgarrity@swtc.edu](mailto:kgarrity@swtc.edu)  
Cynde Larsen: 608.822.2642; [clarsen@swtc.edu](mailto:clarsen@swtc.edu)  
Derek Dachelet: 608.822.2417; [ddachelet@swtc.edu](mailto:ddachelet@swtc.edu)

Deb Ihm: 608.822.2741; [dihm@swtc.edu](mailto:dihm@swtc.edu)  
Denise Janssen: 608.822.2750; [djanssen@swtc.edu](mailto:djanssen@swtc.edu)  
Lori Needham: 608.822.2420; [lneedham@swtc.edu](mailto:lneedham@swtc.edu)  
Janet Giese: 608.822.2612; [jgiese@swtc.edu](mailto:jgiese@swtc.edu)  
Gin Reynolds: 608.822.2648; [vreynolds@swtc.edu](mailto:vreynolds@swtc.edu)  
Jody Millin: 608.822.2720; [jmillin@swtc.edu](mailto:jmillin@swtc.edu)  
Julie Pluemer: 608.822.2369; [jpluemer@swtc.edu](mailto:jpluemer@swtc.edu)  
Stephanie Evanchik: 608.822.2444; [sevanchik@swtc.edu](mailto:sevanchik@swtc.edu)

- Katie Garrity – on campus Tuesday, Wednesday, Thursday
- Cynde Larsen – on campus
- Derek Dachelet – on campus on Tuesday and Wednesday and some Thursdays
- Deb Ihm – work remote with variable days on campus
- Julie Pluemer – work remote with variable days on campus
- Denise Janssen – on campus Tuesday and Wednesday
- Lori Needham – on campus Wednesday and Thursday
- Jody Millin – on campus on Monday
- Janet Giese – on campus Wednesday and Thursday
- Stephanie Evanchik – on campus Tuesday, Wednesday, Thursday
- Gin Reynolds – on campus Monday and Tuesday
- Faculty Members – on campus when teaching
- Jan Portwine/Jamie Seitz – on campus

#### Knox Learning Center:

Melissa Klinkhammer: 608.822.2617; [mklinkhammer@swtc.edu](mailto:mklinkhammer@swtc.edu)  
Pete Esser: 608.822.2620; [pesser@swtc.edu](mailto:pesser@swtc.edu)  
Brenda Schwarzmann: 608.822.2619; [bschwarzmann@swtc.edu](mailto:bschwarzmann@swtc.edu)  
Katie Snitker: 608.822.2738; [ksnitker@swtc.edu](mailto:ksnitker@swtc.edu)  
Natalie Long: 608.822.2338; [nlong@swtc.edu](mailto:nlong@swtc.edu)  
Giulio Reyes: 608.822.2335; [greyes@swtc.edu](mailto:greyes@swtc.edu)

- Melissa – on campus Tuesday and Wednesday
- Katie – on campus Tuesday, Wednesday, and Thursday
- Natalie – on campus Monday, Tuesday, and Wednesday
- Giulio – work remote
- Student Worker – on campus

#### Marketing/Recruiting:

Marketing: 608.822.2411; [marketing@swtc.edu](mailto:marketing@swtc.edu)  
Katie Glass: 608.822.2411; [kglass@swtc.edu](mailto:kglass@swtc.edu)  
Sherry Kane Johnsrud: 608.822.2342; [skane@swtc.edu](mailto:skane@swtc.edu)  
Mike Steffel: 608.822.2330; [msteffel@swtc.edu](mailto:msteffel@swtc.edu)  
Erin Kerkhoff: 608.822.2331; [ekerkhoff@swtc.edu](mailto:ekerkhoff@swtc.edu)  
Dan Wackershauser: 608.822.2303; [dwackershauser@swtc.edu](mailto:dwackershauser@swtc.edu)  
Holly Straka: 608.822.2323; [hstraka@swtc.edu](mailto:hstraka@swtc.edu)

- Katie – on campus Tuesday and Thursday
- Sherry – on campus
- Mike – work remote
- Dan – at Platteville Outreach Site
- Erin – work remote
- Holly – on campus Wednesday and Thursday

Recruiting: [visit@swtc.edu](mailto:visit@swtc.edu)

Kyle Bennett: 608.822.2625; [kbennett@swtc.edu](mailto:kbennett@swtc.edu)

Kaye Woodke: 608.822.2649; [kwoodke@swtc.edu](mailto:kwoodke@swtc.edu)

Bri Williamson: 608.822.2483; [bwilliamson@swtc.edu](mailto:bwilliamson@swtc.edu)

- Bri – work remote
- Kaye – on campus all days
- Kyle – on campus as needed

### President's Office:

Jason Wood: 608.822.2301; [jwood@swtc.edu](mailto:jwood@swtc.edu)

Karen Campbell 608.822.2300; [kcampbell@swtc.edu](mailto:kcampbell@swtc.edu)

- Jason – Continue working from home with on-campus time as needed for specific appointments, probably on a weekly basis, but not necessarily a regular day or time.
- Karen – On campus

### Public Safety:

Kris Wubben: 608.822.2706; [kwubben@swtc.edu](mailto:kwubben@swtc.edu)

Haylee Freymiller: 608.822.2700; [hfreymiller@swtc.edu](mailto:hfreymiller@swtc.edu)

Ken Straka: 608.822.2709; [kstraka@swtc.edu](mailto:kstraka@swtc.edu)

Karl Sandry: 608.822.2703; [ksandry@swtc.edu](mailto:ksandry@swtc.edu)

Annette Biggin: 608.822.2466; [abiggin@swtc.edu](mailto:abiggin@swtc.edu)

Ken Bartz: 608.822.2704; [kbartz@swtc.edu](mailto:kbartz@swtc.edu)

- Kris – on campus Monday – Friday
- Haylee – on campus Wednesday and Thursday
- Ken Straka – on campus Monday and Tuesday
- Karl – on campus on Monday and Wednesday
- Annetta – work remotely
- Ken Bartz, Tom Kretschman, and Gary Roberts – no summer hours

### Resident Life:

Stephanie Brown: 608.822.2366; [sbrown@swtc.edu](mailto:sbrown@swtc.edu)

- Stephanie – on campus one day a week; it will vary depending on student housing needs

### Student Activities:

Robin Hamel: 608.822.2450; [rhamel@swtc.edu](mailto:rhamel@swtc.edu)



- Robin – on campus Tuesday, Wednesday, Thursday; work from home Monday

#### Student Services:

Holly Clendenen: 608.822.2362; [hclendenen@swtc.edu](mailto:hclendenen@swtc.edu)

- Holly – work remote

Danielle Seippel: 608.822.2317; [dseippel@swtc.edu](mailto:dseippel@swtc.edu)

- Danielle – One day a week on campus, dependent on ERP schedule.

#### Admissions & Records:

Danielle Seippel: 608.822.2317; [dseippel@swtc.edu](mailto:dseippel@swtc.edu)

Jaimie Flogel: [jflogel@swtc.edu](mailto:jflogel@swtc.edu)

Nicole Nelson: 608.822.2400; [nnelson@swtc.edu](mailto:nnelson@swtc.edu)

Admissions: 608.822.2354; [admissions@swtc.edu](mailto:admissions@swtc.edu)

Jen Taylor: 608.822.2351; [jrtaylor@swtc.edu](mailto:jrtaylor@swtc.edu)

Sherri Seitz: 608.822.2416; [sseitz@swtc.edu](mailto:sseitz@swtc.edu)

Records: 608.822.2634; [records@swtc.edu](mailto:records@swtc.edu)

Heather Day: 608.822.2359; [hday@swtc.edu](mailto:hday@swtc.edu)

Marnie Easler: 608.822.2378; [measler@swtc.edu](mailto:measler@swtc.edu)

Work remote with the following on-campus schedule:

- Monday: Heather
- Tuesday: Sherri
- Wednesday: Jen
- Thursday: Marnie
- Monday – Thursday: Jaimie Flogel and Nicole Nelson

#### Advisors:

Jordyn Poad: 608.822.2372; [jpoad@swtc.edu](mailto:jpoad@swtc.edu)

Matt Schneider: 608.822.2365; [mschneider@swtc.edu](mailto:mschneider@swtc.edu)

Kelsey Wagner: 608.822.2358; [kwagner@swtc.edu](mailto:kwagner@swtc.edu)

Pauline Wetter: 608.822.2353; [pwetter@swtc.edu](mailto:pwetter@swtc.edu)

#### Testing & CPL:

Danielle Seippel: 608.822.2317; [dseippel@swtc.edu](mailto:dseippel@swtc.edu)

Louise Bradley: 608.822.2313; [lbradley@swtc.edu](mailto:lbradley@swtc.edu)

- Louise will provide in-person coverage on Tuesdays and Thursdays.

## COVID-19 Return to Campus Phases

	Phase 1	Phase 2	Phase 3	Phase 3.1	Phase 4	Phase 5	Phase 6
<b>Masks Required</b>	Yes	Yes	Yes	Yes	Yes	CDC Guidelines - Masks Not Required if Vaccinated	Dependent on CDC Recommendation
<b>Social Distancing</b>	Yes	Yes	Yes	Yes	Yes	CDC Guidelines - Social Distancing not Required if Vaccinated	No
<b>Training Required</b>	No	Yes	Yes	Yes	Yes	No	No
<b>Temperature checks</b>	Program based	Program based	Program based	Yes	Program based	No	No
<b>Support Personnel Working on Site</b>	Minimal	Minimal significant work from home (staffing plan)	Minimal significant work from home (staffing plan)	Minimal significant work from home (staffing plan)	All student facing areas open, minimally staffed for operation; nonstudent facing staffed on an as-needed basis. (staffing	All areas open and staffed (staffing plan)	Open and fully staffed
<b>Out-of-District Travel</b>	None	No work related	No work related unless President approved	No work related unless President approved	No work related unless COVID Operations Team approved	Permitted with Dean/Directors Approval	Permitted on supervisor approval
<b>Open to the Public</b>	No	No	No	No	Limited	Yes	Yes
<b>Group Gathering Other than Instructional</b>	None	Less than 10	None	None	10 or less	50 or less	200
<b>Educational Activities</b>	Remote unless program based plan	Remote unless program based plan	Remote Lecture and Face-to-Face Lab	Remote Lecture and Face-to-Face Site	Remote Gen Eds and Face-to-Face	Face to Face, Limited Remote	Face to Face
<b>Check in at Front Desk</b>	All	All	Guests	Guests	Guests	Guests	None
<b>Bookstore</b>	Online only	Online only	Staffed 6 people + staff	Staffed 6 people + staff	Staffed 10 people + staff	Staffed and Open	Staffed and Open
<b>Tours Allowed</b>	No	No	Yes	Yes	Yes	Yes	Yes
<b>Child Care</b>	Closed	Closed	Open	Open	Open	Open	Open
<b>Dining Services</b>	Closed	Closed	Open	Open	Open	Open	Open
<b>Charley's</b>	Closed	Closed	Closed	Closed	Closed	Open limited to 50 or less	Open
<b>Tech Support Center</b>	No	No	Yes	Yes	Yes	Yes	Yes
<b>Fitness Center</b>	Closed	Closed	Closed	Program based	Program based	Open	Open
<b>Knox Learning Center</b>	Remote	Remote	Remote Face to Face by appointment	Remote Face to Face by appointment	Open limited to 10 or less people	Open limited to 50 or less	Open and fully staffed
<b>Food sharing/cookouts</b>	No	No	No	No	No	No	No
<b>Phase 1</b>	March 13, 2020 - May 31, 2020			<b>Phase 4</b>	April 5, 2021 - May 20, 2021		
<b>Phase 2</b>	May 31, 2020 - August 2, 2020			<b>Phase 5</b>	May 21, 2021 - July 31, 2021		
<b>Phase 3</b>	August 3, 2020 - November			<b>Phase 6</b>	Estimated August 1, 2021		
<b>Phase 3.1</b>	November 7, 2020 - April 4, 2021			<b>All Phase 6 is based on recommendations as of today and subject to change based on CDC guidelines, infection control, county health, and governmental mandates.</b>			