



Blackfeet Community College (COVID-19) Policies 2021-2022

Effective August 24th, 2021 – June 30th, 2022

*May be renewed by the Board of Trustees according to COVID-19 related circumstances.

Coronavirus (COVID-19) BCC Policies

Blackfeet Community College (BCC) has revised its temporary institutional Coronavirus (COVID-19) policies in accordance with Center for Disease Control and Prevention (CDC) recommendations. These policies and guidelines have been revised to help promote safety and mitigate the spread of COVID-19 on BCC campus. These policies provide essential information that employees should follow during the COVID-19 pandemic.

Please follow all these rules diligently to help sustain a healthy and safe workplace. It is imperative that all students, staff, faculty, and administration follow these safety precautions. It is a social and collective responsibility to reduce the transmission of COVID-19. BCC will ensure that all private health information and personal data will be treated with sensitivity and confidentiality.

*Blackfeet Community College Coronavirus (COVID-19) policies are subject to change according to CDC guidelines, Blackfeet Tribal Business Council guidelines, and/or Blackfeet Incident Command information. However, these policies can only be modified or changed by a majority vote, conducted by the BCC Board of Trustees.

COVID-19 Vaccination Requirement

All employees and students of BCC that are on campus must be fully vaccinated against COVID-19. To be fully vaccinated, a student or employee must have received two doses of COVID-19 vaccine in a two-dose series (Pfizer, Moderna) or one dose of a single-dose vaccine (Johnson & Johnson). Employees and students will be required to provide proof of vaccination to BCC. Effective September 7th, 2021, employees and students will not be allowed on the BCC campus without proof of the first vaccination dose of the two-dose series or proof of the single dose vaccination.

BCC is committed to make reasonable accommodations to employees and students who choose to seek an exemption from BCC's vaccination policy. To file an exemption for religious or medical reasons, contact the Human Resources Department for an exemption form. A request for a medical exemption must be signed by a licensed physician (for purposes of this policy, M.D., D.O., or advanced practice nurse). Employees and students with an exemption on file may apply for a remote workplace/flexible workplace accommodation, as provided in this policy. If an employee's application for an accommodation is determined unreasonable and the employee continues to decline vaccination, BCC shall terminate the employee for violation of this policy. An approved exemption, may still not allow an unvaccinated employee or student on campus.

The College will require all students taking classes in person during the Fall 2021 and Spring 2022 semesters to be fully vaccinated against COVID-19. Students who are not fully vaccinated will be required to attend classes online. The College will require all students registering for in-person classes to provide proof of vaccination in the form of a CDC vaccination card.

Effective September 7th, 2021, community members must provide proof they are fully vaccinated to physically access the BCC campus. If community members do not provide proof of vaccination, BCC will deny access but will attempt to accommodate the community member through non-physical contact means including virtual contact/participation or special appointment.

COVID-19 vaccinations are provided free of charge. You may contact the Blackfeet Community Hospital (406-338-6154) to schedule an appointment for vaccination. If you have questions about the vaccination requirement or how to get vaccinated, contact the BCC Human Resources Department.

COVID-19 Administrative Leave

Effective August 24th, 2021, in the event that any fully vaccinated employee (exempt or non-exempt) tests positive for the COVID-19, they will be given administrative (paid) leave until they are able to safely return to work by providing BCC with a negative COVID-19 test result. If any employee comes into direct contact with an individual that is positive for COVID-19, they will receive administrative (paid) leave for up to 14 days until they have completed their quarantine requirement. Direct contact must be substantiated by contact tracing by proper health care authorities i.e. hospital administration, incident command, or any other authorities involved in this public health emergency. *This is effective until June 30th, 2022.* Employees that are not vaccinated are not eligible for COVID-19 Administrative Leave.

Pay for Non-Exempt Employees

In the event that non-exempt (hourly) employees have experienced a reduction in the number of hours worked due to the pandemic, they will continue to receive regular pay. Blackfeet Community College will continue to pay permanent full, part-time, and limited term non-exempt, hourly employees through the end of the fiscal year (June 30, 2022) based on their regularly scheduled hours, even if their work hours are reduced as a result of a modified work schedule. A modified work schedule may be implemented to promote the safety of campus community members. *This is effective until June 30th, 2022.*

Reasonable Accommodations

BCC will offer reasonable accommodations for employees and students who have filed for an exemption from the COVID-19 vaccination requirement. Although the health, safety, and contributions of all staff members are equally valued, the reality is that not all work can be performed remotely. Certain jobs or aspects of a job must be performed on campus. Other jobs or aspects of jobs can be performed from a remote location. The Human Resources Department shall consult the applicant's supervisors and departments to determine whether the applicant can perform their job remotely. The Human Resources Department shall deny a request for an accommodation when the accommodation would cause BCC undue hardship. If the Human Resources Department denies an application and the employee continues to decline vaccination, BCC will terminate the employee for violation of this policy.

Employees that are allowed to work from a remote location will need to be accessible by phone or email during the regular work schedule. Additionally, a telework agreement must be signed and submitted to their supervisor for review. All employees are subject to the Blackfeet Community College Employee Policies and Procedures manual during their telework assignment.

Employees understand that all equipment, records, and materials provided by BCC shall remain the property of the College. Employees must return BCC-owned equipment for inspection, repair, replacement, or repossession. All equipment must be returned within **5 working days** upon the employee's return to in-person work or the employee's separation from BCC. Employees will be responsible for payment of any/all equipment that has not been returned or is damaged. *This is effective until June 30th, 2022.*

Student Equipment Policy

Students are allowed to check out equipment in order to complete their online education from home. In addition, students will be required to sign an equipment agreement, prior

to checking out any equipment. Equipment may include laptops, computers, hot spots/jet backs, or any other property owned by BCC.

Students understand that all equipment provided by BCC shall remain the property of the College. Students must return BCC-owned equipment for inspection, repair, replacement, or repossession. All equipment must be returned within **5 working days** from the last day of the semester. Students will be responsible for the payment of any/all equipment that has not been returned or is damaged. In the event that equipment is not returned, payment may be placed on the student's bill. *This is effective until June 30th, 2022.*

Hazard Pay Policy

According to the Fair Labor Standards Act (FLSA), hazard pay is not required for employees working during the COVID-19 pandemic. In the event that the Board of Trustees approves hazard pay, the authorizing representatives may determine the amount and time of hazard pay. Hazard pay is also contingent on the budget. *This is effective until June 30th, 2022.*

General Safety Guidelines

Blackfeet Community College will follow all CDC guidelines regarding quarantine/isolation requirements for individuals that have either tested positive for COVID-19 or have come into direct contact with an individual that has tested positive for COVID-19. Please do not come to campus if you are ill or have any symptoms of COVID-19. The Coronavirus may also be spread by individuals that do not have any symptoms. Until further notice, all individuals are required to wear a mask while on campus. The best way to prevent illness is to avoid being exposed to COVID-19.

All individuals on campus must wear a mask that complies with the following CDC recommendations: disposable masks, masks that fit properly (snugly around the nose and chin with no large gaps around the side of the face), masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (do not let light pass through), masks with two or three layers, and masks with inner filter pockets. A mask is meant to protect other people in the event that you are infected.

Please practice social distancing and maintain at least 6ft between other individuals while on campus.

Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.

Open outside doors or windows regularly to ensure ventilation.

Clean and disinfect frequently touched surfaces daily in your office and/or work area. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

All work trips and events must be approved on a case-by-case basis. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).