



In an effort to prepare for potential disease outbreaks on Baker College campus locations, the following processes were developed in March 2020 to ensure consistent handling of disease prevention and outbreak across the Baker College System. This document has been revised and will continue to be updated due to the evolving and unprecedented COVID-19 pandemic and the College retains discretion to continue to modify as the situation develops further.

1. Seasonal Preventative Measures

During the traditional cold and flu season (December – March), the College will have alcohol-based hand sanitizer (at least 60% per CDC recommendations) and Kleenex tissues available at all reception desks and in various public places around campus.

Department Responsible: Campus Facilities Director

Campuses will place handwashing hygiene instructions on digital message boards and in each restroom to help inform stakeholders of the importance of handwashing as a preventative measure.

Department Responsible: The Disease Outbreak Task Force Chair

College housekeeping staff will increase cleaning and disinfecting efforts on all frequently touched objects and surfaces during the traditional cold and flu season (December - April)

Department Responsible: Campus Facilities Director

The College/local campuses will provide immunization information from local public health officials to help encourage student and employee immunizations.

Department Responsible: The campus Director of Student Affairs will contact local health departments for immunization information.

2. Communication Triggers (internal and external)

Internal Communication

The College will consistently provide information through various communication mediums to ensure students, faculty and staff have an awareness of recommended preventive measures during disease outbreaks even if the disease outbreak is not in Michigan.

Department Responsible: Marketing/Communications

Disease Outbreak Operational Processes and FAQ

May 2020 Update



If anyone in the College community is quarantined by a local or state health official for contracting a disease, the College will clean and disinfect all areas where the person occupied on campus to mitigate the transfer of the disease.

Department Responsible: The Vice President for Human Resources will coordinate efforts with the Campus Facilities Director.

External Communication

Upon notification by a sick employee or student, the College will communicate with local and/or state health officials regarding any potentially infected student, faculty or staff member within 24 hours.

Department Responsible: The Vice President for Human Resources

If Baker College, under consultation with the local and or state health official, determines that a campus or the System is closing due to a disease outbreak, announcements including expected employee and student actions, as described in this process, will be communicated via the BC email, all BC social media platforms on the Baker.edu and my.baker.edu.

Department Responsible: System CEO, System COO, Campus President

The College will provide updates on a regular basis to keep all stakeholders informed. These updates will be coordinated with input from local or state health officials and will be communicated via the all BC social media platforms, Baker.edu and my.baker.edu. Additionally, if there is an immediate/imminent need to communicate with all faculty, staff and students, the Baker College System will use the BC emergency alert system. Keep all of your contact information updated under my.baker.edu.

Department Responsible: System CEO, System COO

Any decision to close Baker College will be made with input from health officials. Local and state health officials have the necessary data and experience to assist the College in making these decisions. Department

Department Responsible: System CEO, System COO

The local or state health official may require specific actions for students living in residence halls. Students will be required to follow the direction received from the local or state health official. Permitting that the local or state health official does not provide differing instructions, Baker College will keep residence halls open for students.



Department Responsible: System CEO, System COO, Campus President, Student Affairs, Residence Life

3. Student Learning and Operations

Any decision to close Baker College will be made with input from health officials. Local and state health officials have the necessary data and experience to assist the College in making these decisions.

Department Responsible: System CEO, System COO

During campus closure, the continuation and continuity of Baker College operations is essential. Students and stakeholders should not recognize a difference in student services. A determination of staffing needs on campus during an unforeseen closure will be determined by College Administration. While campus face-to-face courses may be cancelled, administrative staff may still be required to come to campus.

In the event of campus closures for a disease outbreak, non-essential staff will be informed regarding the need for specific allowed to report to campus. Nonessential staff includes everyone except Facilities and Campus Safety staff members. Employees will not be required to take paid time off if the campus is closed due to a health outbreak, and they are able to work from home based on their job responsibilities.

Employees will be expected to actively work from home if the employee is not required to report to campus. This includes using communication tools such as email, web conferencing tool, chat and telephone, as well as working on assignments/projects. In the event an employee is unable to work from home, BC may require employees to use PTO.

Courses will utilize a variety of resources and tools to support continued student engagement and progress on learning objectives. Please refer to the COVID-19 Academic Plan.

4. Infection Control Procedures

Travel to level 2 or level 3 areas

Employees or students who travel to level 2 or level 3 areas are expected to communicate their travel to the College upon return. The student/employee will be placed on self-quarantine for the CDC recommended timeframe from the date that they leave the level 2 or level 3 area and they will not be allowed to come to campus. If disease symptoms become present, the student or employee will not be allowed back on campus until they are cleared by a medical professional.



Department Responsible: For employees - Human Resources, for students – Provost

Employees will be compensated for this time off based on their regular rate of pay and will be expected to work from home (WebEx, email, chat, etc.) if their type of work allows and permitting the employee is healthy enough to actively participate. All devices taken home must be disinfected prior to returning to work.

Faculty members will work with the Provost to develop a student specific learning plan.

Department Responsible: Academic Affairs – Provost

Employees and Students who are presenting symptoms of a disease

Employees or students should not come to campus if they are exhibiting disease specific symptoms and they are asked to stay home while their virus is still contagious. Employees should contact their direct supervisor and use paid time off.

Students in Residence Halls who show symptoms of a disease will be asked to self-quarantine. Additionally, the College will inform the local or state health department.

In all cases, the decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and/or state and local health departments.

Department Responsible: Student Affairs

5. Frequently Asked Questions

- a. Who should I contact if an employee is ill and unable to come to work/has been quarantined?

Human Resources.

- b. Who should I contact if a student is ill and unable to come to class and has been quarantined?

Baker College Provost

- c. What should I do if an employee/student is exhibiting signs of an illness?

Send the employee/student home and contact Human Resources.

- d. How should a manager request an area be cleaned if an individual shows signs of a disease?



Contact the campus Facilities Director.

e. How should we treat colleagues who may show signs of being ill?

Be compassionate. The mention of disease invokes fear in many individuals however with modern medicine death from disease is unlikely. Please encourage the individual to leave work and seek medical attention.

f. How do I try to stay healthy?

- Maintain six feet between you and any individual
- Wash your hands on a regular basis
- Do not touch your face
- Cough into your elbow
- Consider not shaking hands
- Talk to your immediate supervisor if you have question or concerns

g. What should I do if a healthy employee refuses to come to work for fear of contracting the disease?

Contact Human Resources.

h. What is the responsibility of the College to communicate a potentially sick employee/student to the health official?

The College will immediately communicate with the local/state health official if an employee/student exhibits symptoms of a disease and meets the criteria established by the CDC or other government health organization.

Additionally, the College will clean and sanitize the areas where the employee/student was working/learning and will communicate pertinent information to the College community.

i. If Baker College closes based on the directive of a local or state health official will I have to take PTO?

In the event an employee is unable to work from home, BC may require employees to use PTO.

6. Resources

The links below provide information and resources to help support the Baker College policies and procedures around disease outbreaks. These links also provide information for suggested practices which will encourage healthy preventative habits that are



suggested by government and health officials.

The [CDC website](#) provides significant and updated information that can help students, faculty and staff stay informed.

The [State of Michigan coronavirus website](#) also provides information specific to Michigan.