

Dear ICC community,

As you are aware, the COVID-19 virus has been in the news on a daily basis. As more cases in the U.S. begin to appear, the media attention will only grow and possibly cause alarm. In preparation, the College has been in contact with the Tazewell and Peoria County Health Departments, and we are receiving ongoing updates and guidance. We have also been receiving updates through the Illinois Community College Board (ICCB) and monitoring both the Illinois Department of Public Health (IDPH) and the Centers for Disease Control and Prevention (CDC). We have a pandemic plan, which will be activated based on the recommendation of any of these groups.

The IDPH and CDC have created an outline for what people should be doing at the present moment. This advice includes:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. We have sanitizer stands located at all campuses.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throwing the tissue in the trash.
- Clean and disinfecting frequently touched objects and surfaces.

At this time, the CDC and IDPH do NOT recommend:

- the use of masks or gloves
- cancelling mass gatherings
- cancelling classes

Additionally, the IDPH and CDC are NOT calling for any special sanitizing processes beyond routine cleaning at this time. Please know if this happens, the College has adequate supplies of these products.

We have been asked about travel, and at this point, we are not implementing any restrictions. That being said, if an activity sponsor/advisor decides to cancel a trip, the sponsor or advisor is empowered to make that decision, regardless of the related cost. If a team or group decides to travel, individual team members and/or staff may decline to travel with no repercussions. The same policy applies to professional development and/or business-related travel.

In the unlikely event the IDPH, CDC, or ICCB would call for the closing of colleges, we would comply. We are currently revisiting our academic continuity plan and our pandemic plan, as well as our ability to implement them and continue to serve our students. The academic plan is reliant on the use of Blackboard and connected systems to continue classes.

The primary symptoms the Health Departments and the CDC are advising people to be mindful of in making a determination whether or not to attend classes or work are fever, coughing or shortness of

breath. We urge anyone with symptoms to seek medical attention and remain away from campus until symptom-free or cleared by a medical professional.

Two useful websites for factual information include: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

It is important to be proactive and knowledgeable as we move forward. We will continue to closely monitor the situation and provide updates as appropriate.

We appreciate your cooperation with these recommendations to keep us all safe and healthy.

Sincerely,

End the email here and add my signature and a date on the following line. This is in case folks print this and we issue new directives over time.

## ORIGINAL GUIDELINES

### Illinois Central College Guidelines for COVID-19

Illinois Central College is preparing for a potential upswing in illnesses from the COVID-19 virus that appeared last fall. Based on the guidelines from the Centers for Disease Control and Prevention (CDC), Illinois Central College is recommending the following for faculty, staff and students:

#### Prevention

- Wash your hands frequently with soap and water for at least 20 seconds. Make use of hand sanitizer dispensers located throughout campus facilities.
- Avoid close contact with people who are sick.
- Cover your cough and sneeze with a tissue (then throw the tissue in the trash) or upper part of your arm, *not* your hands.
- Avoid touching your eyes, nose and mouth. Germs spread easily in those areas.
- College staff members will establish frequent cleaning schedules of facilities, especially high-touch surfaces like doorknobs, bathrooms, tables, desks, etc.
- CDC does not recommend that people who are well wear a face mask. ONLY wear a mask if you have symptoms of COVID-19 to help prevent the spread to others.

#### If you are ill

- Stay home if you are sick. Do not return to class or work until 24 hours after you are free of a fever without the use of fever-reducing medicine, and are released by your healthcare provider to return.
- Students living at Campus Housing should return home (by private car, not public transportation) during their illness to avoid spreading the virus.
- Campus Housing students unable to go home should remain in their room and receive meals and care from a single person. Contact Campus Housing at (309) 698-2088 or [oncampushousing@icc.com](mailto:oncampushousing@icc.com) for assistance.

#### Flexible absence policies

- Students, faculty and staff members may not be required to obtain a doctor's note to confirm illness or recovery. Doctor's offices and medical facilities may be unable to provide such documentation in a timely manner.
- Policies on missed classes, exams and late assignments should not prevent students from staying home when ill or prompt them to return to class or take exams while still symptomatic and potentially infectious.
- Students missing class for three or more days should contact their instructors.

#### Vaccination

- Currently there is not a vaccine available. Specific treatments are limited to supportive care. People who believe they may have been exposed to COVID-19 should contact their healthcare provider immediately.

### **Considerations for high-risk students, faculty and staff**

- Call the doctor immediately if you have a medical condition that puts you at increased risk of severe illness from flu, are concerned about your illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing.
- People considered at high risk for complications from COVID-19 are pregnant women; adults and children with asthma, diabetes or other chronic pulmonary, heart, liver, hematological, neurologic, neuromuscular or metabolic diseases; adults and children with suppressed immune systems; children younger than five; and those 65 and older.

COVID-19 is a respiratory illness. Symptoms include fever, cough, and shortness of breath.

For more information, visit the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

This notice will be updated periodically.