

Bay Mills Community College
COVID Response Guidelines for AY 2022-2023



BMCC has the responsibility to ensure the safety of all people on campus. BMCC will follow the Bay Mills Indian Community (BMIC) Covid Response Plan, as well as consult with outside agencies such as BMIC and the local health departments to make health & safety decisions.

1. **Protect yourself and others:** Before arriving on campus each day, students, employees, and guests should screen themselves for COVID-19 symptoms.

2. **If you are ill, if you test positive for COVID-19 or have symptoms, regardless of vaccination status**, follow the CDC recommended steps below to care for yourself and to help protect other people in your home and community.
 - a. Stay home for at least 5 days
 - i. Stay home for 5 days and isolate from others in your home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas and do not go to places where you are unable to wear a mask
 - ii. Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - iii. Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
 - iv. Do not travel and avoid public transportation, ride-sharing, or taxis if possible.
 - b. Separate yourself from other people
 - i. As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a well-fitting [mask](#).
 - ii. Tell your close contacts that they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your [close contacts](#) know they may have been exposed to COVID-19, you are helping to protect everyone.
 - iii. Close contact to COVID-19 occurs when you are within six feet of someone who is showing symptoms of COVID-19, for at least 15 minutes, or an infected person who shows no symptoms but later tests positive for the coronavirus.
 - c. Monitor your symptoms
 - i. [Symptoms](#) of COVID-19 include fever, cough, or other symptoms.
 - ii. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.
 - d. Ending isolation
 - i. If you had no symptoms, you may end isolation after day 5.
 - ii. If you had symptoms, you may end isolation after day 5 if:
 1. You are fever-free for 24 hours (without the use of fever-reducing medication)

2. Your symptoms are improving.

3. [If you were exposed to COVID-19, follow CDC guidelines.](#)

- a. If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps that you should take, regardless of your vaccination status or if you have had a previous infection.
 - i. Start precautions immediately
 1. Start wearing a mask as soon as you find out you were exposed and continue for 10 full days.
 2. Start counting: Day 0 is the day of your last exposure to someone with COVID-19; Day 1 is the first full day after your last exposure
 3. Watch for symptoms (fever of 100.4°F or greater, cough, shortness of breath, etc.)
 4. If you develop symptoms, isolate immediately and get tested. Stay home until you know the results.
 - ii. On Day 6, take a test.
 1. If you test positive, follow the isolation recommendations above.
 2. If you test negative, continue precautions until day 10.

4. **Masks:**

- a. Masks are highly recommended while on campus, but are not required unless a person is following [current isolation guidance](#):
 - i. **You should wear a [mask](#)** if you must be around other people or animals, including pets (even at home).
 - ii. Wear a [mask](#) with the best fit, protection, and comfort for you.
 - iii. You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
 - iv. Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

5. **Hygiene & Sanitization:**

- a. Classrooms, public areas, and other common touch points will be sanitized nightly.
- b. Frequent hand washing is recommended.
- c. Hand sanitizer and hygiene stations are located throughout campus.

6. **Guidelines for students:**

- a. Instructors will be as flexible as possible with policies related to being absent from class or work, but you are required to communicate with your instructor immediately.
- b. Students should be aware of drop-dates and withdrawal dates should the student become unable to continue.
- c. Students are still responsible for completing assignments and other class requirements.
- d. It is strongly recommended that students take the necessary steps and acquire the necessary technology to be best prepared to attend courses virtually. Please visit the Student Success Center or the TRIO Department for assistance with technology needs.

7. Guidelines for faculty:

- a. When a student is ill:
 - i. Instructors may dismiss any student who is visibly exhibiting symptoms of illness.
 - ii. In the event an instructor dismisses a student from class for those reasons, the instructor should be flexible in providing an alternative opportunity for the student to attend class virtually or complete assignments.
 - iii. Online and on campus students who have a COVID-19 diagnosis for themselves or their dependents, should be given alternative opportunities to complete coursework such as virtual attendance, extended due dates, alternate assignment, and the possibility to make up for some missing labs, by appointment with the instructor.
 - iv. Faculty should notify Human Resources in the event a student reports a positive test result.
 - v. Potential close contacts should be advised (in the case of on-campus courses).

- b. When you are ill:
 - i. Faculty who have tested positive should:
 1. Notify your supervisor\department chair and Human Resources immediately.
 2. Request a temporary remote work assignment to complete work remotely (must be approved by supervisor\department chair & President). During regular working hours, including class time and office hours, the employee must be available through Teams, by phone, and by email.
 3. Work with the supervisor\department chair and take steps to deliver courses virtually and ensure assignments are available via Moodle.
 4. If the employee becomes too ill to deliver courses virtually or otherwise complete work remotely, they should contact the supervisor\department chair to discuss using paid leave options (short-term or personal) or Family Medical Leave, which is unpaid.
 5. If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during regular working hours, including class time and office hours, the supervisor\department chair will require the employee to use paid leave options.
 - ii. If an immediate dependent or household member of a faculty employee has a COVID-19 related situation which requires the faculty to be absent from work, the faculty employee should:
 1. Notify your supervisor\department chair immediately.
 2. Request a temporary remote work assignment to complete work remotely (must be approved by supervisor\department chair & President).
 3. Work with the supervisor\department chair and take steps to deliver courses virtually and ensure assignments are available via Moodle.
 4. During regular working hours, including class time and office hours, the employee must be available through Teams, by phone, and by email.
 5. If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.

8. Staff & Administration Guidelines:

- a. When you are ill:
 - i. Notify your supervisor immediately.
 - ii. Request a temporary remote work assignment (must be approved by supervisor & President).
 - iii. The employee must be available through Teams, by phone, and by email during normal business hours.
 - iv. If the employee becomes too ill to complete work remotely, they should contact the supervisor to discuss using paid leave options (short-term, vacation, or personal) or unpaid Family Medical Leave.
 - v. If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.
- b. If an immediate dependent or household member of a faculty employee has a COVID-19 related situation which requires the faculty to be absent from work, the faculty employee should:
 - i. Notify your supervisor immediately.
 - ii. Request a temporary remote work assignment to complete work remotely (must be approved by supervisor & President).
 - iii. Work with the Department Chair and take steps to deliver courses virtually and ensure assignments are available via Moodle.
 - iv. During regular working hours, including class time and office hours, the employee must be available through Teams, by phone, and by email.
 - v. If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.

9. COVID-19 Testing & Vaccinations

- a. Bay Mills Health Center conducts free testing and vaccination appointments, which are open to the public. Appointments can be made by calling 248-5527.

10. In Person Meetings & Other Activities

- a. In-person meetings, gatherings, or other activities will be permitted, as long as Bay Mills Indian Community COVID response guidelines permit.

11. In the effort to keep all students, employees, and guests safe, BMCC reserves its rights:

- a. To update or change these guidelines as the current trends in cases and transmission rates change.
- b. To change policies regarding the use of masks or group events.
- c. To be stricter than the guidelines set by the Bay Mills Indian Community, County Health Departments, or the Center for Disease Control.
- d. To restrict students, faculty, staff, and guests from campus at any time.
- e. To change policies without advanced notification.