

Joliet Junior College
Restore JJC - Operations and Safety Procedures

	Phase 2 - Flattening	Phase 3 - Recovery	Phase 4 - Revitalization	Phase 5 - Restored*
Class Delivery				
Lecture Classes	Online	Online	Online	TBA
Lecture/Lab Classes	Online	Lecture Online / Lab Online w/ enhanced simulation	Lecture Online / Lab On Campus	TBA
Lab Only Classes	Online	Lecture Online / Lab Online w/ enhanced simulation	Lecture Online / Lab On Campus	TBA
Student Services				
	Online	Online	On-campus service. Due to limited on-site resources, appointments encouraged.	TBA
Prevention				
Sanitizing High Touch Areas	Monday and Friday, in areas visited by staff	Daily, in areas occupied by staff	Lab spaces sanitized after each class. Work spaces sanitized daily.	TBA
Social Distancing	Enforced	Enforced	Enforced	TBA
Masks (Employees and Students)	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	TBA
Rubber Gloves	Optional	Optional	Optional	TBA
Hand Sanitizer	Provided campus-wide	Provided campus-wide	Provided campus-wide	TBA
Plastic Barriers	Installed	In use	In use	TBA
Floor Markings	Installed	Installed	In use	TBA
Temperature Checks	Installed - 4 at MC, 1 at CC, Romeoville, Morris and Weitendorf	Cannot enter without temperature reading	Cannot enter without temperature reading	TBA
Temperature Threshold	100.4	100.4	100.4	TBA

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	Timing if fever	Can return if symptom free and no fever for 72 hours	Can return if symptom free and no fever for 72 hours	Employee will be informed to contact Human Resources. Students will be informed to contact Office of Student Rights & Responsibilities. Additional information about next steps, return-to-work, quarantine, will be provided.	TBA
	COVID-19 Symptom Questions	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	TBA
	Handshaking	Not allowed	Not allowed	Not allowed	TBA
	Paper Towel Dispensers	Installed in every restroom	In use	In use	TBA
Positive COVID-19 Case					
	Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	TBA

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Communication	Email to all employees. Report to IDPH.	Email to all employees. Report to IDPH.	Information regarding a positive COVID-19 case will occur on a case-by-case basis, depending on the level of exposure to others on campus. The reported cases for student and employee's will be posted on the COVID-19 FAQ section of the JJC website.	TBA
Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for students	TBA
Unconfirmed COVID-19 Case				
With Symptoms	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	May return after 1) at least 10 days have passed since symptom onset 2) at least 24 hours have passed since resolution of fever and improvement of other symptoms. Remote work determined on case-by-case basis.	TBA
Cleaning	Sanitize areas visited by unconfirmed person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by unconfirmed person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by unconfirmed person after 24 hours. Restrict access to space until sanitized.	TBA

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Communication	Only to those who have come in contact with unconfirmed person	Only to those who have come in close contact with unconfirmed person	Only to those who have come in close contact with unconfirmed person	TBA
Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for students	TBA
Business Meetings	Virtual Only	Less than 10 people with social distancing enforced, or virtual	Less than 50 people with social distancing enforced, or virtual	TBA
College Related Travel				
Local	Allowed	Allowed	Not allowed	TBA
In state	Not allowed	Allowed	Not allowed	TBA
Out of state	Not allowed	Not allowed	Not allowed	TBA
International	Not allowed	Not allowed	Not allowed	TBA
Personal Travel			An individual may be subject to quarantine after returning from personal travel in accordance with CDC or IDPH protocol.	TBA
On Campus Staffing				
Main Campus	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	TBA
Romeoville	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	TBA
City Center	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	TBA
Weitendorf	Remote Operations Only	Remote Operations Only	Full Staffing	TBA
Morris	Remote Operations Only	Remote Operations Only	Increased Staffing	TBA

* Restored status will be under new safety guidance and regulations, as provided by IDPH.

Revised 8/6/2020