



WCTC READINESS PLAN

**PRESIDENT'S EXECUTIVE CABINET (PEC) / PANDEMIC TEAM
RESPONSE**

WAUKESHA COUNTY TECHNICAL COLLEGE | 800 Main Street, Pewaukee, WI 53072 | <https://www.wctc.edu>

WCTC



WAUKESHA
COUNTY TECHNICAL
COLLEGE

Hands-on
Higher Ed

Table of Contents

<u>Introduction</u>	5
<u>Background</u>	6
<u>Letter from the President</u>	10
<u>WCTC Reopening Scenarios</u>	11
<u>WCTC Protocols and Practices for Fall Reopening</u>	17
<u>COVID-19 Pandemic Fall Reopening Protocols</u>	18
<u>COVID-19 Symptoms, Utilization of Cloth Masks, and Handwashing/Sanitizing Practices</u>	20
<u>COVID-19 General Cleaning Protocol</u>	23
<u>WCTC New District Cleaning Standards</u>	25
WCTC Department Readiness Plans	
<u>Bookstore/TechEx Center</u>	28
<u>Facilities Services</u>	30
<u>Financial Accounting Services</u>	39
<u>Lancer Food Services</u>	41
<u>Human Resources Services</u>	42
<u>Information Technology Services</u>	43
<u>Institutional Research</u>	44
<u>Learning</u>	46
<u>Academic Excellence</u>	48
<u>Dual Enrollment Academy (DEA)</u>	48
<u>Corporate Training Center</u>	51
<u>School of Academic Foundations/General Studies</u>	53
<u>School of Applied Technologies</u>	56
<u>School of Business</u>	59
<u>School of Health</u>	62
<u>School of Protective and Human Services</u>	64
<u>Child Development Center</u>	64
<u>Firing Range</u>	64
<u>Marketing/Public Relations</u>	67
<u>Office of Grants & Resources Development</u>	68
<u>Office of the President</u>	69
<u>Outreach</u>	70

WCTC Readiness Plan

<u>Risk Management and Safety</u>	72
<u>Student Services</u>	73
<u>Admissions</u>	74
<u>Academic Advising</u>	75
<u>Career Connections and Welcome Center</u>	76
<u>Welcome Center</u>	78
<u>Counseling Services</u>	79
<u>C021/C022 Front Desk</u>	80
<u>Financial Aid and Armed Forces Center</u>	81
<u>Global Education Center</u>	83
<u>Library</u>	84
<u>Registration</u>	86
<u>Student Accessibility</u>	87
<u>Student Development</u>	89
<u>Testing Center</u>	90
<u>WCTC Foundation</u>	92
Appendix	
<u>COVID-19 General Information</u>	93
<u>COVID-19 Employee Self-Acknowledgement Policies</u>	94
<u>COVID-19 Student Self-Acknowledgement Policies</u>	95
<u>Human Resource Telecommuting Agreement Telecommuting</u>	96

INTRODUCTION

In March 2020, the Waukesha County Technical College (WCTC) Pandemic Team was formed to address COVID-19 and the impact on the college. The overarching goal was to ensure the safety of the college's students and employees during a time of uncertainty. The team worked continuously on current and on-going issues while working towards solutions for resumption of operations.

The WCTC President's Executive Cabinet and Pandemic Team have now been tasked with creating a plan for resumption of operations for fall 2020 of the WCTC campuses (Pewaukee and Waukesha). This plan is being designed as a working document to help facilitate and implement more detailed, focused and specific strategies across campus providing a foundation to build upon.

As part of the collaborative effort, sub-teams were created in July 2020 to develop guidelines, policies and procedures for the college based on local, state and federal guidelines. The overall intent is to build understanding among stakeholders to assure smooth operation during resumption implementation and future operations.

The following reports provide detailed recommendations for WCTC's resumption of operations; specifically on the reopening of operations for fall 2020.

BACKGROUND

WCTC's planning for COVID-19 began in March 2020 with the creation of the Pandemic Team. The Pandemic Teams focus was on the impact of COVID-19 to students, staff and faculty on the Pewaukee and Waukesha campuses. In mid-March, the Pandemic Team, led by Kaylen Betzig, President, made the decision to move all operations virtually based on information provided through the World Health Organization (WHO) and the Center for Disease Control (CDC). In addition, all travel (local and abroad) as well as all events were canceled.

During the following months, the Pandemic Team's focus moved to the resumption of operations and what the new norm of the College would be. In June, four sub-teams were created, working closely with the President's Executive Cabinet, to finalize plans for the fall 2020 reopening and to provide a detailed report on what WCTC will look like moving forward.

PRESIDENT'S EXECUTIVE CABINET (PEC)

Purpose: The PEC provides high level strategic decision making and planning to respond to changes in order to meet the needs of the College and the Wisconsin Technical College System while following local, state and federal guidelines and processes.

Kaylen Betzig, President

David Brown, Vice President of Human Resources

Angela Frazier, Vice President of Student Services

Ann Krause-Hanson, Provost

Jane Kittel, Vice President of Finance

Jeffrey Leverenz, Chief Officer District Facilities

Rodney Nobles, Chief Information and Security Officer

Bradley Piazza, Vice President of Learning

Mary Poehls, Organizational Transformation and Quality Leader

Sherry Simmons, Chief Diversity & Compliance Officer

PANDEMIC TEAM

Purpose: The Pandemic Team was created to address the impact of COVID-19 on the College while ensuring the safety of students, employees and the community.

Kaylen Betzig, President
David Brown, Vice President of Human Resources
Rachel Burling, Registrar
Randall Coorough, Director of Academic Excellence
Christopher Daood, Dean of Student Support
Kathryn DeRemer, Coordinator of Wellness
Angela Frazier, Vice President of Student Services
Kristan Gochenauer, Assistant to the President
Kristine Golz, Controller
Ann Krause-Hanson, Provost
Rhonda Howard, Assistant Director of Facilities
Ryan Jones, Specialists, Environmental Health & Safety
Jane Kittel, Vice President of Finance
Jeffrey Leverenz, Chief Officer District Facilities
Bruce Neumann, Director of Safety and Security
Rodney Nobles, Chief Information and Security Officer
Andrew Palen, Director of Public Relations, Marketing & Outreach
Bradley Piazza, Vice President of Learning
Mary Poehls, Organizational Transformation and Quality Leader
Sherry Simmons, Chief Compliance & Diversity Officer

SUB-TEAMS

Purpose: Four sub-teams were created to provide detailed plans for the College fall reopening based on the three scenarios presented to the WCTC District Board.

Communications

Andrew Palen, Director of Public Relations, Marketing & Outreach
Kaylen Betzig, President
David Brown, Vice President of Human Resources
Randall Coorough, Director of Academic Excellence
Christopher Daood, Dean of Student Support
Ann Krause-Hanson, Provost
Jane Kittel, Vice President of Finance

Operations

Jane Kittel, Vice President of Finance
Laquitha Bonds, Director of Talent Operations
David Brown, Vice President of Human Resources
James Draeger, Manager, Bookstore
Angela Frazier, Vice President of Student Services
Kristine Golz, Controller
Jeffrey Leverenz, Chief Officer District Facilities
Bruce Neumann, Director of Safety and Security
Rodney Nobles, Chief Information and Security Officer
Jonathan Pedraza, Manager, Student Development
Bradley Piazza, Vice President of Learning

Learning Division

Bradley Piazza, Vice President of Learning
Timothy Alft, Associate Dean of Architecture, Automation & Apprenticeships
Carin Anick-Quinones, Specialist-Instructor
Dannise Bartlett, Executive Assistant to the Vice President of Learning and Provost
David Brown, Vice President of Human Resources
Rachel Burling, Registrar
Randall Coorough, Director of Academic Excellence
Susan Eberle, Associate Dean of Health
Kim Ehlert, Dean of Business
Gary Nelson, Associate Dean of Math & Science
Russell Roberts, Executive Director, Corporate Training Center
Gregory West, Dean of Protective and Human Services

Student Services Division

Angela Frazier, Vice President of Student Services
Laquitha Bonds, Director of Talent Operations
Lynda Busack, Coordinator, Career Connections
Rachel Burling, Registrar
Kristi Cellitti, Coordinator, Academic Advising
Christopher Daood, Dean of Student Support
Jennifer Hagen, Executive Assistant to the Vice President of Student Services
Kristin Hoffmann, Coordinator, Student Accessibility
Kathleen Kazda, Manager, Admissions & Testing
Justin Kehring, Manager, Financial Aid
Amy Machgan, Coordinator, Counseling Services
Amy Manion, Director, Library Services
Jonathan Pedraza, Manager, Student Development
Melody Reichoff, Coordinator, Global Education
Patrice Reighter, Coordinator, Testing Center
Sherry Simmons, Chief Diversity & Compliance Officer

WCTC Readiness Plan

Debra Weber, Director, Career Connections
Gregory West, Dean of Protective and Human Services

LETTER FROM THE PRESIDENT

In this challenging and ever-changing environment, I am excited to be welcoming students, staff and faculty back to Waukesha County Technical College (WCTC) for fall 2020 in various learning methods.

As we continue to make plans for reopening, please know that the safety of our students, faculty, staff and community along with a high-quality education are our top priorities. The College will continue to follow guidelines set by the Centers for Disease Control and Prevention (CDC) as well as the Wisconsin Department of Health Services and the Waukesha County Department of Health and Human Services. As the College moves forward with the 8 week calendar, classes will be offered through a variety of teaching methods including in-person, synchronous and asynchronous. In-person class sizes will be limited to allow for social distancing and more course options will be made available.

Thank you to our students, faculty, staff and community for your continued support, hard work and dedication during this unprecedented time. Thank you also for going above and beyond to ensure people are adhering to the health and safety guidelines that have been established at WCTC.

Waukesha County Technical College will continue to thrive as we explore new options for learning through innovative education.

Thank you,

Kaylen M. Betzig
President

WCTC REOPENING SCENARIOS

The following scenarios were presented to the WCTC District Board as a guide to reopening of WCTC based on conditions in the State of Wisconsin and across the nation.

Scenario 1 – Current State

Social Distancing – Control measures still in place moving to staggered reopening

Instruction:

- June 1-30, 2020 – Complete spring students requiring labs on campus
- Students online through summer 2020 (labs will be completed on campus)
- Face-to-face and other delivery resuming in fall 2020 with social distancing

Employees:

- June 1-30 Faculty completing labs
- Minimum staffing through summer with most working remotely
- Campus is fully open August 2020
- Staff needed during this time is being assessed

Travel:

- International travel placed on hold through June 2021; budget dollars reallocated on a temporary basis
- State-called and program meetings required to be completed remotely
- Out-of-state travel approved by the President

Enrollment:

- Summer 2020 and fall 2020 registrations are anticipated to decrease
- Potential impacts based on student behavior (safety), financial constraints, and availability of childcare

Marketing and Recruitment:

- Increased marketing of summer 2020 and 8 week courses in fall 2020
- Recruitment being conducted virtually with students
- Small group tours following Governor Evers Safer at Home orders
- Continuing news releases about how WCTC is serving students during the pandemic

Student Services:

- All services available online
- Ability to meet with Advisors and Counselors online with virtual assistance
- Admission and registration online
- Financial Aid online with virtual assistance
- On-going contact with students to check in and provide assistance
- Mandatory New Student Orientation (NSO) available online
- Campus Cupboard is closed

Technology:

- Embrace new technologies available to enhance student experience and college efficiency
- Deployment of several new software packages providing improved virtual interaction
- Deployment of iPads and laptop computers to students
- Deployment of 30 mobile hotspots to students
- Helpdesk availability via telephone 24/7
- Wi-Fi extenders placed in parking lots for students and community

2019-2020 Budgetary Reallocations:

- Funds for student technology
- Software enhancements
- Department expense budget dollars (travel, supplies, etc.) reallocated to provide student technology, internet access, and software enhancements
- 2019-2020 projected to end with additional fund balance available for 2020-2021
- Designated for State Aids Fluctuation (10% of budgeted State Aids); Designated for Subsequent Year (5% of budgeted State Aids); and Designated for Subsequent Years (15% of budgeted State Aids)

Financial Impacts 2019-2020:

- No decrease in state funding
- Some decrease in tuition revenue
- Federal Stimulus Money for students – \$967,000 – CARES Act Phase I
- Federal Stimulus Money for WCTC – \$967,000 – unknown requirements at this time – CARES Act Phase 2
- Foundation has raised emergency funding for students in need (\$30,000) and initiated an additional staff appeal for dollars
- Cost of purchasing and disposing of PPE for students and staff

Scenario 2 – Plan B

Virus Recurrence

Social Distancing – Resurgence of Safer at Home policies

Instruction:

- June 1-30 complete spring students requiring labs on campus
- Students online through summer 2020 (labs completed on campus)
- Students online for fall term 1 in 2020 (labs completed on campus)

Employees:

- June 1-30 faculty completing labs
- Staff move back to working remotely
- Furlough/reduced hours of some staff
- Campus buildings re-closed (maintenance and security continue with reduced staff)

Travel:

- International travel placed on hold through June 2021; budget dollars reallocated on a temporary basis
- State-called and program meetings required to be completely remote
- Out-of-state travel will not be approved

Enrollment:

- Summer 2020 and fall 2020 registrations are anticipated to decrease
- Potential impacts based on student behavior (safety), financial constraints, and availability of childcare

Marketing and Recruitment:

- Increased marketing of 8 week courses in fall 2020
- Recruitment being conducted virtually with students
- Continuing news release about how WCTC is serving students during the pandemic

Student Services:

- All services available online
- Ability to meet with Academic Advisors and Counselors online with virtual assistance
- Admissions and registration online
- Financial Aid online with virtual assistance
- On-going contact with students to check in and provide assistance
- Mandatory NSO available online

- Campus Cupboard is closed

Technology:

- Increased expectations for faculty and staff training on alternate delivery
- Embrace new technologies available to enhance student experience and college efficiency
- Deployment of additional new software packages providing improved virtual interaction
- Deployment of additional iPads and laptop computers to students
- Deployment of additional mobile hotspots to students
- Helpdesk availability via telephone 24/7

2020-2021 Budgetary reallocations:

- Department expense budgets (travel, supplies, etc.) reallocated to re-balance the budget
- Additional furloughs are necessary
- Services to students and/or staff will be reduced
- Low enrollment courses, programs and services will be assessed
- Use additional designations available from 2019-2020, if necessary

Financial Impacts 2020-2021

- 5% decrease in state funding = \$2.4M
- 10% decrease in state funding = \$4.8M
- 5% decrease in tuition revenue = \$575,000
- 10% decrease in tuition revenue = \$1.1M
- Unknown impact on Federal Adult Education and Family Literacy Grants
- Federal Stimulus Money for WCTC – \$967,000 – unknown requirements at this time – CARES Act Phase 2
- Cost of purchasing and disposing of PPE for students and staff

Scenario 3 – Worst Case

Full Virus Pandemic Recurrence

Social Distancing – National and Regional distancing returns

Instruction

- Students completely online in fall 2020 (labs completed on campus)

Employees

- Essential staff working remotely
- Furlough of non-essential staff

- Campus buildings closed (maintenance and security continue with reduced staff)

Travel

- International travel placed on hold through June 2021; budget dollars reallocated on a temporary basis
- State-called and program meetings required to be completed remotely
- Out-of-state travel will not be approved

Enrollment

- Fall 2020 registrations are anticipated to decrease (potentially 20%)
- Potential impacts based on student behavior (safety), financial constraints, and availability of childcare

Marketing and Recruitment

- Increased marketing of 8 week courses
- Recruitment being conducted virtually with students
- Continuing news releases about how WCTC is serving students during the pandemic

Student Services

- All services available online
- Ability to meet with Advisors and Counselors online with virtual assistance
- Admissions and registration online
- Financial Aid online with virtual assistance
- On-going contact with students to check in and provide assistance
- Mandatory NSO available online
- Campus Cupboard is closed

Technology

- Increased expectations for faculty and staff training on alternate delivery
- Embrace new technologies available to enhance student experience and college efficiency
- Deployment of additional new software packages providing improved virtual interaction
- Deployment of additional computers to students who need them
- Deployment of additional mobile hotspots for students
- Helpdesk availability via telephone 24/7

2020-2021 Budgetary reallocations

- Department expense budgets (travel, supplies, etc.) reallocated to re-balance the budget
- Additional furloughs are necessary
- Services to students and/or staff will be reduced
- Low enrollment courses, programs and services will be assessed
- Use additional designations available from 2019-2020

Financial Impacts 2020-2021

- 5% decrease in state funding = \$2.4M
- 10% decrease in state funding = \$4.8M
- 5% decrease in tuition revenue = \$575,000
- 10% decrease in tuition revenue = \$1.1M
- Unknown impact on Federal Adult Education and Family Literacy Grants
- Federal Stimulus Money for WCTC - \$967,000 – unknown requirements at this time – CARES Act Phase 2
- Cost of purchasing and disposing of PPE for students and staff

WCTC PROTOCOLS AND PRACTICES FOR FALL REOPENING

As WCTC prepares to reopen the College for the fall semester, the following protocols have been established to reduce the risks of exposure to COVID-19 as well as provide safety and security for students, staff, faculty and the community. These protocols are subject to change at the discretion of WCTC.

Following are the protocols when on campus for class, work, and other campus activities.

COVID-19 Pandemic Fall Reopening Protocols

Security and General Rules

1. All students and employees will be required to complete a Self-Acknowledgment Regarding Potential Exposure to COVID-19 prior to returning to campus. Thereafter, all employees and students will be required to self-monitor for COVID-19 symptoms. CDC COVID-19 symptoms will be posted at each entrance that is in use to access campus buildings.
2. Employees or students exposed to COVID-19 may be required to self-quarantine for up to 14 days, and are advised to call their healthcare provider. Employees who believe they have been exposed to COVID-19 should not come on campus and should report the possible exposure to human resources. Students who believe they have been exposed to COVID-19 should not come on campus and should report the possible exposure to the College's Risk Manager.
3. In the event of a confirmed positive COVID-19 exposure on campus, the area(s), room(s), and/or building(s) where the exposure occurred will be cleaned and may be closed for a period of time.
4. Upon reopening, all campus doors will remain locked. Students, faculty and staff will be provided access to Pewaukee Campus building via their College identification card. Access for students will be from 7 a.m. to 9 p.m. Monday through Friday. Faculty and Staff will enter the buildings in the same manner with access from 6 a.m. until 10 p.m. Monday through Friday. Any weekend access will be provided based on class schedules.
5. Public access to the Pewaukee Campus will be limited to the "C" building and to the Enrollment Center specifically. Other lobbies or entrances may be staffed or opened as needed for class or workshop needs.
6. All employees and students must wear a face mask when inside any College building. Faculty will be responsible for enforcing mask requirements in the learning environment. Security Personnel and Staff will assist to ensure compliance with mask requirements. Students or employees who choose not to observe requirements will be warned and may be asked to leave WCTC property.
7. All students and employees are required to observe social distancing by staying at least 6 feet apart from other individuals. Faculty will be responsible for enforcing social distancing requirements in the learning environment. Security Personnel and Staff will assist to ensure compliance with social distancing guidelines. Students or employees who choose not to observe social distancing guidelines will be warned and may be asked to leave WCTC property.
8. Stairwells will be used as the main mode of travel between floors.
9. Elevators are available to those who may need them, but limited to one occupant at a time.
10. Room capacities will be implemented as per governmental (Federal, State, Local Health Department or guidance-providing agencies) guidelines.
11. Furniture shall be removed or tagged to ensure social distancing throughout the campuses. Furniture should not be moved by Students, Faculty or Staff.

12. Students, staff and faculty should avoid congregating in hallways or other spaces on campus to ensure the proper social distancing is maintained.

Additional Health and Safety Measures

1. Unless excused for health reasons and/or authorized accommodations, all employees and students will be required to wear masks while on campus. Employees and students should plan to bring their own masks; however, WCTC will provide masks for those that who forget their mask. Employees or students who choose not to wear a mask will be asked to leave WCTC property.
2. Avoid touching your face, including your eyes, nose and mouth, and engage in frequent hand washing or sanitizing. Always wash your hands before eating.
3. Limit the number of personal items brought onto campus to only those items necessary for classes, labs, and the performance of work duties. This practice reduces the number of germs taken back home after class.
4. Cafeteria services will be available. Vending machines will be available with food and drink options. In addition, all water fountains will be disabled to help prevent the spread of COVID-19. Students and employees bringing their own beverages and/or food should not share the food or drink.

Classroom Management Expectations for Faculty:

- Faculty will have an opportunity to see their classroom ahead of time and make a plan for operating in their space under social distancing guidelines.
- Faculty will be responsible to ensure students are wearing the appropriate PPE and adhering to social distancing guidelines while in the classroom/lab.
- Facilities and Custodial Staff will clean classrooms whenever possible between classes, so adequate time must be scheduled between classes in the same room to allow for cleaning. Faculty will in some cases, be responsible for wiping equipment and other surfaces down after use. Faculty will receive training on how to best clean and sanitize the areas in which they are working.

Information Regarding COVID-19 Symptoms, Utilization of Cloth Masks, and Handwashing/Sanitizing Practices

The following information is based on currently available data about COVID-19 from the CDC.

Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Temperature >38°C (100.4°F) or higher
- Shortness of breath or difficulty breathing
- Respiratory illness
- Cough or sneezing
- Chills or repeated shaking with chills
- Headache
- Congestion or running nose
- Sore throat
- Muscle or body aches
- Fatigue
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported and these symptoms are subject to change.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Cloth Masks

How to Wear a Cloth Face Covering

Cloth face coverings should -

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



Homemade Cloth Face Coverings

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Handwashing and Sanitizing

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Follow these five steps every time:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations.

However:

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to use hand sanitizer:

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Source: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Waukesha County Technical College

COVID-19 General Cleaning Protocol for Public, Point of Sale Contact Areas and Personal Offices

The following steps are to be followed after personnel contact at point-of-service and other public areas and personal offices.

Staff Responsibilities:

Clean your work areas at the end of your workday. (In public areas, the College's contract cleaners will clean door handles, counter tops, hard surfaces.)

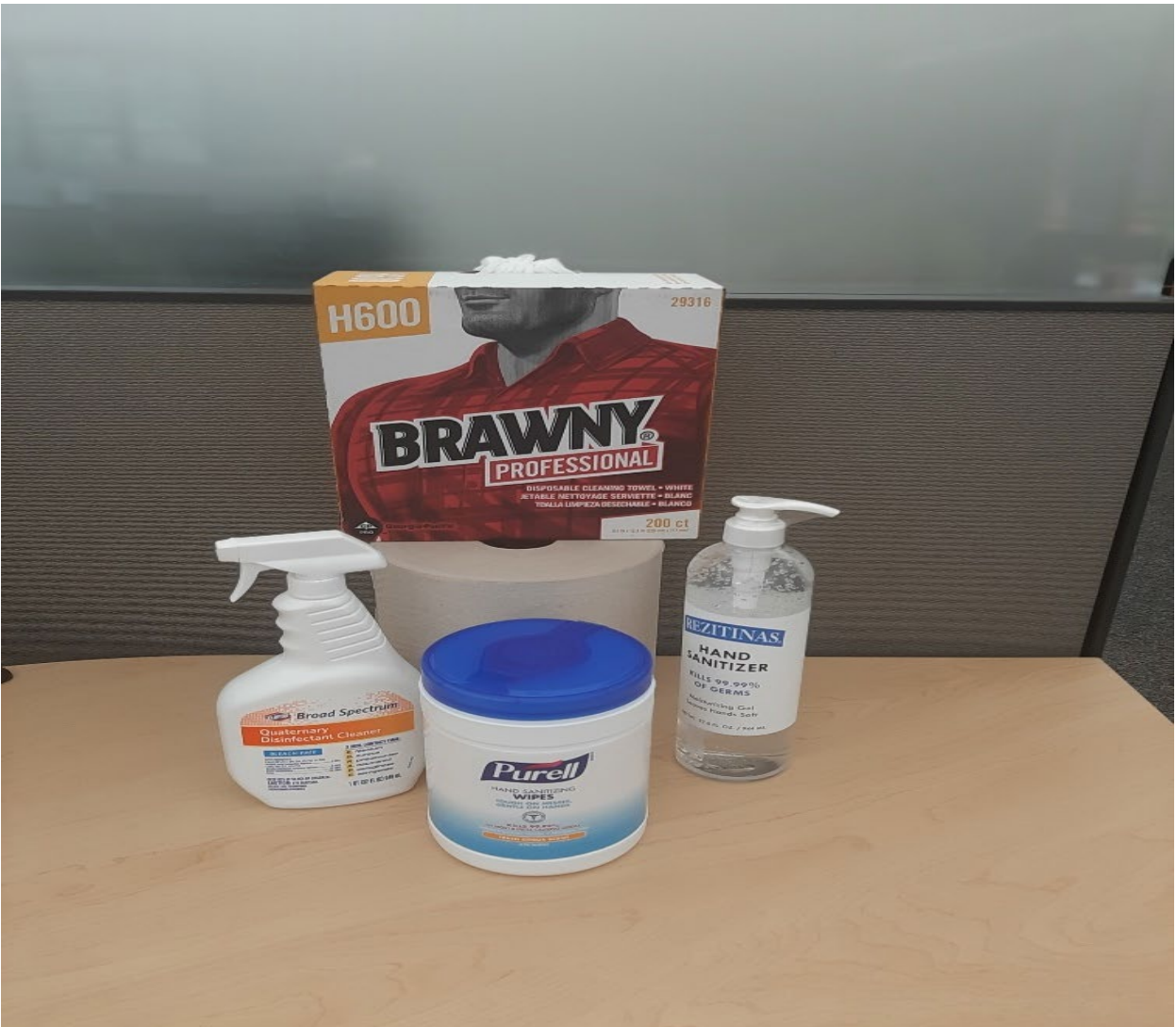
Clean your work area, public walk-up counter, point of sale contact area, and personal office after students, staff or other customers leave your workstation or office:

Wipe down the area, including all of the following, with an approved COVID-19 disinfectant (provided by the College) after each person leaves. (Note: you will be the only one who knows what was touched in your workspace or area.)

- Pens, pencils and other writing utensils
- Door handles
- Surfaces (counter, plastic barriers, tables and chairs, etc.)
- Device/card readers
- Public computers (keyboard, mouse, touch screen, display screen, etc.)
- Kiosks
- Other contact surfaces

The following cleaning supplies have been stocked and provided in each of the departments throughout the College:

- Disinfectant spray
- Sanitizing Wipes
- Hand Sanitizer
- Brawny / Paper Towels



Please save all empty bottles for refills. To reorder supplies, please enter a service ticket.

Any issues or challenges, please contact Rhonda Howard, Assistant Facilities Director.

WCTC – New District Cleaning Standards due to the COVID -19

Please review the guidelines listed below

***This list is subject to change ***

Hallways, Entranceways and Stairways – clean with disinfectant and paper towel

- Wipe down doorknobs or door grab bars
- Clean the door interior windows
- Wipe down the elevator buttons inside of the elevator
- Wipe down hallways seating and tables
- Wipe down hand railing
- Wipe off the top of trash can lids
- Wipe down interior glass windows

Classrooms – clean with disinfectant and paper towel

- Wipe down the doorknobs in and out
- Wipe down the tables with disinfectant
- Do quick wipe down of the chairs (where the hands touch)
- Clean then wipe down the chalk board / white boards
- Wipe down the chalk tray with disinfectant
- Wipe down the window sills at the door entrance
- Wipe down the teacher station and chair
- Open window blinds
- Make sure furniture is placed 6 feet apart

Restrooms – clean with disinfectant and paper towel

- Wipe down the doors in and out
- Wipe down the handicap button
- Check and refill all dispensers, if needed, and wipe down soap, toilet paper, paper towel holders
- Wipe down the countertop and sinks
- Wipe the partition stall doors and walls
- Pour water down the floor drain and urinals daily
- Disinfect the toilets and urinals
- Remove the trash
- Mop floor

Offices and Office Break area – clean with disinfectant and paper towel

WCTC Readiness Plan

- Remove trash and recycling containers
- Wipe down office window sills and windows
- Wipe down tables and chairs
- Clean the sink area if it is clear of dishes
- Wipe down the countertop
- Mop the floor

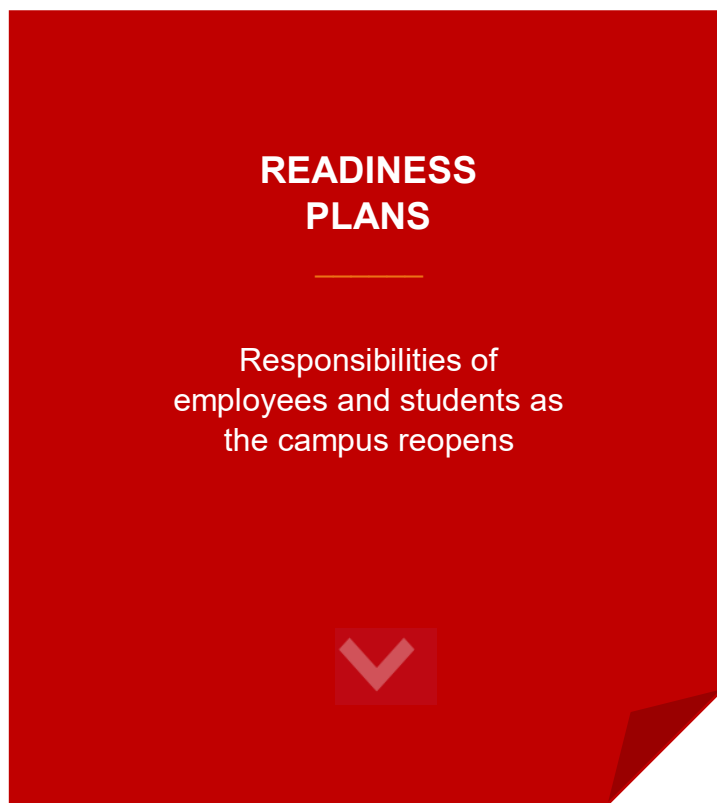
Cafeteria

- Wipe down tables and chairs
- Remove trash
- Check hand sanitizers
- Wipe down window and window sills
- Arrange table and chairs 6 feet apart
- Spot mop during the day and machine scrub at end of night

The information below should be used as a guide during the fall 2020 reopening and moving forward. WCTC's readiness guidelines and decisions are made based on the State of Wisconsin Badger Bounce Back Plan as well as local county conditions.

The financial impact is being tracked formally through Financial Accounting Services. Though the impact is not outlined within the following individual plans, it is a constant consideration as part of the development process.

For additional information and questions regarding the following information, please contact the associated department or area.



WCTC DEPARTMENT READINESS PLANS

BOOKSTORE/TECHEX CENTER (Includes plans for the Service Desk)

B-Building

Communication – Detailed communication of the plans below through the following media:

- Student Services email
- Social media
- Website
- COVID-19 page
- Canvas announcements
- Calendly

Reopening of Campus with Restrictions

- Bookstore is fully operational in its usual location in B-Building
- Service Desk is operational in the B-Building with limitations around face to face interactions and touching personal devices
- All bookstore staff work full time like pre-COVID-19, especially during back to school rush. Only one staff member allowed to work in the back B108A office at a time.
- Service Desk staff work full time on campus, and only one person at a time in the back office B103. Other Service Desk staff will be on campus in other areas and will engage up to two staff at the desk.
- Hours of operation for the Bookstore and Service Desk are Monday-Thursday 7:30 am - 6:30 pm and Friday 7:30 am - 4:30 pm. Saturday August 17 9:00 am - 1:00 pm (Bookstore only).
- Bookstore curbside pickup available outside the College Center atrium. Parking spots labeled next to handicap spots
- Customers for both Bookstore and Service Desk encouraged to schedule appointments to purchase in the store or troubleshoot device issues through Calendly application. Maximum of 10 customers per 15 minutes intervals for Bookstore, and four (4) customers per 15 minutes in Service Desk. Service Desk will attempt to do most troubleshooting virtually as much as possible.
- Check-in table at entrance to the store to manage flow of traffic to the Bookstore or Service Desk. During times of high traffic, staff start a waiting list and instruct customers to wait at the soft seating in the SEC or at the tables in the café.
- Stanchions placed in front of the Service Desk to drive traffic to check-in table
- Social distancing and face masks required in the Bookstore and Service Desk. Floor decals/painters tape placed in the Bookstore to ensure social distancing.
- Face masks to be provided by Security, and cleaning supplies, such as disinfectant wipes and hand sanitizer, to be provided by Facilities

WCTC Readiness Plan

- Bookstore to remove one register at the front of the store to ensure social distancing at checkout
- Plexiglas stands provided by Facilities at the point of sale, textbook counter, and Service Desk
- A second table placed near the Library laptop kiosk for return of all college loaned devices such as laptops and iPads. Table has a UV wand to disinfect all returned material and electronic wipes or disinfecting wipes as needed.

Partial Campus Closure

- The Bookstore operates in a central temporary location such as the RTA, and all bookstore staff work half time on campus and half at home. Student workers available as needed.
- The Service Desk operates in a central temporary location such as the RTA, and all Service Desk staff work half on campus and half at home
- Free shipping available for online orders
- Curbside pickup available in central locations such as the RTA
- Limited hours of operation such as Monday - Thursday 9:00 am - 5:00 pm
- Social distancing and face masks required in the temporary location. Floor decals placed around the perimeter of the temporary location to ensure social distancing.
- Plexiglas stands provided by Facilities at the point of sale
- Customers are unable to try on any clothing such as apparel or medical scrubs
- All product located behind stanchions and only made available to customers after the point of sale
- Any returned items placed in quarantine for minimum of 72 hours and any devices cleaned immediately

Full Campus Closure

- The Bookstore only operates online, and all staff work from home
- The Service Desk only operates online, and all staff work from home
- Limited Bookstore staff have weekly access to campus to process and ship web orders
- Limited Service Desk staff have access to campus to process tickets and issues
- Free shipping available for online orders

FACILITIES SERVICES

Jeffrey Leverenz, Chief Officer District Facilities Office: LI20 Phone: 262-691-5141

Reopening of Campus with Restrictions

Cleaning

- One person from each department should be responsible for cleaning supplies (disinfectant spray, sanitizing wipes, hand sanitizer, and paper towels) to be ordered through a Service Desk request
- Each department should determine the best location for placing cleaning supplies
- No more than two supplies per department and no more than two extra product supplies to be ordered at a time
- Save all used dispensers and return to Facilities
- Extra cleaning staff will be hired to clean restrooms and high-touch areas on an hourly basis
- Cleaning staff will follow the guidelines set forth on the "WCTC-New District cleaning standards due to the COVID-19"

Mailroom/Shipping/Receiving

- Mail delivery will occur daily to each department
- Shipping and receiving will open for eight (8) hours per day

Duplicating Center

- Depending on how many online versus in-person classes may determine the staffing level required for the Duplicating Center
- Online classes do not require as much paper

Copiers

- Copiers will be available in all normal office and hallway locations

Grounds

- Normal grounds work will occur

Snow Removal

- Normal snow removal will occur

Heating and Cooling

- Normal heating and cooling occurs in all buildings

Furniture

- Furniture will be removed, relocated, or secured in place to maintain a minimum of six (6) feet social distancing

Facilities Staffing

- Management will split their shifts between campus and virtual
- Job duty requirements fluctuate throughout the year and each person will determine the appropriate number of hours at each location
- Remaining Facilities staff and managers will all work 100% of the time at WCTC

Server Room Temperatures

- All server rooms cooled/heated to maintain server temperatures

Ultra-Violet (UV) Lights

- UV lights have been ordered and will be installed when they arrive
- They will be used whenever AHU's are operating and cleaned on a regular basis

Plumbing

- Water lines in all buildings will be purged before reopening and then normal usage will maintain water quality

Electric

- All electric units to remain connected and operational

S2 Door Access

- Program the S2 system to allow all exterior doors to remain locked and provide staff and students access to open the exterior doors with their ID badge for specific time frames

Camera System

- All systems operating as normal, except parking lot lights left on during all hours of darkness

PerMar Alarms

- Buildings automatically turn off at 5:00 am and are turned on manually after last class ends

Generators

- Tested monthly

Potable Water

- Potable water lines in all buildings will be purged before reopening and then normal usage will maintain water quality
- Drinking fountains will be disconnected but the water fill feature will be active
- Drinking fountains will follow CDC guidelines for purging

Acid Waste System

- Normal classroom activity water will keep these systems active

Sprinkler Systems

- Active – monthly, quarterly and annual testing as required by codes

Construction Projects

- Construction projects to continue as scheduled

Air Handling Units

- Change filters on a regular basis

Pond Pumps

- Install, monitor, treat and remove as normal

In-Ground Sprinkler Systems

- Activate, program and deactivate as normal

Grease Traps

- Pump as normal

Elevator Inspections

- Maintain and inspect as normal

Back-Flow Preventers

- Test and report each back-flow preventer as normal

Emergency Hallway Lights

- Test, inspect and report as normal

Fire Extinguishers

- Test, inspect and report as normal

Partial Campus Closure

Cleaning

- Cleaning will occur in each building that is scheduled where staff access occurs
- All high-touch areas and restrooms in buildings being used will be frequently cleaned, and all classrooms will be cleaned after each class ends or prior to the next class starting
- Cleaning staff will follow the guidelines set forth on the “WCTC – New District cleaning standards due to COVID-19”

Mailroom/Shipping/Receiving

- Mail delivery will occur once per week to designated areas
- Shipping and receiving will be staffed for three (3) hours per day, but shipments will be received outside of those hours by Facilities staff

Duplicating Center

- Depending on how many online versus in-person classes may determine the staffing level required for the Duplicating Center
- Online classes do not require as much paper
- Assume reduced hours in the Duplicating Center

Copiers

- Four (4) copiers will be relocated to a central area to coincide with mail pick-ups and drop-offs

Grounds

- Normal grounds work will occur, with potentially less annual flower planting

Snow Removal

- Normal snow removal occurs

Heating and Cooling

- Normal heating occurs in all buildings being used and minimal heating occurs in buildings not in session
- Normal cooling occurs in buildings being used or in all buildings if the humidity/dew points are very high

Furniture

- Furniture will be removed, relocated, or secured in place to maintain a minimum of six (6) feet social distancing

Facilities Staffing

- Management will split their shifts between campus and virtual
- Job duties throughout the year fluctuate and each person will determine the appropriate number of hours at each location
- Remaining Facilities staff and managers will work 100% of the time at WCTC

Server Room Temperatures

- All server rooms cooled/heated to maintain server temperatures

Ultra-Violet (UV) Lights

- UV lights have been ordered and will be installed when they arrive
- They will be used whenever AHU's are operating and cleaned on a regular basis

Plumbing

- Water lines in non-scheduled buildings will be activated and floor drains will be filled once per week to control odors
- Buildings in use will have water quality maintained by normal building usage

Electric

- All electric units to remain connected and operational

S2 Door Access

- Program the S2 system to allow all exterior doors to remain locked and provide staff and students access to open the exterior doors with their ID badge for specific time frames

Camera System

- All systems operating as normal, except parking lot lights left on during all hours of darkness

PerMar Alarms

- Buildings automatically turn off at 5:00 am and alarms are manually turned on by Facilities staff at the end of the day

Generators

- Tested monthly

Potable Water

- Potable water lines in all buildings will be purged before reopening and then normal usage will maintain water quality
- Drinking fountains will be disconnected but the water fill feature will be active
- Drinking fountains will follow CDC guidelines for purging

Acid Waste System

- If classrooms in the E-Building are scheduled, normal classroom activity water will keep these systems active

Sprinkler Systems

- Active – monthly, quarterly and annual testing as required by codes
- Monitor mechanical room temperatures in un-occupied buildings during winter months so the water mains do not freeze

Construction Projects

- Construction projects to continue as scheduled

Air Handling Units

- Change filters on a regular basis

Pond Pumps

- Install, monitor, treat and remove as normal

In-Ground Sprinkler Systems

- Activate, program and deactivate as normal

Grease Traps

- Pump as normal for buildings that are in operation

Elevator Inspections

- Maintain and inspect as normal

Back-Flow Preventers

- Test and report each back-flow preventer as normal

Emergency Hallway Lights

- Test, inspect and report as normal

Fire Extinguishers

- Test, inspect and report as normal

Full Campus Closure

Cleaning

- Cleaning will occur in areas where essential workers have been working
- Cleaning staff will follow the guidelines set forth on the “WCTC – New District cleaning standards due to COVID-19”

Mailroom/Shipping/Receiving

- Mail delivery will occur once per week to designated areas
- Shipping and receiving will be staffed for three (3) hours per day, but shipments will be received outside of those hours by Facilities staff

Duplicating Center

- Duplicating Center will be closed

Copiers

- Copiers will remain in the office locations and shut-down for the duration of school closing

Grounds

- Reduced grounds work will occur as maintenance staff levels will be reduced to ensure not all staff are working together

Snow Removal

- Normal snow removal occurs

Heating and Cooling

- Minimal heating occurs in all buildings
- No cooling occurs in any building unless humidity/dew points are very high

Furniture

- Furniture will be left in place since no students or staff will be in the buildings

Facilities Staffing

- Management will work 100% from home
- Remaining Facilities staff and managers will maintain adequate facilities coverage at WCTC and work from home for their remaining hours

Server Room Temperatures

- All server rooms cooled/heated to maintain server temperatures

Ultra-Violet (UV) Lights

- UV lights have been ordered and will be installed when they arrive
- They will be used whenever AHU's are operating and cleaned on a regular basis

Plumbing

- Water lines in all buildings will be activated and floor drains will be filled once per week to control odors

Electric

- All electric units to remain connected and operational
- Look to see what large equipment that draws power constantly could be shut down

S2 Door Access

- All access levels disabled except for staff with grand master access levels

Camera System

- All systems operating as normal, except parking lot lights left on during all hours of darkness

PerMar Alarms

- All buildings remain alarmed and manually turn on/off as needed by maintenance or security staff

Generators

- Tested monthly

Potable Water

- Potable water lines in all buildings will be purged before reopening and then normal usage will maintain water quality
- Drinking fountains will be disconnected but the water fill feature will be active
- Drinking fountains will follow CDC guidelines for purging

Acid Waste System

- Water will be run down the chemistry sinks by maintenance staff to keep these systems active

Sprinkler Systems

- Active – monthly, quarterly and annual testing as required by code.
- Monitor mechanical room temperatures in all buildings during winter months so the water mains do not freeze

Construction Projects

- Construction projects to continue as scheduled, unless social distancing guidelines restrict their operation

Air Handling Units

- Change filters on a regular basis

Pond Pumps

- Install, monitor, treat and remove as normal

In-Ground Sprinkler Systems

- Activate, program and deactivate as normal

Grease Traps

- Pump when shut-down occurs and re-pump after building is open 30 days

Elevator Inspections

- Maintain and inspect as normal

Back-Flow Preventers

- Test and report each back-flow preventer as normal

Emergency Hallway Lights

- Test, inspect and report as normal

Fire Extinguishers

- Test, inspect and report as normal

FINANCIAL ACCOUNTING SERVICES

Jane Kittel, Vice President of Finance

Office: C213

Phone: 262-691-5214

Reopening of Campus with Restrictions

- Hours of Operation:
 - Monday - Friday 8:00 am to 4:30 pm
- Activities will be a combination of remote work from home and on campus work
- Rotating schedules arranged by teams to provide on campus time and support adequate social distancing while continuing to facilitate college business
- Utilization of internal mail or drop box for exchange of documents
- Deposit pick up for Pewaukee campus will be conducted via on campus Pewaukee Police representatives on a daily basis. Off campus sites will be picked up via armored car services at least once per week.
- Check runs for student services will occur twice a week. Accounts payable check runs will occur on Thursdays.
- Provide virtual one-on-one and group training sessions as needed (no in person training)

Partial Campus Closure

- Most activities continue to function in a remote work from home capacity
- Controller, FAS Assistant, and Tech I will need to be on campus one (1) day a week for check runs and mailing, along with cash receipting
- Deposit pick up for Pewaukee campus will be conducted via on campus Pewaukee Police representatives on a daily basis. Off campus sites will be picked up via armored car services at least once per week.
- Checks and payments received by other departments can be dropped off at RTA with security on Grab and Go Day to give to FAS for cash receipting
- Check runs for student services will occur twice a week. Accounts payable check runs will occur on Thursdays. Checks will be mailed after the accounts payable check run.
- Provide virtual one-on-one and group training sessions as needed (no in person training)

Full Campus Closure

- Almost all activities are transitioned to remote work from home
- Controller and Tech I will need to be on campus one (1) day a week for check runs and mailing, along with cash receipting
- Checks and payments received by other departments can be dropped off at RTA with security on Grab and Go Day to give to FAS for cash receipting

- Check runs for student services will occur twice a week. Accounts payable check runs will occur on Thursdays. Checks will be mailed after the accounts payable check run.
- Provide virtual one-on-one and group training sessions as needed (no in person training)

LANCER FOOD SERVICES

Tod Hemphill

Reopening of Campus with Restrictions

- Food service activities resume with precautions
- Furniture will be removed from cafeteria area to encourage social distancing
- No self-service items will be available. All food will be prepackaged or served and covered by Lancer Staff. All utensils and condiments will be offered at pick up windows, no self-service items will be available.
- To prevent congregation in the HUB area during times of increased activities, names will be taken for orders, and patrons will be asked to wait outside in the cafeteria area until their name is called.
- Increased cleaning of tables within the cafeteria will be performed by Lancer Staff
- Lancer Staff will continue to follow internal company policy and maintain adequate training and screening procedures to ensure safety for staff and patrons

Partial Campus Closure

- All food services are closed and locked down

Full Campus Closure

- All food services are closed and locked down

HUMAN RESOURCES SERVICES

David Brown, Vice President of Human Resources Office: C211 Phone: 262-691-5346

Reopening of Campus with Restrictions

- Limited staff on campus covering the hours for the Human Resources Department (HR)
 - Most staff will still be working remotely
 - Talent Operations has developed a Primary Calendar that allows for personnel to rotate days on Campus (Calendar is posted on outside of HR Department lobby)
 - Training, Development and Wellbeing have designated days on campus each week
 - Safety and Security fulltime staff members are on campus Monday - Saturday. The others will rotate on campus as needed.
 - Diversity, Equity, Inclusion and Compliance will rotate on campus as needed
- Hours of Operation:
 - Monday - Thursday 8:00 am - 5:00 pm
 - Friday 8:00 am - 4:30 pm
- The HR Department lobby will not be reopening for the fall semester
- Face-to-face meetings will be kept to a minimum
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C217B will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Partial Campus Closure

- Predominantly HR will be working remotely
- Security and Safety will continue to have staffing on campus daily
- Zoom and phone interactions will be the normal way of doing business

Full Campus Closure

- Security and Safety will continue to have staffing on campus daily
- All other staff will be working remotely providing online and phone services to students

INFORMATION TECHNOLOGY SERVICES

Rodney Nobles, Chief Information and Security Officer Office: LI 30 Phone: 262-691-5362

Reopening of Campus with Restrictions

- Limited staff on campus
- Most staff will still be working remotely
- Service Desk personnel will be on campus for technology support
 - Hours of Operation:
 - Monday - Thursday 7:00 am - 7:30 pm
 - Friday 7:00 am - 4:30 pm
 - Staff will wear mask and gloves when supporting staff and students with devices
 - Staff will wipe any device given to them and wipe the device when service is concluded
 - The Service Desk will use scheduled appointments instead of walk-ins whenever possible
- Sanitize high-touch technology multiple times per day
- Staff and students will use X5555 or the Service Catalog to enter service tickets
- Zoom and phone meetings will still be the norm for the fall semester

Partial Campus Closure

- ITS staff with the exceptions of Service Desk will be working remotely
- Zoom and phone interactions will be the normal way of doing business

Full Campus Closure

- All ITS staff will be working remotely
- Staff and students will use X5555 or the Service Catalog to enter service tickets
- Zoom and phone meetings will still be the norm for the fall semester

INSTITUTIONAL RESEARCH

Viktor Brenner, Director

Office: C210

Phone: 262-691-5577

Reopening of Campus with Restrictions

- Limited staff on campus covering the IRE department hours
 - Most staff will still be working remotely
 - IRE has developed a calendar that allows for personnel to rotate days on Campus (Calendar is posted on outside of C210/IRE lobby)

- Hours of Operation:
 - Office C210
 - Office will be open
 - Office open hours:

Days of the week	Hours
Monday	8:00 am - 4:30 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	8:00 am - 4:30 pm
Thursday	8:00 am - 4:30 pm
Friday	9:00 am - 5:00 pm

- Hours represent planned hours and do not represent a guarantee of availability. We do not plan to attempt to cover the office during lunch breaks, for instance, or when the on-site staff are busy at meetings.
- The C210 suite door may be locked or unlocked depending on individual employee comfort level. An in/out sign will be posted outside the office to indicate which staff are on-site that day. If the C210 suite door is to remain locked, staff will also indicate their phone extension on the sign so that they can be contacted and allow entrance to customers.
- Staff should take sick time or work from home if they are not feeling well. Efforts will be made to switch coverage days with other staff if an individual is unable to be on campus during their scheduled times, but office coverage on any given day cannot be guaranteed. Face-to-face meetings will be kept to a minimum.
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C208 will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Partial Campus Closure

- All staff will be working remotely
- Hours of Operation:
 - C210 IRE office will be closed
- Face-to-face meetings will be kept to a minimum and by appointment only
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
- Mail pick up weekly
- Staff will make arrangements as needed for special access (e.g., access to printers for survey mailings)

Full Campus Closure

- All staff will be working remotely
- Hours of Operation:
 - C210 IRE office will be closed
- Zoom and phone meetings will still be the norm for the fall semester
- Mail pick up weekly
- Staff will make arrangements as needed for special access (e.g., access to printers for survey mailings)

LEARNING DIVISION

Bradley Piazza, Vice President of Learning

Office: C211

Phone: 262-691-5206

Reopening of Campus with Restrictions

Social distancing options need to be activated for classes

- Face-to-face/hybrid instruction will resume with room capacity at 50%. Courses will also be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be conducted on campus following CDC guidelines
- Determine new capacities of rooms (Facilities)
- Reorganization of classroom layout (Facilities)
- All Learning Division offices will be open with staffing up to 50%
- Technology will be utilized to provide students with the option to attend in person or virtually in selected classrooms/courses
- All faculty training will be conducted both in-person and virtually
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within Learning Division can be conducted virtually, in-person or a combination of both
- Students and staff will be asked to clean individual learning spaces before and after each class
- RTA, AJN Center, Q-Building and C214/C216 repurposed for classrooms
- All students and staff will be required to wear face mask while inside classrooms/labs/offices/buildings
- Faculty Journey will utilize a combination of in-person and virtual sessions
- Faculty in-service will utilize a combination of in-person and virtual sessions

Partial Campus Closure

- Courses would be offered as either online (asynchronous) or remote learning (synchronous)
- Labs will be conducted on campus following CDC guidelines
- All Learning Division staff will work remotely with the exception of faculty teaching labs
- Instruction will be consolidated to as few buildings as possible
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the Learning Division will be conducted virtually
- Students and staff will be asked to clean individual learning spaces before and after each lab class
- All students and staff will be required to wear face mask while inside classrooms/labs/offices/buildings

- Faculty Journey will utilize virtual sessions
- Faculty in-service will utilize virtual sessions

Full Campus Closure

- Follow Safer at Home guidelines
- Learning Division could continue to operate as under Safer at Home. Courses would be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be completed when campus can partially reopen
- All Learning Division staff will work remotely
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the Learning Division will be conducted virtually
- Faculty Journey will utilize virtual sessions
- Faculty in-service will utilize virtual sessions

Learning Division

Academic Excellence Department

Randall Coorough, Director

Office: C210

Phone: 262-691-5168

Reopening of Campus with Restrictions

- Department staff on campus as needed and by appointment to provide all services and support otherwise Academic Excellence staff will be working remotely and all appropriate services, communication, planning, training and coordination provided remotely

Partial Campus Closure

- All staff working remotely and all services, communication, planning, training and coordination provided remotely

Full Campus Closure

- All staff working remotely and all services, communication, planning, training and coordination provided remotely

Center for Academic and Professional Excellence (CAPE)

Reopening of Campus with Restrictions

- CAPE is open normal business hours Monday - Friday 8 am - 4 pm beginning August 3, 2020
- Academic Excellence staff will rotate shifts to provide coverage

Partial Campus Closure

- All staff working remotely and all services, communication, planning, training and coordination provided remotely

Full Campus Closure

- All staff working remotely and all services, communication, planning, training and coordination provided remotely

Early College Opportunities (ECO)

Reopening of Campus with Restrictions

- Staffing for dual enrollment student support as needed beginning August 31, 2020. Occasional office staffing to perform duties as needed.

Partial Campus Closure

- All services, communication, planning, and coordination provided remotely

Full Campus Closure

- All services, communication, planning, and coordination provided remotely

Dual Enrollment Academy (DEA)

Reopening of Campus with Restrictions

- Staffing for DEA student support as needed beginning August 31, 2020. Occasional office staffing to perform duties as needed.
- Follow current course offerings and delivery format plans

Partial Campus Closure

- All services, communication, planning, and coordination provided remotely
- All courses converted to online, with labs on campus

Full Campus Closure

- All services, communication, planning, and coordination provided remotely

- All online instruction, labs completed at a later date

Learning Division

Corporate Training Center

Russell Roberts, Executive Director

Office: Q315

Phone: 262-695-3468

Reopening of Campus with Restrictions

- Face-to-face instruction will resume with room capacity at 50% with courses/workshops also offered virtually as needed
- Courses/workshops conducted on campus will follow all CDC/WCTC safety guidelines
- Instructors will be required to take attendance at all face-to-face classes/workshops and verify current student phone numbers
- Q-Building offices will remain open with staffing up to 50%
- Faculty training will be conducted both in-person and virtually
- Staff meetings will be conducted virtually or in large open areas (lobby) designed to maintain social distancing
- Students and staff will be required to clean individual learning spaces before and after each class/workshop
- Students and staff will be required to wear face coverings while inside classrooms, labs, offices, and all campus buildings
- Conference rooms and lunchroom will not be used
- Catered food will be set-up in classrooms/labs only with student breaks staggered to maintain social distancing in hallways and bathrooms
- One staff member will be permitted at a time in small spaces including copy/mail rooms with social distancing required at all times in hallways, bathroom, and kitchen
- Off-campus contract training will follow CDC/WCTC safety guidelines in effect at the time of training and not the client company's policy

Partial Campus Closure

- Select face-to-face courses/workshops may be permitted with most delivered virtually
- Courses/workshops conducted on campus will follow all CDC/WCTC safety guidelines
- Instructors will be required to take attendance at all face-to-face classes/workshops and verify current student phone numbers
- Q-Building offices will remain open with campus visits limited to essential business only
- Q-Building classrooms/labs will remain closed and not available for course/workshop delivery
- Staff meetings and faculty training will be conducted virtually
- Students and staff will be required to clean individual learning spaces before and after each face-to-face class/workshop
- Students and staff will be required to wear face coverings while inside classrooms, labs, offices, and all campus buildings

WCTC Readiness Plan

- Conference rooms and lunchroom will not be used
- Catered food will be set-up in classrooms/labs only with student breaks staggered to maintain social distancing in hallways and bathrooms
- One staff member will be permitted at a time in small spaces including copy/mail rooms with social distancing required at all times in hallways, bathroom, and kitchen
- Off-campus contract training will follow CDC/WCTC safety guidelines in effect at the time of training and not the client company's policy

Full Campus Closure

- Courses/workshops will be delivered virtually or rescheduled/canceled
- Q-Building offices will remain closed with campus visits limited to essential business only
- All staff meetings and faculty training will be conducted virtually
- Off-campus contract training will follow CDC/WCTC safety guidelines in effect at the time of training and not the client company's policy

Learning Division

School of Academic Foundations/General Studies

Bethany Leonard, Dean

Office: E114

Phone: 262-691-5392

Reopening of Campus with Restrictions

- Social distancing options need to be activated for classes
- Faculty and students will wear face masks while in WCTC buildings unless alone in a closed room

Instructional Formats

- Majority of General Studies sections online with at least one section of each course as hybrid, as possible
- Labs covering critical skills held on campus at scheduled times. (Microbiology, Anatomy and Physiology)
- Academic Support offered dialing via Zoom and in person with centers alternating days
- Peer tutoring online as approved by HR
- All ESL online
- Most Basic Education online with the exception of some morning and evening lab hours, HSED 50.9 class, orientation, testing, and initial class meetings for students
- Journey offered as a hybrid

Office Safety

- Avoid faculty and staff entering office area as much as possible
- Use one-way foot traffic flow through office space. (Except Math and Science and CCR.)
- Limit of one person at a time in kitchen/printer/office supply space
- Limit number of people in office space
 - Four plus admin or IM in General Studies
 - One plus admin or IM in CCR and Academic Support
- Faculty work at home as much as possible
 - Work on campus just before or after class/lab. Schedule any other needed times.
- Use IM, phone, and email to communicate when possible, even when in the same space
- Distance staff seating
- Refrain from congregating casually
- Each person to wipe down any common surfaces they touch
- Install stationary Plexiglas dividers for front desk staff
- Provide Administrative Professional Staff with face shields
- Keep doors open
- Up to 50% staff scheduled on campus

Common Space Safety

- Students arrive just before and depart immediately after class meetings or receiving services and using necessary resources in labs/centers
- Students and employees refrain from congregating in common areas inside buildings
- Establish one-way traffic through hallways and common spaces
- Instructors disinfect common surfaces in classrooms and labs between class meetings and as students leave lab spaces
- Instructors carry their own classroom supplies such as white board markers and erasers
- In-service and other large meetings will happen virtually
- Smaller meetings will be a combination of virtual and face to face

Social Distancing – Logistics for Classroom and Lab Instruction

- Classroom: Alternate Groups of Students within Scheduled Meeting Times:
 - One group of students attends first half of class meeting
 - Room is disinfected
 - Second group of students attends second half of class meeting
- Use Meeting Owl
- Divide students into two groups occupying two rooms when a lab assistant or second instructor is available
- Obtain rooms that accommodate class sizes with social distancing
- Faculty members and staff wear shields while instructing in classroom
- Faculty and staff wear both mask and shield when working one on one with students
- Provide movable Plexiglas to place between instructor/staff and student when working one on one
- Academic Support
 - Centers available on Zoom every week day, (some on weekends) and in person on alternating days
 - Use student appointments for some centers
 - Use some onsite, remote support
 - Peer tutoring online as approved by HR

Support Needed

- CCR will need devices for some students
- Help finding software, other technology allowing especially math instructors to see details of student work remotely
- Stationary Plexiglas
- Movable Plexiglas
- Signage and floor arrows to direct foot traffic
- Face shields for instructors/staff
- Meeting Owl and training

Partial Campus Closure

- Social distancing options need to be activated for classes

- Faculty and students will wear face masks while in WCTC buildings unless alone in a closed room

Instructional Formats

- All offerings will move to online with the exception of labs for Microbiology, Anatomy and Physiology and some possibly a small number of hybrids and The Journey (once a month)

Office Safety

- Only faculty teaching labs and a few hybrid courses will be on campus

Common Space Safety

- Students arrive just before and depart immediately after class meetings or receiving services and using necessary resources in labs/centers
- Students and employees refrain from congregating in common areas inside buildings
- Establish one-way traffic through hallways and common spaces
- Instructors disinfect common surfaces in classrooms and labs between class meetings and as students leave lab spaces
- Instructors carry their own classroom supplies such as white board markers and erasers
- All meetings happen virtually

Social Distancing – Logistics for Classroom and Lab Instruction

- Classroom: Alternate Groups of Students within Scheduled Meeting Times:
 - One group of students attends first half of class meeting
 - Room is disinfected
 - Second group of students attends second half of class meeting
- Obtain rooms that accommodate class sizes with social distancing
- Faculty members and staff wear shields while instructing in classroom
- Faculty and staff wear both mask and shield when working one on one with students
- Provide movable Plexiglas to place between instructor/staff and student when working one on one

Full Campus Closure

Instructional Format

- All offerings will move to online including labs to Microbiology, Anatomy and Physiology
- All meetings, work and training will be conducted virtually

Learning Division
School of Applied Technologies
Michael Shiels, Dean

Office: 1101

Phone: 262-691-7823

Reopening of Campus with Restrictions

Social distancing options need to be activated for classes

- Face-to-face/hybrid instruction will resume with room capacity at 50%. Courses will also be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be conducted on campus following CDC guidelines
- Recruitment/outreach activities will be conducted virtually
- Determine new capacities of rooms (Facilities)
- Reorganization of classroom layout (Facilities)
- All Applied Technologies offices will be open with staffing up to 50%
- Technology will be utilized to provide students with the option to attend in person or virtually in selected classrooms/courses
- All deliveries from vendors will be dropped off outside the buildings whenever possible
- There will be no field trips
- Off campus training will be held if permitted by the hosting agency and faculty is willing to teach
- All faculty training will be conducted both in-person and virtually
- All advisory committee meetings will be conducted virtually
- All faculty internship visits will be done remotely
- Internships will be permitted if the hosting employer is willing
- If internship sites are not available alternative options will be available for students
- All staff/department meetings within Applied Technologies can be conducted virtually, in-person or a combination of both
- All guest speakers will present virtually
- Students and staff will be asked to clean individual learning spaces before and after each class
- All students and staff will be required to wear face mask while inside classrooms, labs, offices, and buildings. Masks will also be required for classroom activities outside of the buildings when students/faculty are closer than six (6) feet.
- Faculty Journey will utilize a combination of in-person and virtual sessions
- Faculty in-service will utilize a combination of in-person and virtual sessions

Partial Campus Closure

- Courses would be offered as either online (asynchronous) or remote learning (synchronous)

- Labs will be conducted on campus following CDC guidelines
- Applied Technologies staff will work remotely whenever possible
- Instruction will be consolidated to as few buildings as possible
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually
- Off campus training will be held if permitted by the hosting agency and faculty is willing to teach
- There will be no field trips
- All staff/department meetings within the Applied Technologies will be conducted virtually
- Students and staff will be asked to clean individual learning spaces before and after each lab class
- All students and staff will be required to wear face mask while inside classrooms, labs, offices, and buildings. Masks will also be required for classroom activities outside of the buildings when students/faculty are closer than six (6) feet.
- Faculty Journey will utilize virtual sessions
- Recruitment/outreach activities will be conducted virtually
- All faculty internship visits will be done remotely
- Internships will be permitted if the hosting employer is willing
- If internship sites are not available alternative options will be available for students
- Faculty in-service will utilize virtual sessions
- All guest speakers will present virtually

Full Campus Closure

- Follow Safer at Home guidelines
- Applied Technologies could continue to operate as under Safer at Home. Courses would be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be completed when campus can partially reopen
- All Applied Technologies staff will work remotely
- Recruitment/outreach activities will be conducted virtually
- Off campus training will be held if permitted by the hosting agency and faculty is willing to teach
- There will be no field trips
- All guest speakers will present virtually
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually
- All faculty internship visits will be done remotely
- Internships will be permitted if the hosting employer is willing
- If internship sites are not available alternative options will be available for students
- All staff/department meetings within the Applied Technologies will be conducted virtually

- Faculty Journey will utilize virtual sessions
- Faculty in-service will utilize virtual sessions

Learning Division
School of Business
Kim Ehlert, Dean

Office: B002

Phone: 262-691-5242

Reopening of Campus with Restrictions

Social distancing options need to be activated for classes

- Face to face and hybrid instruction will be provided with maximum classroom capacity at 50%. (Approximately 45% of the School of Business classes will be face to face.)
 - Bakeshop courses will be split into Bakeshops 1 and 2 to accommodate the class size. We have an instructional assistant to assist with this instructional method.
 - Classic Room and Classic Kitchen are able to support 16 students maximum
 - First Year Culinary Kitchen is able to support 14 students maximum
- Virtual and online instruction will be provided for the remaining 55% of course offerings. Many virtual (held via ZOOM) courses will also be recording the instruction.
- Wherever possible, courses that are being offered in multiple sections will be run in different formats (example – Marketing Principles will have two (2) face to face sections and three (3) virtual sections so that students have alternatives to choose from based on their comfort level.
- Labs (culinary, baking and hospitality) will be conducted on campus following CDC guidelines
- Remote video/sound technology (such as in the L-Building or the Meeting OWL) will be utilized to provide students with the opportunity to attend their courses remotely in the event they are unable to come to campus. This is NOT available for all classes.
- Proper PPE and social distancing protocols will be followed by all School of Business faculty and staff. Protocols will be presented in detail for all staff, faculty and adjuncts.
- The School of Business offices will be staffed from 7:30 am until 4:30 pm Monday - Thursday with the following specifics:
 - Culinary, Baking & Hospitality office will be CLOSED on Fridays
 - B-Building and L-Building will be open on Fridays until 11:30 am
 - B-Building staff will rotate by week as cohorts
 - L-Building staff will rotate to provide coverage with maximum of two (2) staff at a time
 - Faculty time on campus will be evaluated with a schedule created to minimize the number of faculty in the office area at any one time. Cubicles which do not allow for proper social distancing will only be occupied by one faculty member at a time.
 - Faculty returning to campus for semester prep/teaching material retrieval will take place using a registration system to ensure no more than 50% of staff are in the offices at any one time
 - Faculty office hours will be mostly virtual, with a few face to face options available

- Physical Office Space safety will be provide as follows:
 - Plexiglas shields will be installed at the counter top areas of Lori Doll, Andrea Wolf and Victoria Yocum due to the frequent interaction with students and staff
 - Only one person will be allowed into the L-Building or B-Building office kitchens at any one time and individuals will be asked to sanitize anything that they touched while in there
 - Conference rooms will be limited to a maximum of two (2) individuals at any one time
 - Large Conference table in L-Building and B-Building will be used for small meetings with students and staff (due to their size and open space) and will be sanitized after each use
- School of Business common student spaces and services will be protected as follows:
 - Classic Room will space tables to provide proper social distancing protocols, servers will wear masks and all surfaces will be sanitized frequently
 - The Bistro will only provide call-ahead Take-out service. No seating or walk-up orders will be allowed.
 - The Classic Room, Bistro and Food Store will all utilize contactless payment
 - The Food Store will provide only “grab & go” food options and staff will be behind a Plexiglas shield
 - The IT Student Center student worker counter will utilize a Plexiglas shield to provide protection
 - The Business Lab Educational Assistant workspace will utilize a Plexiglas partition to provide protection
 - The IT Student Center and the Business Lab will be reconfigured to space out tables/chairs/computers to ensure social distancing
 - Accounting Assistance for fall semester will be a combination of face to face and virtual assistance to minimize student contact
- Field trips will only occur if the trip is necessary to complete a course competency and the location visited follows all social distancing and PPE requirements
- All Guest Speakers will be virtual presentations
- Student Clubs will not travel during the fall semester and guest speakers/tours will be virtual
- Department/program/management meetings will be held virtually. If face to face meetings become necessary, we will offer the option to allow virtual attendance.
- All advisory committee meetings will be conducted virtually
- Students and staff will be asked to clean individual learning spaces before and after each class

Partial Campus Closure

- All School of Business courses (except for Culinary, Baking & Hospitality) would be offered as either online (asynchronous) or remote learning (synchronous)

- Culinary, Baking & Hospitality labs will be conducted on campus following CDC guidelines
- All School of Business staff will work remotely with the exception of faculty teaching labs
- Instruction will be consolidated to the A-Building
- All advisory committee meetings will be conducted virtually
- Department/program/management meetings will be held virtually
- All guest speakers will be virtual presentations
- Student Club meetings, guest speakers and tours will be virtual

Full Campus Closure

- Follow Safer at Home guidelines
- School of Business operations could continue to operate under Safer at Home protocols
- Courses would be offered as either online (asynchronous) or remote learning (synchronous)
- Labs will be completed when campus can partially reopen
- All School of Business staff will work remotely
- All advisory committee meetings will be conducted virtually
- Department/program/management meetings will be held virtually
- All Guest Speakers will be virtual presentations
- Student Club meetings, guest speakers and tours will be virtual

Learning Division
School of Health
Michele Nelson, Dean

Office: H101 Phone: 262-691-5368

Reopening of Campus with Restrictions

Social distancing options need to be activated for classes

- Face-to-face/hybrid instruction will resume with PPE worn in classroom/lab environments and social distancing when possible. Courses will also be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be conducted on campus following industry guidelines
- Clinical courses will be conducted at host facility with students and instructors wearing PPE as required by host facility
- All SOH offices will be open with staffing up to 50%
- Technology will be utilized to provide students with the option to attend in person or virtually in selected classrooms/courses
- All faculty training will be conducted virtually
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the SOH can be conducted virtually, in-person or a combination of both
- Students and staff will be asked to clean individual learning spaces before and after each class
- Faculty will utilize Canvas Attendance for all courses to aid in contact tracing
- All students and staff will be required to wear face masks while in classrooms/labs/offices/buildings; certain classes may require face shields/goggles and will be communicated by instructor if applicable
- Faculty in-service will utilize a combination of in-person and virtual sessions

Partial Campus Closure

- Courses would be offered as either online (asynchronous) or remote learning (synchronous)
- Labs will be conducted on campus following industry guidelines
- Clinical courses will run at host facility as long as facility accepts students
- Simulation for lab/clinical will be utilized for any courses approved to do so by certification board and will be communicated by instructors
- All SOH staff will work remotely with the exception of faculty teaching labs
- Instruction will be consolidated to as few buildings as possible
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually

- All staff/department meetings within the SOH will be conducted virtually
- Students and staff will be asked to clean individual learning spaces before and after each lab class
- All students and staff will be required to wear face masks while inside classrooms/labs/offices/buildings
- Faculty in-service will utilize virtual sessions

Full Campus Closure

- Follow Safer at Home guidelines
- SOH could continue to operate as under Safer at Home. Courses would be offered as either online (asynchronous) or remote learning (synchronous).
- Labs will be completed when campus can partially reopen
- Clinical courses will run as long as host facility continues to allow students; if facility stops taking students, clinical will be suspended until facility is able to take students again
- All SOH staff will work remotely
- All faculty training will be conducted virtually with CAPE staff
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the SOH will be conducted virtually
- Faculty in-service will utilize virtual sessions

Learning Division
School of Protective and Human Services
Greg West, Dean

Office: S232

Phone: 262-691-5417

Reopening of Campus with Restrictions

- Face-to-face/hybrid instruction will resume with reduced room capacity in most instances. Some protective services “academy” courses, including Firefighter I, Firefighter II, EMT, Paramedic, and the Police Recruit Academy may exceed updated room capacity numbers with additional precautions (screening, routine equipment cleaning, etc.) in place. Larger rooms (including spaces within the AJN) will be obtained to accommodate course sections with higher enrollment numbers to maintain social distancing.
- Off-campus courses and experiences (clinicals, fields, internships, etc.) will follow the COVID-19 plans/requirements of the host site
- Recruit Academy will be moved into S104C
- Police in-service training will be moved into either S104A or B
- Police specialized training will remain in S235 or will move into a larger space (in the Q-Building or AJN) to accommodate offerings with higher enrollment numbers
- Many courses will be offered in either online (asynchronous) or virtual (synchronous) modalities
- Cosmetology and Aesthetician labs will follow WEDC guidelines for salon and personal services
- Lab equipment will be cleaned between student uses
- All SPHS offices will be open with rotating staffing up to 50%
- When possible/feasible, technology will be utilized to provide students with the option to attend in person or virtually in selected classrooms/courses
- Faculty in-service and trainings will be conducted both in-person and virtually
- Advisory committee meetings will be conducted virtually
- Staff/department meetings within the SPHS can be conducted virtually, in-person, or a combination of both
- Students and staff will be asked to clean individual learning spaces before and after each class
- All students and staff will be required to wear face mask while inside classrooms/labs/offices/buildings (unless the individual is alone in a private office space)
- Child Development Center will be open. DCF guidelines for COVID-19 operations will be followed (along with updated internal policies and procedures). Staff and practicum students will utilize face shields (not face masks) when dealing with children within the learning environment to support cognitive development of the children and follow best practices in interacting visually with the children.

- Firing range will be open to the public with members encouraged to avoid adjacent firing stations (face masks will be required). Range rentals will be accommodated and personal enrichment courses will be held (with reduced enrollment to comply with reduced range classroom capacity).
- Student clubs may meet face-to-face or virtually
- Guest speakers may participate in-person for labs or virtually, as required or appropriate

Partial Campus Closure

- Courses would be offered as either online (asynchronous) or remote learning (synchronous). Didactic/lecture/discussion course content will be shifted online.
- Labs will be conducted on campus following appropriate guidelines (Cosmetology and Aesthetics would follow WEDC guidelines for salons and personal services)
- Firefighter I, Firefighter II, EMT, Paramedic, and Police Recruit Academy will continue to be offered on-campus with heightened COVID-19 precautions
- Off-campus offerings and experiences would continue as permitted by the hosting entity, assuming faculty (if necessary/required) are willing to provide instruction. The COVID-19 plans of the hosting entity would be followed/applied.
- Most personal enrichment and other non-credit offerings would be suspended/canceled/discontinued. (Exceptions would be made for life-safety related courses, such as CPR, and those mandated by the state, which would include traffic safety and group dynamics courses.)
- Defensive driving for teens courses canceled
- Motorcycle courses will continue to be held with larger rooms available for lecture components to accommodate social distancing
- All SPHS staff will work remotely with the exception of faculty teaching labs
- Instruction will be consolidated within the Range, S, H, and T-Buildings, if possible
- All faculty in-services and training will be conducted virtually
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the SPHS will be conducted virtually
- Students and staff will be asked to clean individual learning spaces before and after each lab class
- All students and staff will be required to wear face mask while inside classrooms/labs/offices/buildings
- Child Development Center will be closed
- Firing Range will be closed to public use (Recruit Academy, in-service, and rentals to protective services/law enforcement organizations will continue)
- LIR courses canceled
- Student clubs will meet virtually

- Guest speakers may participate in-person for labs or virtually, as required or appropriate. (Efforts will be made to have the guest speaker virtually, if possible.)

Full Campus Closure

- Courses would be offered as either online (asynchronous) or remote learning (synchronous). Didactic/lecture/discussion course content will be shifted online. Lab components would be suspended for all courses but Firefighter I, Firefighter II, EMT, Paramedic, and the Police Recruit Academy. Those protective services offerings would continue with heightened COVID-19 precautions.
- Off-campus offerings and experiences would continue as permitted by the hosting entity, assuming faculty (if necessary/required) are willing to provide instruction. The COVID-19 plans of the hosting entity would be followed/applied.
- Suspended labs will be completed when campus can partially reopen
- All SPHS staff will work remotely (with the exception of faculty in protective services courses that are still held)
- All faculty in-services and training will be conducted virtually
- All advisory committee meetings will be conducted virtually
- All staff/department meetings within the SPHS will be conducted virtually
- Child Development Center will be closed
- Firing Range will be closed to public use and most rentals. Recruit Academy, in-service, and law enforcement agency rental use may continue with heightened COVID-19 precautions.
- Motorcycle courses canceled
- LIR courses canceled
- Student clubs will meet virtually
- Guest speakers will participate virtually only

MARKETING/PUBLIC RELATIONS

Andrew Palen, Director

Office: C213

Phone: 262-691-5448

Reopening of Campus with Restrictions

- All services can be delivered online/virtually
- Occasional video/photography will be conducted on-campus as needed
- Occasional media requests will be conducted on-campus as needed
- Staff will remain virtual through 2020
 - PR/Marketing has developed a Calendar that allows for personnel to rotate days on Campus if needed
- Hours of Operation:
 - PR/Marketing offices will be closed
- Face-to-face meetings will be kept to a minimum
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C218 will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Partial Campus Closure

- Marketing/PR will be working remotely
- Zoom and phone interactions will be the normal way of doing business
- Occasional video/photography will be conducted on-campus as needed
- Occasional media requests will be conducted on-campus as needed

Full Campus Closure

- Marketing/PR will be working remotely
- Zoom and phone interactions will be the normal way of doing business
- Occasional video/photography will be conducted on-campus as needed
- Occasional media requests will be conducted on-campus as needed

OFFICE OF GRANTS & RESOURCE DEVELOPMENT

Ann Krause-Hanson, Provost

Office: C213

Phone: 262-691-5207

Reopening of Campus with Restrictions

- Limited staff on campus covering the hours per the HR department
 - All staff will still be working remotely
 - Staff will only be on campus for required meetings
- Hours of Operation:
 - OGRD office is closed
 - OGRD shares office space with other departments (FAS, Outreach)
- Face-to-face meetings will be kept to a minimum
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C217B or C208 or C218 will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Partial Campus Closure

- OGRD will be working remotely
- Zoom and phone interactions will be the normal way of doing business
- No additional technology required

Full Campus Closure

- All staff will be working remotely providing online and phone services to staff and students
- No additional technology required

OFFICE OF THE PRESIDENT

Office: C211

Phone: 262-691-5211

Reopening of Campus with Restrictions

- Staff the office to 50%
- Masks are required in campus buildings as well as personal offices while talking with students, staff, faculty and the community
- No sharing of food
- Staff are responsible for keeping their personal space clean
- Clean copy machine, mail area and kitchen after use

Partial Campus Closure

- All staff working remotely

Full Campus Closure

- Offices are closed
- All staff working remotely

OUTREACH

Andrew Palen, Director

Office: C213

Phone: 262-691-5129

Reopening of Campus with Restrictions

- Staff will remain mostly virtual through 2020
- 1:1, information sessions, etc. will be conducted virtually
- Open house will be virtual
- Career coaching sessions will be conducted based on K-12 protocol
- Continue working CRM leads/prospects, etc.
- Hours of Operation:
 - Outreach offices will be closed. (This space is shared with FAS and OGRD.)
 - Outreach has developed a calendar that allows for personnel to rotate days on Campus if needed
- Face-to-face meetings will be kept to a minimum
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C218 or areas in student services will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Partial Campus Closure

- Staff will remain mostly virtual through 2020
- 1:1, info sessions, etc. will be conducted virtually
- Open house will be virtual
- Career coaching sessions will be conducted based on K-12 protocol
- Continue working CRM leads/prospects, etc.
- Hours of Operation:
 - Outreach offices will be closed. (This space is shared with FAS and OGRD.)
 - Outreach has developed a Calendar that allows for personnel to rotate days on Campus if needed
- Face-to-face meetings will be kept to a minimum
- Zoom and phone meetings will still be the norm for the fall semester
- Appointments should be scheduled in advance whenever possible
 - Conference Room C218 or areas in student services will be used if face-to-face meetings are necessary (Room capacity will be limited to no more than three (3) people)

Full Campus Closure

- Staff will work virtually
- 1:1, information sessions, etc. will be conducted virtually
- Open house will be virtual
- Continue working CRM leads/prospects, etc.
- Outreach offices will be closed. (This space is shared with FAS and OGRD.)
- Zoom and phone meetings will still be the norm for the fall semester

RISK MANAGEMENT, SAFETY AND SECURITY

Bruce Neumann, Director of Safety, Security and Risk Management Phone: 262-691-5226

Reopening of Campus with Restrictions

- Security staff will maintain full staffing Monday through Saturday
- Hours of Operation will be whenever the campus is open for classes or service
- Entrances will be open for students, staff and faculty to report for classes and work utilizing technology
- Building access for the public will be restricted
- On-going security patrols will be continued of building, parking lots and grounds
- The Police presence will be maintained with the Village of Pewaukee Police Department

Partial Campus Closure

- Security Staff will maintain full staffing Monday through Saturday
- Hours of Operation will be whenever the campus is open for classes or service
- Designated entrances will be open for students, staff and faculty to report for classes and work utilizing technology
- Designated entrances will be staffed by security personnel and other designees to control access and log entrants for contact tracing purposes
- Building access for the public will be restricted
- On-going security patrols will be continued of building, parking lots and grounds
- The Police presence will be maintained with the Village of Pewaukee Police Department

Full Campus Closure

- All exterior doors will remain locked. Outer campus buildings may also remain alarmed.
- Security and the Police Department will continue to be on campus daily
- All building entrants will be logged for contact tracing purposes
- Patrols will be enhance to provide coverage

STUDENT SERVICES

Angela Frazier, Vice President of Student Services

Office: C211 Phone: 262-691-5132

General Student Services Protocols

- Social distance maintained in accordance with college directives
- PPE worn in accordance with college directives
- Regular hand-washing and use of hand sanitizer throughout the day by all staff on campus
- Regular cleaning and disinfecting of surfaces throughout the day by all staff on campus
- Signage throughout all areas in Student Services departments that will provide guidelines, best practices, and expectations
- Student Services will maintain consistent communication using a variety of platforms: COVID-19 landing page, texting, phone and email

Student Services

Admissions

Kathleen Kazda, Manager

Office: C019 Phone: 262-691-5200

Enrollment Center will be open on campus:

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote only

Admissions phone lines will be open:

Monday 8:00 am - 5:00 pm

Tuesday 8:00 am - 6:00 pm

Wednesday 8:00 am - 5:00 pm

Thursday 8:00 am - 5:00 pm

Friday 8:00 am - 4:30 pm

Reopening of Campus with Restrictions

- Staff on campus covering the open hours of Enrollment Center
- Plexiglas shields for all front counters
- Enrollment Center is marked to promote social distancing regulations
- Outgoing communication will include mailed letters, email and phone calls
- Transfer of Credit operations will remain remote
- Zoom appointments will be available to applicants; limited in-person appointments will be available via Zoom (applicant in technology-ready room with virtual Admissions Advisor)

Partial Campus Closure

- Same as Reopening of Campus with Restrictions

Full Campus Closure

- All staff will be working remotely providing online and phone services to students, staff and faculty
- Transcript pick up and cash payments will be unavailable
- There may be a delay in mail received and sent out
- All outgoing communication with applicants will consist of email and phone calls (no mailed communication)

Student Services

Academic Advising

Kristi Cellitti, Coordinator

Office: C021 Phone: 262-691-5400

*Hours of Operation:

Monday 8:00 am - 6:00 pm remote

Tuesday 8:00 am - 6:00 pm remote

Wednesday 8:00 am - 6:00 pm remote

Thursday 8:00 am - 6:00 pm remote

Friday 8:00 am - 4:30 pm remote

*** Academic Advisors offer late appointments two (2) times per month and will offer additional appointments based on student needs. Hours above reflect remote coverage hours of Front Desk Team to triage students' needs and schedule appointments.**

Reopening of Campus with Restrictions

- The Academic Advising office, C021 remains closed
- Communication posted with process to connect with Academic Advising
- All staff continue working remotely:
 - Phone or virtual appointments via Zoom (new, current, and prospective students)
 - Student is off campus and Academic Advisor is off campus utilizing Zoom
 - Respond to student/employer/general public/community partners questions via email/phone
 - Offer group sessions virtually via Zoom; can select video or phone option
 - Program Advising Sessions
 - Getting Started Sessions
 - Respond to staff by email, phone, zoom meetings, and IM (Skype for Business)
- Accessible for classroom visits via Zoom

Partial Campus Closure

- Same as Reopening of Campus with Restrictions

Full Campus Closure

- Same as Reopening of Campus with Restrictions

Student Services

Career Connections and Welcome Center

Debra Weber, Director

Office: C021 Phone: 262-695-7848

Hours of Operation:

Monday 8:00 am - 4:30 pm remote

Tuesday 8:00 am - 4:30 pm remote

Wednesday 8:00 am - 4:30 pm remote

Thursday 8:00 am - 4:30 pm remote

Friday 8:00 am - 4:00 pm remote

Reopening of Campus with Restrictions

- Career Specialists will be 100% virtual
 - One-on-one appointments will be virtual/phone
 - Customers without computer access will have the opportunity to come to campus and use the Welcome Center Huddle room to complete their appointment online or via phone
 - Drop-in services will be virtual/phone as often as possible
- Career & Employment Administrative Assistant
 - Student Employment Services will be 100% remote
 - Career Connections main phone line will be answered by the Welcome Center (WC) rotating team
- Classroom Presentations-Career specialists will provide presentations via Zoom
 - Faculty will facilitate the presentation via Zoom to the classroom
- Career Workshops will be facilitated via Zoom
- Student Events will be reduced to eliminate physical contact
 - Virtual Internship and Job Fair-CC will utilize Handshake (a career platform) to help offer internship and job fairs throughout the academic year
 - CC will set up a *Drive Through Employment Fair* in partnership with Workforce Development
- Career Development one-credit course will be 100% remote
- Employment Success sections will be remote with the exception of one section
 - Employment Success course will follow all safety/social distancing guidelines
 - Instructors will scan seating chart each day and share with the Instructional Manager
- Computer Literacy will be in-person
 - Instructors will sign students into the lab, note time of entry and time of leaving
 - Instructors will assign students computers during their time in the lab and make note of the computer used next to their name and time of entry on the sign-in sheet
 - Instructors will wipe down computer monitors, keyboards, mice, and earphones after each student's use

- Students are required to wear masks in buildings and in the lab
- If a student is found not wearing their mask, they will be asked to put one on
- If a student is found not wearing their mask a second time, they will be asked to leave the classroom immediately
- This will be noted on the sign-in sheet
- If students get upset, instructors may ask for assistance from the Waukesha Campus security
- Instructors will scan daily sign-in sheets each day and send to the Instructional Manager

Partial Campus Closure

- See Reopening of Campus with Restrictions, except for:
 - Career Connection courses will ALL be offered online
 - Computer Literacy will not be offered

Full Campus Closure

- Career Specialists remain 100% virtual
- Drop-ins Services remain virtual/phone
- Career Specialists will provide class presentations via Zoom
- Career Specialists will provide workshops via Zoom
- Student events will be offered using Zoom or other virtual platform
- Student Employment Services Assistant will remain 100% remote
- Career Connections main line will be answered by the Welcome Center (WC) rotating team
- Career Connections' courses offered virtually
- Career Development will be offered online
- Employment Success section offered online
- Computer Literacy Lab will be closed

Student Services

Welcome Center

Debra Weber, Director

C-Building

Phone: 262-691-5566

Welcome Center Desk and Welcome Center C008

On campus:

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote only

Remote open:

Monday 8:00 am - 5:00 pm

Tuesday 8:00 am - 6:00 pm

Wednesday 8:00 am - 5:00 pm

Thursday 8:00 am - 5:00 pm

Friday 8:00 am - 4:30 pm

Hours August 17 - 21 for Welcome Center Desk

Monday 7:30 am - 6:30 pm

Tuesday 7:30 am - 6:30 pm

Wednesday 7:30 am - 6:30 pm

Thursday 7:30 am - 6:30 pm

Friday 7:30 am - 4:30 pm

Hours August 21 - October 18 for Welcome Center C008

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote only

- Welcome Center and C008 staff will welcome all stakeholder to campus
- Welcome Center and C008 staff will triage questions
- C008 staff will assist customers with access to huddle rooms and technology needed to meet with Student Services direct service staff (i.e. Academic Advising, Career, Student Accessibility, Admissions, Financial Aid and Registration)

Student Services

Counseling Services

Amy Machgan, Coordinator

Office: C022 Phone: 262-695-3440

Counseling Services phone lines (and counselor on-call) will be open:

Monday 8:00 am - 6:00 pm

Tuesday 8:00 am - 6:00 pm

Wednesday 8:00 am - 6:00 pm

Thursday 8:00 am - 6:00 pm

Friday 8:00 am - 4:30 pm

Reopening of Campus with Restrictions

- Counseling services will be provided via telehealth (Zoom and phone)
- Counseling staff will come to campus on an as-needed basis for scheduled appointments
 - Counselors will work directly with clients to determine on campus appointments
 - Only two counselors would be in the C022 office at one time (no front desk staff)
- Counseling Services will work with Safety staff to confirm plans to connect students to service outside of business hours (after 6:00 pm)
- Class visits, department orientations, staff and instructor training sessions, and psycho-education programming will be offered virtually through Zoom
- Counselors will be available by Zoom and phone for consultation with staff and instructors

Partial Campus Closure

- See Reopening of Campus with Restrictions

Full Campus Closure

- All counseling services will be provided via telehealth (Zoom and phone)
- Class visits and psycho-education programming will be offered virtually through Zoom

Student Services

C021/C022 Front Desk (Advising, Student Accessibility, Counseling)

The front desk staff will work virtually

Monday 8:00 am - 6:00 pm remote

Tuesday 8:00 am - 6:00 pm remote

Wednesday 8:00 am - 6:00 pm remote

Thursday 8:00 am - 6:00 pm remote

Friday 8:00 am - 4:30 pm remote

Reopening of Campus with Restrictions

- Front desk staff will be available by phone to triage incoming calls/questions and to schedule appointments
- Information updated online
- Fall hours and contact information will be added to bulletin boards across campus and posted outside the offices

Partial Campus Closure

- See Reopening of Campus with Restrictions
- Hours and contact information updated online

Full Campus Closure

- All services will be provided via telephone and email
- Hours and contact information updated online

Student Services

Financial Aid and Armed Forces Center

Justin Kehring, Manager

Office: C019 Phone: 262-691-5436

Enrollment Center will be open on campus:

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote only

Financial Aid phone lines will be open:

Monday 8:00 am - 5:00 pm

Tuesday 8:00 am - 6:00 pm

Wednesday 8:00 am - 5:00 pm

Thursday 8:00 am - 5:00 pm

Friday 8:00 am - 4:30 pm

Reopening of Campus with Restrictions

- Staff on campus covering the open hours of Enrollment Center
- Plexiglas shields for all front counters
- Enrollment Center is marked to promote social distancing regulations
- Armed Forces Center will remain closed for normal in person operations. Staff will work on campus on a limited basis.
- Veteran in person appointments will be held on a case by case basis when virtual is not an option
 - Appointment must be scheduled with Veterans Center Coordinator ahead of time

Partial Campus Closure

- Staff on campus covering the open hours of Enrollment Center
- Armed Forces Center will remain closed and staff will work remotely
- Plexiglas shields for all front counters that are open for students
- Enrollment Center is marked to promote social distancing regulations
- Students can receive in-person assistance on FAFSA completion or dropping off documents to the Enrollment Center
- Appointments will only be available for students via Zoom

Full Campus Closure

- All staff will be working remotely providing online and phone services to students
- Appointments will only be available for students via Zoom
- Students will mail, email or fax documents to the Financial Aid Department for file completion
- Staff will receive mail once a week for processing
- Events like FAFSA nights at High School will be held virtually

Student Services

Global Education Center

Melody Reichoff, Coordinator

Office: C018 Phone: 262-691-5209

Hours of Operation:

Monday: 9:00 am - 5:00 pm remote

Tuesday: 9:00 am - 5:00 pm remote (In person, on campus appointments available by appointment only)

Wednesday: 9:00 am - 5:00 pm remote

Thursday: 9:00 am - 5:00 pm remote

Friday: 9:00 am - 5:00 pm remote

Note: Global Education is flexible to meet with students outside of these hours if/when necessary. In-person appointments are not available Wednesday or Thursday due to staffing in the Global Education Suite.

Reopening of Campus with Restrictions

- Remote advising and services provided; in person advising on campus by appointment only
- Review in-person options for international students to comply with ICE guidelines
- Assist international students with transfer or departure, if necessary

Partial Campus Closure

- Remote advising and services provided
- Determine in-person option for international students to comply with ICE guidance

Full Campus Closure

- See Partial Campus Closure

Student Services

Library

Amy Manion, Director

B-Building

Phone: 262-691-5316

Hours of Operation:

Monday 7:00 am - 8:00 pm (8:30 am - 7:30 pm in-person)
Tuesday 7:00 am - 8:00 pm (9:00am - 6:30 pm in-person)
Wednesday 7:00 am - 8:00 pm (9:00 am - 6:00 pm in-person)
Thursday 7:00 am - 8:00 pm (8:30 am - 7:30 pm in-person)
Friday 7:00 am - 4:30 pm - remotely
Saturday 9:00 am - 1:00 pm (in-person)

- All in-person hours are noted, the other hours are remote.

During breaks hours (classes are not in session)

Monday 8:00 am - 4:30 pm
Tuesday 8:00 am - 4:30 pm
Wednesday 8:00 am - 4:30 pm
Thursday 8:00 am - 4:30 pm
Friday 8:00 am - 4:30 pm
Closed on Saturday

Reopening of Campus with Restrictions

- The Library security gate will remain partially in place and stanchions will be installed so traffic flows to the Information Desk for ID check-in
- Community access to computer workstations will be discontinued
- All workspaces (computers, chairs, tables) will be modified to limit seating to six (6) feet of separation
- Requests for Library instruction will be considered on an individual basis, primarily provided remotely
- Group study rooms will be closed
- Research assistance will be offered both online and in-person; in-person help may be provided via Zoom
- Plexiglas shields will be installed at the Information Desk and the Research Help Desk
- The floor will be marked for distancing and traffic flow
- Single-use items (i.e. shared utensils) will be provided to patrons upon request, and only electric staplers will be available
- Keyboard, mouse, phone, and other touched surfaces will be cleaned at the end of each desk shift
- The Library stacks will be closed stacks; materials will require patron request and staff retrieval

- The two rear entrances will be locked from the outside and will have stanchions in front of them to discourage exiting that way
- Returned Library materials that cannot be easily sanitized will be quarantined for 72 hours using dated book carts
- The lending of noise canceling headphones will be discontinued. Ear buds will be available for purchase for \$1
- Disinfecting wipes specifically for electronics will be provided for computer workstations and other shared equipment like the scanner and WEPA printing stations
- The Student Enrichment Center will be limited to an occupancy of 50 persons
- All other Library operations that can be done remotely will be done so (cataloging, interlibrary loan requests, serials processing, collection development, maintaining library systems, etc.)

Partial Campus Closure

- Research help and instruction will be provided remotely
- The Student Enrichment Center will be closed
- Curbside delivery of technology and print resources will be available

Full Campus Closure

- Research help and instruction will be provided remotely
- The Student Enrichment Center will be closed
- Curbside delivery of technology will be available

Student Services

Registration

Kathleen Kazda, Manager

Office: C019

Phone: 262-691-5123

Enrollment Center will be open on campus:

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote only

Reopening of Campus with Restrictions

- Staff on campus covering the open hours of Enrollment Center
- Plexiglas shields for all front counters
- Enrollment Center is marked to promote social distancing regulations
- Records and Scheduling staff will be working remotely

Partial Campus Closure

- See Reopening of Campus with Restrictions

Full Campus Closure

- All staff will be working remotely providing online and phone services to students, staff and faculty
- Transcript pick up and cash payments will be unavailable
- There may be a delay in mail received and sent out

Student Services

Student Accessibility

Kristin Hoffman, Coordinator

Office: C021

Phone: 262-691-5318

Hours of Operation:

Monday 8:00 am - 6:00 pm remote

Tuesday 8:00 am - 6:00 pm remote

Wednesday 8:00 am - 6:00 pm remote

Thursday 8:00 am - 6:00 pm remote

Friday 8:00 am - 4:30 pm remote

Reopening of Campus with Restrictions

General

- Zoom and phone meetings will be primary method of meeting with students, faculty, and staff
 - Face-to-face meetings can occur in larger spaces (e.g. conference rooms), where confidentiality, safety, and social distancing can be maintained. Only as needed and scheduled in advance.
 - In person, face to face meetings on campus, by appointment only
- Limited administrative hours on campus (TBD) to process mail, in-person face to face meetings on campus, by appointment only, printing, scanning, assistive tech, filing, etc.
 - No walk-in/drop-in appointments due to need to coordinate space and cleaning
- Electronic forms will be used in place of paper documents
- No outside guests allowed in face-to-face meetings (can join via Zoom or phone, if needed)

We will offer specific accommodations services

In-Class Aiding:

- Social distancing is not always possible during aiding
- Aides should use hand sanitizer, wear facemasks when working, and social distance when not actively providing support
- Student will also use hand sanitizer and wear PPE
- Shared surfaces to be cleaned prior to start and at end of class

Assistive Technology:

- Assistive Technology trainings completed via instructional videos, Zoom meetings, or phone call as much as possible
- Equipment to be sanitized prior to distribution and after collection
- Face-to-face training can occur only in larger spaces (e.g. conference rooms), where social distancing can be maintained. *Only as needed and scheduled in advance.*

Sign-Language Interpreting:

- Remote services provided for online classes
- Interpreting/captioning services provided on-site for face-to-face classes
- Maintain social distance
- Interpreters will wear see-through face masks and/or face shields (provided by SAO) to allow for lip-reading

Transition Services:

- High school “visits” to be completed remotely via Zoom or other web-conferencing
- Transition Advisory Council meetings to be attended remotely via Zoom/other or phone
- Participation in transition events limited to providing print resources and/or virtual participation via Zoom/other

Partial Campus Closure

- All staff working remotely
- No in person appointments – Zoom and phone only
- Staff come to office only as needed for essential work, but these visits are very limited and must be pre-approved
- Interpreting/Captioning services that are not able to be provided virtually will be provided face-to-face while maintaining social distance. Interpreters will wear see-through face masks and/or face shields (provided by SAO) to allow for lip-reading.

Full Campus Closure

- All staff working remotely
- No in person appointments – Zoom and phone only

Student Services

Student Development

Jonathan Pedraza, Manager

Office: C121

Phone: 262-691-5304

Hours of Operation:

Monday 9:00 am - 5:00 pm

Tuesday 9:00 am - 5:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday 8:00 am - 4:30 pm remote

Reopening of Campus with Restrictions

- Limited staff on campus covering the hours Student Development (SD) will be open
- Plexiglas shields for front counters student employees as well as administrative assistants
- SD will be marked to promote social distancing regulations and indicate “safe zones” where you should stand when at the front desk area
- Conduct cases will be in person appointments on a case by case basis. Virtual will be an option if needed.
 - Appointment must be scheduled in advance
- Campus Cupboard to reopen - no contact process set in place
- SD to host virtual events, as well as approved safe campus events
- All workspaces (computers, chairs, tables) will be modified to limit seating to six (6) feet of separation

Partial Campus Closure

- See Reopening of Campus with Restrictions.

Full Campus Closure

- All staff will be working remotely providing online and phone services to students
- Appointments will only be available for students via Zoom
- Staff will receive mail once a week for processing
- No Campus Cupboard
- SD to host all events virtually

Student Services

Testing Center

Patrice Reighter, Coordinator

Office: C121

Phone: 262-695-6215

Hours of Operation:

Monday 9:00 am - 5:00 pm

Tuesday 10:00 am - 6:00 pm

Wednesday 9:00 am - 5:00 pm

Thursday 9:00 am - 5:00 pm

Friday - remote

Testing Center phone lines hours:

Monday - Thursday 8:00 am - 5:00 pm

Friday 8:00 am - 4:30 pm

Reopening of Campus with Restrictions

- *Limited Testing Center services offered on campus* four (4) days per week to include one evening during specific hours
 - Capacity - 12 students in Testing Center (TC) at one time throughout the day
 - Staffing - two (2) Staff members each day
 - Appointment only – no drop in services
 - Staff sets schedule, students use appointment software to schedule, information is on TC web site
 - Testing stations are at least six (6) feet apart
 - Check in procedure is posted for students to follow
 - One at a time
 - Social distance while in line
 - Recommend extra items are not brought into testing center
- *Remote testing services* offered Monday - Friday 9:00 am - 4:00 pm
 - Capacity - limited usually 1 to 1 proctor to student, some can be up to 1 to 5 depending on the exam
 - Staffing - Currently Testing Technician, Testing Center Administrative Professional and Testing Center Assistant Part-time. Coordinator can be used as back-up.
 - Appointment only - staff sets schedule, students use appointment software to schedule
- *Third Party Remote Services* – offered 24/7
 - Examity for Accuplacer (fee to the college) information on TC Website
 - Examity for PAX (fee to the student) information on TC Website

- OnVUE for GED same fee to student as testing on campus information on student MyGED account
- Student uses software for scheduling appointment and exam delivery, wider variety of scheduling options if student plans ahead

Partial Campus Closure

- *Limited Testing Center on campus* offered two (2) days per week, hours will be determined by college policy
 - See Reopening of Campus with Restrictions for specific testing requirements
- *Remote services* offered Monday - Friday
 - Capacity - limited usually 1 to 1 proctor to student, some can be up to 1 to 5 depending on the exam
 - See Reopening of Campus with Restrictions for specific testing requirements
- *Third Party Remote Services* - offered 24/7
 - See Reopening of Campus with Restrictions for specific tests offered
 - Student uses software for scheduling appointment and exam delivery, wider variety of scheduling options if student plans ahead
 -

Full Campus Closure

- *Testing Center* closed - vendors and students with on campus appointments contacted
- *Remote services* offered Monday - Friday
 - See Reopening of Campus with Restrictions for specific details
- *Third Party Remote Services* - offered 24/7
 - See Reopening of Campus with Restrictions for specific details

WCTC FOUNDATION

Ellen Phillips, Foundation President

Office: C209

Phone: 262-691-5257

Reopening of Campus with Restrictions

- Activities will be a combination of remote work from home and on campus work
- Foundation staff will periodically be on campus on a limited basis
- No in person meetings or business will be conducted
- Foundation Board meetings will be conducted virtually as needed
- Utilization of internal mail or drop box for exchange of documents
- Foundation check issuances and deposits will be coordinated with Financial Accounting Services Department; to occur once per week

Partial Campus Closure

- All foundation staff will work remotely
- No in person meetings or business will be conducted
- Foundation Board meetings will be conducted virtually as needed
- Mail pick up will occur once per week on designated Grab and Go Day
- Checks and payments received for deposit will be dropped off at RTA on Grab and Go Day to give to FAS for cash receipting
- Foundation check issuances and deposits will be coordinated with Financial Accounting Services Department; to occur once per week

Full Campus Closure

- All foundation staff will work remotely
- No in person meetings or business will be conducted
- Foundation Board meetings will be conducted virtually as needed
- Mail pick up will occur once per week on designated Grab and Go Day
- Checks and payments received for deposit will be dropped off at RTA on Grab and Go Day to give to FAS for cash receipting
- Foundation check issuances and deposits will be coordinated with Financial Accounting Services Department, to occur once per week

APPENDIX

COVID-19 GENERAL INFORMATION

The following sites are available for additional information regarding COVID-19 across the county, state, nation and the world:

Waukesha County Public Health

Wisconsin Department of Health Services

Center for Disease Control (CDC)

World Health Organization (WHO)

Employee Self-Acknowledgment Regarding Potential Exposure to COVID-19

I acknowledge and understand that in the 14 day period preceding my return to campus, I have **not**:

- Tested positive for or been diagnosed with COVID-19;
- Experienced COVID-19 symptoms (including fever, cough, difficulty breathing, or sore throat);
- Been in close contact with someone who has tested positive for COVID-19; or
- Been in close contact with someone who is experiencing COVID-19 symptoms (including fever, cough, difficulty breathing, or sore throat).

I acknowledge and understand that if any of the above scenarios apply to me, I will promptly contact WCTC Human Resources at hrservices@wctc.edu and will not come on campus until I have received authorization from Human Resources to do so.

I further acknowledge and understand that until further notice it is my obligation to contact WCTC Human Resources if my circumstances change, such that I have, during the course of my employment going forward:

- Tested positive for or been diagnosed with COVID-19;
- Experienced COVID-19 symptoms (including fever, cough, difficulty breathing, or sore throat);
- Been in close contact with someone who has tested positive for COVID-19; or
- Been in close contact with someone who is experiencing COVID-19 symptoms (including fever, cough, difficulty breathing, or sore throat).

I agree that while on campus, I will observe social distancing by staying at least 6 feet apart from other individuals and will follow any other instructions provided by WCTC, including those relating to handwashing and hygiene and the use of personal protective equipment.

Printed Name

Signature

Date

**All employees returning to Waukesha County Technical College's campus must complete this self-acknowledgment prior to returning to campus.*

Student Self-Acknowledgment Regarding Potential Exposure to COVID-19

I acknowledge and understand that in the 14 day period preceding my return to campus, I have **not**:

- Tested positive for or been diagnosed with COVID-19;
- Experienced COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other specified COVID-19 symptoms);
- Been in close contact with someone who has tested positive for COVID-19; or
- Been in close contact with someone who is experiencing COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other specified COVID-19 symptoms).

I acknowledge and understand that if any of the above scenarios apply to me, I will promptly contact WCTC's Risk Manager at bneumann6@wctc.edu or 262-691-5226 and will not come on campus until I have received authorization from Risk Management to do so.

I further acknowledge and understand that until further notice it is my obligation to contact WCTC Risk Management if my circumstances change, such that I have, during the course of my enrollment as a student going forward:

- Tested positive for or been diagnosed with COVID-19;
- Experienced COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other specified COVID-19 symptoms);
- Been in close contact with someone who has tested positive for COVID-19; or
- Been in close contact with someone who is experiencing COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other specified COVID-19 symptoms).

I agree that while on campus, or while participating in any WCTC events, I will observe social distancing by staying at least 6 feet apart from other individuals whenever possible and will follow any other instructions provided by WCTC, including those relating to hygiene and the use of face coverings and any other requirements related to mitigating the risk of spread of COVID-19.

Printed Name

Signature

Date

WCTC ID

**All students returning to Waukesha County Technical College's campus must complete this self-acknowledgment prior to returning to campus.*

Human Resources Telecommuting Agreement

WAUKESHA COUNTY TECHNICAL COLLEGE

ADMINISTRATIVE PROCEDURE – HUMAN RESOURCES TELECOMMUTING HUM 201-01

PURPOSE

Telecommuting is used as a tool to provide flexibility in meeting customer needs and organizational goals. The purpose of this procedure is to establish guidelines to ensure consistency for common issues and provide the flexibility to address specific needs whenever possible. Telecommuting approval will depend on the business/educational functions and work tasks to be performed.

This procedure applies to work outside of the office for one or more days per week on a routine basis or in a defined period. This procedure does not apply to temporary or occasional work arrangements. However, in these instances, individuals are not required to complete the Telecommuting Agreement form, but must adhere to the guidelines listed in the procedure below.

DEFINITION

Telecommuting is a work arrangement in which supervisors (with guidance and approval from Human Resources) permit employees to perform their duties away from their central workplace in accordance with their same performance expectations and other approved or agreed-upon terms. Telecommuting is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the organization. The College has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

ELIGIBILITY

College staff and faculty who have work responsibilities that can be performed out of the office are eligible to work from home. Employees who do not have the capability to perform primary responsibilities from home are not eligible.

Eligible employees who are interested in an alternative work arrangement that involves telecommuting will need to complete the Telecommuting Agreement, have it signed by their supervisor and submitted to Human Resources for final approval.

POLICY OWNER: VICE PRESIDENT OF HUMAN RESOURCE SERVICES

Created: May 2016
Revised: May 2018
Revised: July 2020

WAUKESHA COUNTY TECHNICAL COLLEGE

Telecommuting Agreement – COVID-19 Edition
Employee Certification

WCTC Human Resources

800 Main Street; Room C-215
Pewaukee, WI 53072

Employee Name	
Employee Job Title	
Employee Department	
Employee Supervisor	

Proposed Start Dates: _____ through _____

****A new Telecommuting Agreement is required after expiration period of December 31, 2020. This date subject to change.***

<input type="checkbox"/>	I understand that my duties, obligations, responsibilities and conditions of employment with the College remain unchanged except those obligations and responsibilities specifically addressed in this agreement. My salary and benefits remain unchanged as well as a result of my telecommuting.
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WCTC Readiness Plan

<input type="checkbox"/>	<p>I understand that this agreement is voluntary and may be revoked by the College or me at any time for any reason. This agreement can be modified by the College or the employee with the proper approval. I understand that this agreement does not create an entitlement or contract for continued telecommuting. If the agreement is terminated, a reasonable time will be given for me to transition back to the worksite.</p>
<input type="checkbox"/>	<p>I agree that income taxes will be withheld based on employment at Waukesha County Technical College in Wisconsin, not on the location from which I telecommute. I agree that I am responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.</p>
<input type="checkbox"/>	<p>I agree that my total number of work hours will not change due to my telecommuting and I will continue to be responsible for reporting my time as required by department and College procedures.</p>
<input type="checkbox"/>	<p>I agree that my work hours, overtime compensation, use of sick leave, approval for use of vacation and requests for a leave of absence will conform to College policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by my supervisor and me.</p>
<input type="checkbox"/>	<p>I agree that I must report to my College work location as required by my supervisor for department meetings, training, events, etc.</p>
<input type="checkbox"/>	<p>I agree to maintain a safe and secure work environment and to designate a remote workspace to accommodate any equipment to be used in my work. I will protect the workspace from any hazards and dangers that could foreseeably affect the equipment and myself.</p>
<input type="checkbox"/>	<p>I agree to report work-related injuries to my supervisor and the Environmental Health and Safety Office of Waukesha County Technical College within 24 hours or at the earliest reasonable opportunity. I agree to hold the College harmless for injury to others at the off-campus work site.</p>
<input type="checkbox"/>	<p>I agree to appropriate and safe use of College-provided equipment and supplies located in my remote work site, the same policies that apply to equipment on campus.</p>

<input type="checkbox"/>	<p>I agree to implement all generally accepted computing security measures, including ensuring that College-provided anti-virus and anti-spyware subscriptions are kept current, and promptly notifying Information Technology Services (ITS) of any warning messages stating they are not current. Any wireless connection must be encrypted using the encryption protocol of the WCTC VPN client.</p> <p>I agree to notify ITS immediately if symptoms of a virus or spyware infection occur.</p>
<input type="checkbox"/>	<p>I agree and understand that College equipment may only include my College-issued laptop, cell phone (if applicable), or other approved technical/electronic devices. This does not include office furniture or office supplies such as ink cartridges, printer paper etc.</p>
<input type="checkbox"/>	<p>I agree that in the event that printing or mailing of materials must occur, I will return to campus to perform these duties. I understand that I should not print materials from home and that I will not be reimbursed for postage if a mailing occurs from my remote work-site.</p>
<input type="checkbox"/>	<p>I agree that in the event of an internet outage, server issues, or other power outage, I must properly record the outage time and may modify work hours to make up the time lost. Any time that is not worked during the outage period will be considered unpaid.</p>
<input type="checkbox"/>	<p>I agree to maintain the confidentiality of materials I access as part of my employment, and to abide by the College's policies for employees, including those covering information, security, software, software licensing and data privacy as well as the requirements of applicable state and federal government statutes.</p>
<input type="checkbox"/>	<p>I agree not to download any College data or information onto my personal computer. Data which is emailed must remain on WCTC protected services. I agree that unencrypted WCTC Sensitive Information will not be stored on the local disk drive of my computer. It will be stored on a server and accessed through the WCTC VPN, or encrypted with proper provisions made for recovery. Notwithstanding the above, I agree that I will promptly notify ITS if a computer containing sensitive information is stolen or lost.</p>
<input type="checkbox"/>	<p>I understand that all equipment, records and materials provided by my department or WCTC remain the property of the College and must be maintained and returned.</p>
<input type="checkbox"/>	<p>I agree to return College equipment, records and materials within seven (7) days of termination of this agreement. All College equipment will be returned by me for inspection, repair, replacement or repossession within seven (7) days written notice.</p>

<input type="checkbox"/>	I agree to be available during the assigned business hours, as stipulated in this agreement, for communication by phone, voice mail, fax, etc.
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Primary Remote Work Location and Contact Information:

Address: _____

Phone: _____

Is this the employee's primary residence: Y N

I have read the Telecommuting Administrative Procedure – HUM 201-01 and the contents of this Telecommuting Agreement. I certify that I will abide by all of the requirements of this agreement.

Employee's Signature: _____

Manager's Signature: _____

For Human Resources Only

Based on a review of suitable considerations outlined in WCTC's Telecommuting Administrative Human Resources Policy and Procedure, we have concluded that telecommuting is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the agreement set forth above.

Vice President, HR (or authorized Rep)

Date

WCTC



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