



LLTC COVID-19 Policies and Procedures

The Leech Lake Tribal College (LLTC) has a duty and obligation to protect and guide its employees during the COVID-19 Pandemic Crisis. To protect our employees, students, and visitors, there must be rules and regulations in place to maximize the safety for everyone on campus.

LLTC follows the Leech Lake Band of Ojibwe (LLBO) government recommendations for safety during the COVID-19 pandemic. We also incorporated guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and the Minnesota State Colleges and Universities. Based on these guidelines and recommendations from the LLTC Planning Committee, staff, and faculty, the following guidelines will be enforced on the LLTC campus beginning on August 30, 2021.

EMPLOYEES

Check-in Procedure

All employees must go through a check-in before being allowed on campus. Checking in every day will allow LLTC to track who is on campus and to perform effective contact tracing should that become necessary. Check-in will consist of the following:

- Proceed to Oak Hall Door #3 or Cedar Hall Door #5
- Sign in with the individual at the check-in table and answer any relevant questions
- Follow the guidelines provided at check-in while on campus

Safety Behavior on Campus

- Masks and social distancing (at least 6 feet) will be required at all times while in common areas on campus.
- Employees will be responsible for timely washing of hands and avoidance of contact with face.
- Employees may remove masks in their own office space.
- Fountains will not be functional for duration of pandemic.
- Employees are responsible for basic cleaning of office area upon departure (supplies will be provided)

Proof of Immunization

LLTC requires all employees to provide proof of Covid-19 vaccination (full two cycles) to the Human Resources Department by September 13, 2021. Employees who are not vaccinated must provide proof of a negative (within 72 hours) Covid-19 test each Monday when presenting to work.

Library Use

The Library cannot be used until check in at Cedar or Oak buildings. If an individual is on campus to use the library, they will need to notify the LLTC staff at check-in about the purpose of their visit and instructions will be provided at that time.



STUDENTS

Check-In Procedure

Students will undergo the same screening procedure as employees when they first come to campus each day.

All students must go through a check-in before being allowed on campus. Checking in every day will allow LLTC to track who is on campus and to perform effective contact tracing should that become necessary. Check-in will consist of the following:

- Proceed to Oak Hall Door #3 or Cedar Hall Door #5
- Sign in with the individual at the check-in table and answer any relevant questions
- Follow the guidelines provided at check-in while on campus

Proof of Vaccination

All students enrolled at LLTC during the current semester will be required to either provide a declaration to their Student Services Advisor that they are fully vaccinated — which is being called a vaccine attestation — or be subject to weekly COVID testing. A vaccine attestation form can be obtained at the check-in locations on campus or online through the Disclosures & eDocs link. A vaccine attestation form needs to be filled out by all students by September 13, 2021.

Safety Behavior on Campus

- Masks and social distancing (at least 6 feet) will be required at all times while in the classrooms and common areas on campus.
- Students will be responsible for timely washing of hands and avoidance of contact with face.
- Fountains will not be functional for duration of pandemic.
- Students are responsible for basic cleaning of classroom desk or lab equipment upon departure (supplies will be provided)

VISITORS/GUESTS

Visitors and guests allowed on campus by appointment only and will follow the same check-in procedures as employees. Visitors and guests who do not pass check-in procedures will NOT be allowed on campus. Visitors and Guests will be met by employee(s) in designated meeting areas, NOT offices. If you are an employee who is scheduling a meeting, please make sure you hold it in a public space on campus, which allows appropriate social distancing.

DELIVERY

As much as possible, deliveries will either conform to a set schedule or will call ahead to be met. Delivery drivers will be informed as a designated drop off areas where necessary.



CLEANING/SANITATION

ALL EMPLOYEES, STUDENTS, AND VISITORS TO THE LLTC CAMPUS MUST UTILIZE ALL PERSONAL PROTECTION EQUIPMENT PROVIDED FOR SAFETY PURPOSES. THIS MEANS MASKING AND SOCIAL DISTANCING AT ALL TIMES AND SANITIZING AND CLEANING SURFACES WHEN APPROPRIATE.

The Leech Lake Tribal College strives to provide a clean and safe workspace for everyone using campus facilities. Supplies such as hand wipes, masks, hand sanitizers, and face shields (upon request) will be provided to employees and students.

Basic Cleaning

Users are responsible to wipe areas of use before and after use. This will be done by staff and faculty to ensure everyone is safe. Employees must use wipes to frequently clean work space, keyboards and any equipment that people come in contact with. When using cleaning products, please follow manufacturers guide so the chemicals work. Most require 2 to 5 minutes' kill time to be effective.

Students will be responsible for wiping down their workspaces after use.

Clean up towels, containers (if not reusable) and properly dispose of them according to manufacturer recommendations.

Monitor use of supplies to make sure we do not run out of the chemicals needed. If supplies are needed, please contact Operations at (218) 335-4234.

Deep Cleaning

A deep cleaning of the campus will be performed a minimum twice a week. If positive cases on campus occur, the campus will be immediately cleaned using a process that involves chemicals, personal protective equipment, and staff qualified to perform the tasks of sanitation. Deep cleaning will be performed regardless of spread or lack of spread. This is preventive and must be completed on a regular basis and schedule developed by Operations staff.

Contracted cleaning

LLTC will contract COVID DEEP cleaning service. This will take place on evenings or weekends. The schedule will be completed by Operations staff in advance. Then there can be additional cleaning added if needed but the minimum would be completed as well. During this process campus must be unoccupied with the exception of authorized personnel.