



Phase IV Campus Guidelines Student

With face to face classes resuming we ask that instructors, students and visitors adhere to the following protocol when attending a class or meeting at IVCC. The following protocols encourage the IVCC community to consider others as well as themselves and empower instructors and students to take responsibility for their own health and safety amid the challenges of the coronavirus pandemic.

Health Guidelines

- Self-Monitoring - If a student, staff member, faculty, instructor or visitor has experienced any of the following symptoms, 24 hours prior to class, they should remain at home.
 1. Temperature of 100.4 (or greater) Fahrenheit/38 degrees Celsius;
 2. Cough;
 3. Shortness of breath or difficulty breathing;
 4. Chills;
 5. Fatigue;
 6. Muscle and body aches;
 7. New or unusual headache;
 8. Sore throat;
 9. New loss of taste or smell;
 10. Congestion or runny nose;
 11. Nausea and/or vomiting;
 12. Diarrhea
- Prior to the start of class, instructors and students will be asked to complete a COVID-19 Self-Monitoring Form verifying that they are free of any of the above symptoms.
- Individual can return if symptom free and no fever after 24 hours.
- If you have been exposed or have a confirmed or unconfirmed case of COVID-19 – stay at home and don't work or attend class for 2 weeks. If you experience symptoms within 48 hours of attending a class, please contact the Continuing Education office at 815-224-0390.
- Handshaking – not allowed
- Social distancing – required
- Paper towels – available in all bathrooms, do not use air hand dryers

Entering the Building: All students, staff members, faculty, instructors and visitors are currently required to enter the building through the main entrance located by the information desk only. Departure can be through any door on campus.

Masks Required: All students, staff, guests and instructors are required to wear a mask, while on the IVCC Campus.

More specifically, masks must be worn:

- Upon entering the building
- In all common areas including hallways, cafeteria, study areas and bathrooms
- When visiting an office.

- In a classroom at all times.

Class Size Limit: Class size of 50 individuals or less, including the instructor, or 50% capacity of the classroom. Maintain social distance of 6 feet. Capacity restrictions are considered static and may be reassessed by IDPH and DCEO on an ongoing basis throughout Phase IV. **Please note, the maximum capacity for most Continuing Education courses is 20 or less.**

Cleaning

- Has been enhanced across campus
- Occupied areas are sanitized daily
- Hand sanitizer – available campus wide

Student Code of Conduct

The IVCC Student Code of Conduct outlines instances in which disciplinary action may be taken when a student commits or attempts to commit misconduct. Student behavior related to compliance with the IVCC safety and operations plan, directives from college administration, staff, and faculty, and specifically student conduct on campus regarding entrance/access to the building, use of college facilities, compliance with personal protective equipment rules, is addressed by the IVCC Student Code of Conduct. Specifically, item 12 states, "Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties," has potential for disciplinary action.

- All students, faculty, staff, and visitors are required to wear face coverings while on campus.
- There may be some students who, because of disability, cannot/should not wear face coverings. As there are no exceptions to the face coverings rule, the inability to wear a covering means that these students will be unable to be on campus.
- There are other students who will be unable to come to campus, as well (i.e., students who are quarantined or students who are considered high risk because of existing health issues).
- Alternative arrangements will be made for all such students who are unable to be on campus under existing protocols established to protect public health.
- FAILURE TO COMPLY with the strict obligation to wear face coverings on campus by students is a code of conduct issue that will need to be escalated to the Vice President of Student Services.

Additional information can be found on our website at www.ivcc.edu/covid19

Should you have any questions or concerns, please contact:

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