

CANKDESKA CIKANA COMMUNITY COLLEGE (CCCC)

Infectious Disease Control Guidelines

Cankdeska Cikana Community College (CCCC) is taking proactive steps to protect the workplace, employees, and students, during the COVID-19 outbreak following the Centers for Disease Control and Prevention (CDC), State, and Tribal guidelines. It is the goal of CCCC to continue to operate effectively while ensuring a safe work environment. CCCC is committed to providing science-based information about the nature and spread of infectious diseases and to follow the guidelines.

Workplace Safety - All CCCC employees are required to follow the directives to reduce the transmission of infectious disease in the workplace:

- If you are sick, stay home! Supervisor must be informed.
- Social distancing is practiced. There are to be no meetings or gatherings unless via online.
- Masks worn when in hallways and as appropriate.
- Gloves worn if appropriate.
- Wash hands frequently, as appropriate.
- Clean/sanitize your respective work station (keyboard, mouse, desktop, chair, desk, etc.)
- Let maintenance staff or your supervisor know if you need masks, sanitizer, wipes, or cleaning products.
- CCCC is following the FFCRA (Families First Coronavirus Response Act) for qualified personnel for COVID-19 related absences in conjunction with CCCC's personnel leave policies.
- Employees follow the chain-of-command so that your supervisor and subsequent CCCC administration is informed.

Communication - Official means of communication is the CCCC email system (@littlehoop.edu) but the CCCC web site and Facebook page compliment the email messages. The CCCC web site has more detailed information and links. As appropriate, the CCCC Emergency Alert System (text message) will be utilized.

Remote/Telework - Refer to CCCC Remote/Telework Policy.

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Exposure:

- 1) If you test positive for COVID-19 you will be assigned a North Dakota Department of Health (NDDoH) Case Worker. Your Case Worker will determine when you can return to work. A written statement from the Case Worker must be provided to CCCC Human Resources (HR) prior to returning to work.
- 2) If you have been exposed, a (complete) 14-day quarantine is in effect from when you are notified of the exposure. Let your supervisor know.
- 3) The 'look back' period for contact tracing for exposure is two days prior to testing positive and two days prior to having symptoms.

As announced earlier, **there is no travel (in or out-of-state) for CCCC until further notice.** If you travel out-of-state for personal reasons, supervisor must be informed, appropriate leave utilized, and you will need to self-quarantine for 14 days when you return and prior to coming back to work. Information may be found at <https://www.health.nd.gov/diseases-conditions/coronavirus/travel>.