



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 procedures in place to maximize safety for the college's employees, students, and community members who visit the college.

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 Administration, staff, and faculty, the following guidelines will be enforced on the LLTC campus beginning on October 11, 2021. If you have questions about any information in this Policies and Procedures document, please see the FAQs at the end of the document or contact a faculty or Student Services (students) or your immediate supervisor (employees).

GENERAL CAMPUS BEHAVIOR GUIDELINES

Below are general expected guidelines throughout the LLTC 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)
- Employees are allowed to remove masks in their own office space
- Vaccinated employees meeting with other vaccinated employees in their own office spaces are not required, but encouraged to wear masks and observe a safe distance
- All individuals are asked not to come to campus if they feel sick or have been in known contact with an individual who is Covid-19 positive if they do not yet have a confirmed Covid-19 negative test.

EMPLOYEES, STUDENT WORKERS, & INTERNS

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 at the check-in table and answer any relevant questions
- Follow the guidelines provided at check-in while on campus

Proof of Immunization

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

Library & Learning Center Use for Employees

All employees are allowed to use the Library and Learning Center as necessary during regular working hours.



STUDENTS

CHECK-IN PROCEDURE

PLEASE NOTE: Only students who have provided proof of vaccination to Student Services will be allowed to access campus. The exception to this are students who are enrolled in the Integrated Residential Builder or Residential Carpentry programs, students whose classes require them to participate in a hands-on on-campus lab, or students who are attending field trips, cultural events, or other activities required as a part of their course(s).

Vaccinated students will undergo the same screening procedure as employees when they first come to campus each day. **VACCINATED STUDENTS ARE ALLOWED TO ACCESS ALL SPACES AND EVENTS ON CAMPUS AT ANY TIME.**

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

Unvaccinated students, please see below

Unvaccinated Integrated Residential Builder & Residential Carpentry Students

All students in the IRB and RC programs will need to submit to a weekly Covid-19 rapid test before accessing classrooms or LLTC equipment. Rapid tests will be administered and recorded by the IRB faculty on the same day each week of classes, with the testing day and time to be determined by the student and faculty. In the event that the student tests positive for Covid-19, they will follow the Covid-19 exposure protocol in the LLTC Covid-19 Exposure Guidance.

Unvaccinated Students Who Have to Access a Lab Space on Campus

All students who are assigned to complete lab work as a part of their class or an assignment will need to submit to a Covid-19 rapid test before accessing classrooms or LLTC equipment. Rapid tests will be administered and recorded by the Operations staff. In the event that the student tests positive for Covid-19, they will follow the Covid-19 exposure protocol in the LLTC Covid-19 Exposure Guidance. Students who need to have a Covid-19 rapid test to access lab space should come to campus at least one hour before they need access to the lab in order to be tested. Students can also bring in their own negative Covid-19 test results from a test taken at least 72 hours prior to the day when the lab will need to be accessed.

Unvaccinated Students Going on Field Trips/Doing Field Work

All students who have to go on a field trip or do field work as a part of their class or an assignment will need to submit to a Covid-19 rapid test before going on a field trip or attending a field experience. Rapid tests will be administered and recorded by the Operations staff. In the event that the student tests positive for Covid-19, they will follow the Covid-19 exposure protocol in the LLTC Covid-19 Exposure Guidance. Students who need to have a Covid-19 rapid test to go on a field trip should come to campus at least one hour before they need to leave campus. Students can also bring in their own negative Covid-19 test results from a test taken at least 72 hours prior to the day when the lab will need to be accessed.

Students who had Covid-19 within 90 days or less cannot be vaccinated and have sufficient immunity to be considered vaccinated.



Library, Learning Center, & Wellness Center

Only vaccinated individuals are allowed to access the LLTC Library and Learning center and any other spaces within the Library building. The Library will have a list of vaccinated students who are required to present an ID (any form of ID) upon entry.

Athletics

All students and staff involved in any athletic program at LLTC are required to be fully vaccinated to participate in practice, athletic event, and athletics-related travel.

Book Store

Only students who are fully vaccinated are allowed to enter the Book Store and shop/conduct business in-person. Students who are not vaccinated may contact the LLTC Book Store at (218) 335-4214 and make special arrangements for purchases and other business needs.

VISITORS/GUESTS

Vaccinated visitors and guests are allowed on campus only with proof of vaccination. Guests will follow the same check-in procedures as employees. Visitors and guests must show their Covid-19 vaccination card at check-in. Visitors and guests who do not pass check-in procedures will NOT be allowed on campus.

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.

LLTC CULTURAL EVENTS, ANNUAL CELEBRATIONS, & SPECIAL EVENTS.

Cultural gathering, annual celebrations, and special event and will be decided on a case-by-case basis. The covid-19 safe Event Plan must be approved by admin team and president at least two weeks prior to event. The special event plan must include the details about social distancing, estimated attendance, personal protective equipment, Cleaning/disinfecting, vaccination details, contact tracing, and other details to keep LLTC campus and community as safe as possible while still being able to host our yearly cultural gatherings, annual celebrations, and special events.

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 contracts COVID DEEP cleaning service. This cleaning takes place on weekends. If additional cleaning is added, employees and students will be notified. During this process campus must be unoccupied with the exception of authorized personnel.

FAQ

Why are you requiring all students to be vaccinated?

This was one of the toughest decisions that we've ever made as a college. Ultimately, we decided that we want to protect our community, our elders, and our young children (who are most vulnerable right now) by minimizing the spread of Covid-19 on our campus and the potential that someone will contract the illness on our campus.

Why can't you just rapid test all students?

Even though the tests are called "rapid tests," each test takes 20-30 minutes to administer. We do not have sufficient staff to rapid test all unvaccinated students every week. Doing so would cause delays in students getting to class and may negatively affect student learning.

I am an unvaccinated student, but I learn better in the classroom.

We recognize that there are students who learn better in the classroom than online. We also hope that all our students enjoy being on campus, interacting with our faculty, and each other. However, at this time, the very best we can do is allow all students access to education in some form. If you are an unvaccinated student, you can still access the live classroom in most courses through the HYFLEX modality. We also encourage you to get vaccinated.

I want to get vaccinated, but I haven't had time/haven't been able to get to a clinic.

We will hold vaccination clinics on campus throughout the rest of the semester. Please keep an eye out on your LLTC email, the LLTC Facebook page, and our website for the dates and times of the clinic. All individuals who come to get vaccinated at LLTC will be reimbursed for any cost associated with travel/time off from work.

I already had Covid and I can't get vaccinated yet, what do I do?

Students who have had Covid-19 within 90 days cannot get vaccinated and have a strong immunity against the virus. At LLTC, we would consider you to be a vaccinated student. We encourage you to get vaccinated as soon as you are able. Please provide proof of illness or positive Covid-19 test to Student Services in a similar manner to the requirement to provide proof of vaccination.



I lost my Covid vaccination card.

If you do not have your Covid-19 vaccination card, but you have been vaccinated, please contact Student Services at (218) 335-4220. There is a chance that we have a record of your vaccination status which we can obtain as an institution of higher education from the MN Department of Health MIIC system.

Can I show you a picture of my vaccination card instead of the original?

Yes with a valid form of ID.

I have only received one dose of the Covid-19 Moderna or Pfizer vaccine, can I come to campus/take in-person classes/use the Library?

Please note that we strongly encourage you to complete a full vaccination protocol of the Covid-19 vaccine and access campus only when you are fully vaccinated. Fully vaccinated persons are those who are ≥ 14 days post-completion of the primary series of an FDA-authorized COVID-19 vaccine. Not fully vaccinated persons are those who did not receive an FDA-authorized COVID-19 vaccine or who received vaccine but are not yet considered fully vaccinated. The full vaccination cycle for the Moderna and Pfizer vaccines is two doses and for the Johnson & Johnson is one dose. To be considered fully vaccinated, you must be ≥ 14 days post-completion of the last required vaccine dose. However, if you are ≥ 14 days post-completion of the first dose of the Moderna or Pfizer vaccines, you may access campus. We ask that you observe all safety, masking, and social distance protocols while on campus. You may also be asked to submit to a Covid-19 test.

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