



BLACKHAWK Technical College

COVID-19 Resource Guide

Spring 2022

Working together to remain safe and healthy on campus.

This document is updated as new information is available based on local, state and federal guidelines. More information is available at blackhawk.edu/coronavirus.

6004 S County Road G, Janesville, WI 53546

(608) 758-6900 | info@blackhawk.edu | blackhawk.edu

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Title IX Coordinator/Equal Opportunity Office, 6004 S County Road G., P.O. Box 5009,
Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711*

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ABOUT THE COVID-19 RESOURCE GUIDE

The safety of our students and employees is the top priority. The information contained in the COVID-19 Resource Guide represents Blackhawk's latest practices and safety protocols. Due to the evolving conditions of COVID-19, the College has taken an adaptive approach to this guide and its implementation.

OBJECTIVES

- Promote the health and safety of our campus community
- Maintain on-campus instruction, student support services and administrative operations
- Provide guidelines for employees and students regarding campus health and safety

GUIDING PRINCIPLES

Responsive: College plans and timelines are flexible to support the changing needs of students and employees.

Collaborative: Protocols rely upon and adhere to county, state and federal guidance.

Empowering: College leadership provides clear communication to students, employees and the community.

Strategic: Protocol changes must be coordinated and dependent upon access to PPE and supplies and adherence to scientific guidelines.

Process-driven: College operational plans will be carefully coordinated between the Incident Command Team and the Emergency Preparedness Committee in cooperation with the College's Executive Council.

Blackhawk's COVID-19 Resource Guide centralizes all practices and safety protocols concerning the College's response to COVID-19. The Guide is subject to change over time based on recommendations from local, state and federal entities.

The Guide is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. It supports the Incident Command Team (operations) and the Emergency Preparedness Committee (policies) to provide information and instruction for all who enter Blackhawk facilities to keep themselves and others safe.

Because there may be circumstances unique to a location or program, there may be some cases where a Blackhawk facility may use college recommendations as a baseline. Departments and programs may have additional safety protocols in place to address specific needs and requirements. Campus Safety must authorize such exceptions.



COVID-19 RESPONSE TEAMS

Emergency Preparedness Committee and the Incident Command Teams continue to lead the College through its Pandemic Response.

Emergency Preparedness Committee (Policy) Members:

Brad Smith, Chair
Liz Paulsen, Scribe
Rob Balsamo
Troy Egger
Deb Gilster

Kari Briggs
Steve Kormanak
Tony Landowski
Bill Lobenstein
Mitch Miller

Dr. Tracy Pierner
Renea Ranguette
Dr. Karen Schmitt

Purpose: Collaborate on risk management strategies and initiatives designed to enhance preparedness and improve the College's ability to mitigate risk.

Incident Command Team (Operations)

Brad Smith, Incident Commander
Liz Paulsen, Public Information Officer
Rob Balsamo, Operations/Investigation Lead
Chuck Behm
Noel Kakuske
Steve Kormanak
Mike Bennett
Gerri Downing
Deena Adkins

Mitch Miller
Carrie Arnold
Josh Verdin
Kari Briggs
Deb Gilster
Angie Kablar
Kathy Broske
Jen Moore
Mike Swartz

Blackhawk's Incident Command (IC) model is based on best practices identified by FEMA and the National Incident Management System (NIMS), the standard for emergency management across the country.

- BTC-IC is a cross-departmental team formed to meet the following operational challenges:
- Meet the needs of incidents of any kind or size.
- Allow personnel from a variety of departments to meld rapidly into a standard management structure.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.
- Provide recommendations and guidelines to the College Leadership Team and Emergency Preparedness Committee.

The BTC-IC works in collaboration with other Incident Command Teams in Rock and Green counties.

COVID-19 RESPONSE GUIDELINES (as of Jan. 14, 2022)

The College's Emergency Preparedness Committee (EPC) has been closely monitoring the rapidly rising Omicron variant cases since late 2021. As cases continue to rise across our state and community, the following safety protocols were put into place in early January 2022:

COVID-19 EXPOSURE

If you are vaccinated, have received a booster and are exposed to someone with COVID, you do not need to quarantine but need to continue masking in all indoor spaces.

If you are not vaccinated or are more than six months out from your second mRNA dose (or more than 2 months after the Johnson & Johnson vaccine) and not yet boosted, you should isolate for 5 days and return to campus only if you are asymptomatic.

POSITIVE COVID TEST

If you test positive for COVID-19, the College is following the latest CDC-recommended isolation and quarantine protocols. Please isolate for 5 days. After 5 days, if you are asymptomatic or your symptoms are resolving (without fever for 24 hours), you may return to campus. Once you are back on campus, please follow the protocol of wearing a mask in all indoor spaces as identified above.

REPORTING & NOTIFICATION

Please alert BTC's Campus Safety if you test positive at campussafety@blackhawk.edu or (608) 757-7617. This allows the College to gauge the severity of the spread and potentially adjust safety protocols.

BTC is no longer contract tracing due to the high volume of cases. You are responsible for telling your close contacts your COVID status. The CDC defines close contact as "someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period."

MASKING

All students, staff, faculty and visitors – regardless of vaccination status – are required to wear masks in all indoor spaces on our campuses. This includes hallways and other communal spaces.

Those in offices with doors do not need to wear masks while in that space.

Disposable, surgical-like face masks (3-ply filter) are required in all indoor spaces and are available at the main entrances of each campus.

COVID-19 RESPONSE GUIDELINES (as of Jan. 14, 2022)

VACCINES/VACCINATION STATUS

According to the CDC, a primary series of the vaccine is considered fully vaccinated. For children ages 5-17, a primary series consists of 2 doses of the Pfizer-BioNTech COVID-19 vaccine. For persons 18 and older, a primary series consists of:

- A 2-dose series of an mRNA COVID-19 vaccine (Pfizer-BioNTech or Moderna)
- A single-dose COVID-19 vaccine (Johnson & Johnson)

Blackhawk strongly encourages all faculty, staff and students to be vaccinated against COVID-19. However, the College does not require it. Some clinical and intern sites may have placement requirements depending on the nature of the work done at those sites.

MEETINGS AND EVENTS

Please allow for social distancing in meetings, even in situations where everybody has been vaccinated. Please also always provide a virtual option. Masks are required in all indoor spaces.

The College is open to the public, and up to 50 individuals can be at activities/events in a space that allows for physical distancing, if approved by Campus Safety.

Blackhawk safety standards are the minimum guidelines when conducting college business on- or off-campus. If companies or organizations have higher safety standards, those must be followed.

CLASSROOM CAPACITIES

Revised classroom capacities (including the instructor) are posted on each classroom door. Classroom capacities are based on the ability to social distance and must be observed regardless of the furniture capacity.

CLEANING PROTOCOLS

Heightened cleaning protocols are in place for all campus buildings. HVAC systems have been adjusted for maximum airflow in all campus buildings.

HELP STOP THE SPREAD OF COVID-19

Personal Accountability

All students, employees, and guests are expected to follow College safety guidelines. Persons not wearing appropriate face coverings where required, or not abiding by social distancing requirements, will be asked to leave campus.

Stay Home When You Are Sick

According to the CDC, those with COVID-19 may experience mild to severe symptoms or none at all. Symptoms may appear 2-14 days after exposure to the virus. Individuals should self-monitor for the following symptoms:

- Cough
- Shortness of breath/difficulty breathing
- Fever (100.4 or higher)
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion/Runny Nose
- Nausea/Vomiting
- Diarrhea

Practice Social Distancing

Stay 6 feet apart when possible and do not congregate. Limit face-to-face interaction and be cautious in public areas such as hallways, commons, and shared department areas.

Wear a Mask

All students, staff, faculty and visitors – regardless of vaccination status – are required to wear masks in all indoor spaces on our campuses. Disposable, surgical-like face masks (3-ply filter) are required in all indoor spaces and are available at the main entrances of each campus.

Practice Prevention Hygiene

Wash your hands with soap and water frequently and use alcohol-based hand sanitizer. Avoid touching your face, eyes, and nose. Cover your mouth when coughing or sneezing.

Limit Gatherings and Meetings

Practice social distancing during meetings and provide a remote option. Sanitize all table surfaces, chairs and any other equipment after each in-person meeting.

COVID-19 GUIDELINES FOR INSTRUCTORS

The most current on-campus safety **requirements**, such as wearing of face masks and social distancing guidelines, are provided in the *BTC COVID-19 Response Guide* available on the BTC web site. Depending on the classroom and the nature of the course, instructors may add additional requirements (e.g., directional guidance in laboratories).

Revised classroom capacities (including the instructor) are posted on each classroom door. Classroom capacities are based on the ability to social distance and must be observed regardless of the furniture capacity.

Regularly review classroom requirements. Devote time at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the end of the drop/add period.

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps in quick succession:

- **Remind the student**, in a firm yet kind manner, of the requirement and its rationale of safety. Ask the student to comply.
- **Remind the student that their non-compliance is a violation of the Student Code of Conduct** (failure to comply and disruptive behavior) and ask that the student comply.
- **Ask the student to either comply or to leave the classroom immediately.**
- If the student fails to comply or leave, assess the situation, **dismiss class and notify security.**
- Should an emergency develop that you feel can't be resolved by classroom dismissal, please consider calling 911 and contact security for assistance.

After class, instructors should:

- **For students who failed to comply:** Immediately [file a report with the Behavioral Intervention Team \(BIT\)](#). A member of BIT will alert the student that they will not be allowed to return to class until the matter is addressed through the Student Code of Conduct process.
- **For students who initially violated the requirement but who chose to comply when addressed:** Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
- **Immediately (or as soon as possible) communicate a class dismissal to your academic leader** (i.e., program chair, divisional dean or director, and/or VP Academic Affairs) and provide a written record of the facts.

Food and drink are not permitted in the classrooms. Food and drink may be consumed in designated seating areas in hallways and other communal areas.

COVID-19 INFORMATION FOR STUDENTS

Stay Informed!

- Your Blackhawk student email account is the College's official communication method. It is where instructors and staff will contact you with important course and campus-specific announcements. Please check your College email often to stay informed.
- Please use your Blackhawk email account for accessing all virtual student support services.
- You will receive an email notification and further instructions if the College adjusts its response to the COVID-19 pandemic.
- Please check the BTC COVID-19 Response website for additional information and community health updates.

COVID-19 Classroom Protocols and Guidance

- Courses will be offered as Online, FlexLab, or MyEdChoice to minimize the number of individuals on campus. The goal is to ensure that all students and faculty are as safe as possible while allowing for meaningful face-to-face and lab-based instruction.
- All students are expected to comply with campus safety protocols, and any additional course-specific instructions provided to them by the class instructor.
- Please note that non-compliance is a violation of class requirements and the BTC Student Code of Conduct (i.e. Failure to Comply and/or Disruptive Behavior); see the 2021-2022 Catalog.
- Students who are unwilling to comply with these safety protocols will be asked to leave the classroom and the campus, with the option to return as soon as they agree to comply and follow the BTC protocols. For students who fail to comply, a complaint will be filed with the Behavioral Intervention Team (BIT). A member of BIT will alert the student that they will not be allowed to return to class until the matter is addressed through the Student Code of Conduct process. Students in non-compliance may be subjected to additional sanctions as outlined in the Student Code of Conduct based upon the nature and severity of the violation.

Masks

- Facemasks must be worn indoors at all times. Students must wear masks while going to class, transitioning between classes, and during face-to-face instruction at all BTC locations.
- Disposable surgical-like face masks (3-ply filter) are required in all indoor spaces and are available at the main entrances of each campus.
- Students with questions about accommodations should contact Access and Accommodations Services (disabilityinfo@blackhawk.edu) at (608) 743-4582.

Office Hours and Visits to Campus

- All students must wear masks to participate in on-campus office hours and while inside all Blackhawk locations, including classes offered in off-campus locations.
- Please note that instructors may hold office hour meetings virtually at their discretion.
- Student Support Services continue online and in-person.

COVID-19 INFORMATION FOR STUDENTS (continued)

Food and Drink

- Eating and drinking are not permitted in classrooms and labs.
- Students may only eat and drink in designated areas on each campus.

Social Distancing Protocols

- Do not exceed the room capacity posted on the door of the classroom. If you arrive for class and there are no seats available please alert the instructor and remain outside the classroom in a socially-distanced line to await further instructions.
- As a general practice, when students enter a classroom they should select a seat farthest from the door. When students exit a classroom, those seated closest to the door should be the first to leave, followed by those next closest to the door, and so on.
- All classroom participants are to maintain a distance of at least six feet from one another during class sessions.
- Be cautious to limit face-to-face interaction in class and do not congregate in hallways, classrooms and public areas.
- Do not move furniture within the classroom; all classrooms have the furniture arranged to promote proper social distancing during face-to-face instruction.

Transition between Classes

- Students must not congregate within campus buildings during transitions or while waiting for classes to begin.
- Students must also avoid lingering in classrooms after the class session to allow the next class to enter in a timely fashion.
- Students with questions of an instructor are asked to email the instructor and/or arrange to meet online or in-person at another time.

Classroom Sanitation Protocols

- Students will be asked to sanitize their hands upon entering the classroom and to sanitize all of their work stations before and after use.

Questions?

Contact us at communications@blackhawk.edu