

**Illinois Valley Community College
IVCC - Operations and Safety Plan**

	Phase 2 - Flattening	Phase 3 - Recovery (June 1)	Phase 4 - Revitalization	Phase 5 - Restored *
Handshaking	Not allowed	Not allowed	Not allowed	Allowed
Paper Towel Dispensers	Installed in every restroom	In use	In use	In use

Confirmed Positive COVID-19 Case					
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	n/a	
Communication	Email to all employees. Report to IDPH.	Email to all employees. Report to IDPH.	Email to all employees and students. Report to IDPH.	n/a	
Contact Tracing		Coordinated by HR & IDPH	Coordinated by HR & IDPH	n/a	

Unconfirmed COVID-19 Case					
With Symptoms	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	n/a	
Without Symptoms	Work from home for 2 weeks	Work from home for 2 weeks	Work from home for 2 weeks	n/a	
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	n/a	

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	Phase 2 - Flattening	Phase 3 - Recovery (June 1)	Phase 4 - Revitalization	Phase 5 - Restored *
Communication	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	n/a
Contact Tracing	Coordinated by HR & IDPH	Coordinated by HR & IDPH	Coordinated by HR & IDPH	n/a

Business Meetings	Virtual Only	10 or less people with social distancing enforced, or virtual	50 or less people with social distancing enforced, or virtual	n/a
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Business Travel				
Local	Allowed	Allowed	Allowed	Allowed
In state	Not allowed	Allowed w/VP Approval	Allowed w/VP Approval	Allowed w/VP Approval
Out of state	Not allowed	Allowed w/VP Approval	Allowed w/VP Approval	Allowed w/VP Approval

On Campus Staffing				
Main Campus	Remote Operations Only	Limited Staffing	Increased Staffing (time tbd)	Full Staffing
Ottawa Center	Remote Operations Only	Limited Staffing	Increased Staffing (time tbd)	Full Staffing

* Restored status will be under new safety guidance and regulations, as provided by IDPH.

** Thank you to JJC for developing this document.