



Staged CEI Reopening Plan May 4 – July 31, 2020

All Stages

- CEI will generally follow the [Governor's stages for reopening Idaho](#) for our re-entry on campus. These guidelines are in the best interest of public health.
- Any employee who feels they are immunocompromised and is worried about returning to campus at any point should contact Mary Taylor, CEI's Human Resources Executive Director (Mary.Taylor@cei.edu).
- Daily employees who are working on campus should self-monitor for COVID-19 symptoms and stay home if they are experiencing symptoms as identified by the [CDC](#):
 - Cough
 - Shortness of breath
 - Fever: Prior to reporting to work, employees should check their temperature daily.
 - Two or more of the following symptoms:
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - If an employee determines that they are experiencing COVID-19 symptoms, they should notify their supervisor and not report to work.
 - Employees should consult with their medical provider.
 - Per the [CDC's guidelines](#), employees should isolate for 10 days from symptom onset before returning to campus.
- Wearing of cloth face coverings is strongly encouraged when employees and students are unable to maintain 6 feet of social distancing. Cloth face coverings are available in room 310. Employees and students are encouraged to provide their own cloth face covering.
- When opening student-facing services (e.g., cashier), employees will practice social distancing protocols and personal protections:
 - Signs will be taped on the floor to act as markers 6 feet apart indicating where customers should stand.
 - Ensure that employees are practicing physical distancing measures of 6 feet between each other and customers. If this is not feasible, it is especially important for employees to wear cloth face coverings.
 - Physical barriers such as partitions or Plexiglas will be placed at counters.
 - During financial transactions, have the customer insert their chip card/swipe their credit card into the payment device themselves to minimize contact with items from others. If a signature is required on a credit card slip, sanitize the pen that was used by the customer or consider emailing receipts in place of paper receipts.
- College *grounds* are open for public use, with social distancing measures and face covering usage encouraged. Restrooms are not open for public use.
- Custodial staff will disinfect high touch surfaces at least once daily. Items in employees' personal space, such as phones and keyboards, are the responsibility of each individual and should be disinfected routinely or as needed.
- Classroom and office seating will be measured and set 6 feet apart.
- CEI leadership may reassign employees where practical if their normal duties are not currently needed or able to be accomplished.
- **Note:** Please see the latest CEI Standard Operating Procedure for Labs Shops, Meeting Rooms, and Classrooms Impacted by COVID-19 (SOP) additional measures to be taken in CEI classrooms, laboratories, shops, and meeting rooms.

CEI Main Campus

CEI Student Services

Stage One: May 4 – May 17

- Employees may return to work if their duties cannot be reasonably completed remotely (consult supervisor) and if distancing, personal protections, and sanitation are feasible. All other employees should continue working from home and **will need to email Mary.Taylor@cei.edu for a telecommuting agreement form to complete and submit with their supervisor's signature to HR by May 22.**
- Employees should notify the Custodial Foreman to sanitize your work station when on campus.
- Face-to-face meetings of more than four people should be avoided and only allowed when able to distance 6 feet apart from each other. Face-to-face meetings of more than 9 people are not allowed and only up to 9 people allowed when able to distance 6 feet apart from each other.
- Minimize travel and self-quarantine for 14 days after out-of-state personal travel.
- Building 3 open to the public by appointment and as follows:
 - Monday: 10:00AM – 2:00PM
 - Thursday: 10:00AM – 2:00PM
 - Friday: 10:00AM – 2:00PM

Stage Two: May 18 – May 31

- Employees may return to work if their duties cannot be reasonably completed remotely (consult supervisor) and if distancing, personal protections, and sanitation are feasible. Otherwise, employees should continue teleworking.
- Employees should notify the Custodial Foreman once they have resumed working in the office.
- Limited face-to-face meetings as appropriate for groups of less than 10 people when able to distance 6 feet apart from each other and following the latest CEI SOP.
- Minimize travel and self-quarantine for 14 days after out-of-state personal travel.
- Building 3 open to the public by appointment and as follows:
 - Monday: 10:00AM – 2:00PM
 - Thursday: 10:00AM – 2:00PM
 - Friday: 10:00AM – 2:00PM

Stage One: May 4 – May 17

- Students prohibited from campus in most cases. Exceptions include specific CTE classes, testing by appointment, counseling by appointment, business office transactions.
- Campus Testing Center closed except for program certifications and national exams by appointment.
 - Faculty are encouraged to develop exam flexibility, e.g., change the exam to another kind of assessment, host a virtual exam session through Zoom.
- Tutoring Center is closed. Tutoring services accessible online.
- Bookstore open utilizing curbside pick-up.
- Counseling available by appointment.
- Cashier window open Monday, Thursday and Friday, from 10:00AM until 2:00PM. Students encouraged to pay online.

Stage Two: May 18 – May 31

- Campus Testing Center closed except for program certifications and national exams by appointment.
- Tutoring Center closed. Tutoring services accessible online.
- Bookstore open utilizing curbside pick-up.
- Library open utilizing curbside pick-up for students to return items checked out during spring semester during the following days/times:
 - Monday, Thursday and Friday: 9:00 – 11:00AM
- Counseling available by appointment.
- Cashier window open Monday, Thursday and Friday, from 10:00AM until 2:00PM. Students encouraged to pay online.

CEI Campus

CEI Student Services

Stage Three: June 1 – June 14

- Additional employees may return to work at this time if instructed to do so by their supervisor. All other employees should continue teleworking but need to have a telecommuting agreement that is signed by their supervisor on file with HR (email Mary.Taylor@cei.edu for additional information).
- Employees should notify the Custodial Foreman once they have resumed working in the office.
- In-person employee meetings may resume as practicable, limited to 50 people or fewer, following the latest CEI SOP.
- Building 3 open to the public by appointment and as follows:
 - Monday: 10:00AM – 2:00PM
 - Thursday: 10:00AM – 2:00PM
 - Friday: 10:00AM – 2:00PM

Stage Three: June 1 – June 14

- Campus Testing Center open by appointment.
- Tutoring Center closed. Tutoring services accessible online.
- Bookstore open utilizing curbside pick-up.
- Library open Monday – Friday, 9:00AM – 3:00PM, by appointment. Staff will wipe down equipment and tables after students' use with provided disinfectant supplies.
- Counseling available by appointment.
- Cashier window open Monday, Thursday and Friday, from 10:00AM until 2:00PM. Students encouraged to pay online.
- Students requiring access to specific approved labs and classes permitted following the latest CEI SOP.
- Counseling available by appointment.
- Campus Tours available by appointment with social distancing measures in place.
- Financial Aid meetings available by appointment with social distancing measures in place.
- Advisor sessions available by appointment with social distancing measures in place.

Stage Four: June 15 – July 31

- All CEI employees may return to work. Employees may continue working from home if instructed to do so by their supervisor and if they have a telecommuting agreement that is signed by their supervisor on file with HR (email Mary.Taylor@cei.edu for additional information).
- Resume normal operations but according to conditions set for all stages, including following the latest CEI SOP.
- All CEI buildings open to the public regular summer business hours.

Stage Four: June 15 June 15 – July 31

- Campus Testing Center open by appointment.
- Tutoring Center is closed. Tutoring services accessible online.
- Bookstore open with social distancing measures in place.
- Library open to students/public Monday – Friday, 9:00AM – 3:00PM with proper social distancing. Staff will wipe down equipment and tables after students' use with provided disinfectant supplies.
- Cashier window open for summer hours:
 - Monday – Friday, 8:00AM – 3:30PM
- Students requiring access to specific approved labs and classes permitted following the latest CEI SOP for additional measures to be taken in CEI classrooms, laboratories, shops, and meeting rooms.
- Counseling available by appointment.
- Campus Tours available with social distancing measures in place.
- Financial Aid meetings available on a walk-in basis.
- Advisor sessions available on a walk-in basis.