ROCKERS RETURN PLAN
Welcome back, Hardrockers! Spring 2021 will be an exciting time here at South Dakota Mines. This plan will prepare you for the new semester and update our COVID-19 situation. Campus leadership, which includes the Executive Council and the Emergency Management Team, will continue to manage this plan. As noted in the fall version, implementation is guided by what is feasible, practical, and acceptable in terms of the Center for Disease Control (CDC) and the South Dakota Department of Health. This plan is also tailored to the needs of the Rapid City community; the underlying principle is to help ensure that our healthcare systems do not become overwhelmed.

As of January 4, 2021, South Dakota Mines will be open. All buildings will be accessible, and visitors are welcome. Because of the continuing COVID-19 situation, supervisors are working with their staff and faculty members to ensure work schedules are met and vulnerable employees are kept safe.

Classes start on January 11, 2021 in accordance with the South Dakota Board of Regents’ Council of Presidents and Superintendents approved schedule (See Appendix 1). University administrators, in consultation with the Board of Regents’ office and public health experts, will continuously monitor and assess the facts and circumstances present on each of our campuses and in their respective communities, making adjustments at any point in time as necessary and appropriate to safeguard our students, faculty, and staff, while minimizing disruption and maintaining a quality educational experience for our students.
COVID-19, unfortunately, is still with us, but a vaccination is on the way. We, at South Dakota Mines, will continue to advocate for meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face covering in public. This will continue to be widely communicated to students, employees, and all campus visitors.

The safety and health of our employees and students continues to be of paramount concern. Consequently, the University must be extremely flexible in its policies and procedures.

The capacities of classrooms, offices, and other university spaces are still adjusted to meet social distancing and other health guidelines.
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Basic COVID-19 Prevention Protocol

PREVENTION PROTOCOL

• Follow CDC Guideline: Prevent Getting Sick
• Continue to practice social distancing
  o Classroom capacities are still reduced based on seating layouts that follow the CDC social distancing guidelines.
  o Supervisors are continuing to be responsible to make sure that staff and faculty can socially distance in their work areas by physically moving/removing furniture, demarcating physical distance requirements with physical barriers or signage, or covering equipment to promote physical distancing.
  o We are strongly encouraging continued Zoom meetings rather than face to face interactions. Meet via Zoom or outdoors when feasibly possible. In-person meetings must be kept to the adjusted capacity of the room, while still maintaining a minimum of 6 feet of separation for social distancing.
  o Continue to create online options for traditional walk-up window services.
  o Plexiglass dividers will continue to be used between cashiers and customers and other situations where social distancing cannot be maintained routinely.
  o There are signs displayed across campus to communicate space limitations, COVID precautions, etc.

• Continue to practice enhanced individual hygiene and cleaning of surfaces
  o Wash hands for 20 seconds using soap and water frequently throughout the day, and after contacting surfaces that may have been touched by other persons. Hand sanitizer may be used when a handwashing sink is not available.
  o Physical spaces (classrooms, offices, residence halls, gyms, etc.) will continue to be properly cleaned to minimize the ability of the virus to survive on surfaces and facility set-ups will be in place to enforce social distancing.
    ▪ Space Cleaning Routines: Routine cleaning services will be augmented with additional cleaning and disinfection activities in all areas, with varying frequency depending on the number of occupants and the space type and usage. In general, spaces with higher levels of occupants and work activity will have a higher frequency of cleaning. Cleaning by the custodial service will consist of the activities described below:
      • Routine cleaning: waste removal, floor cleaning, and wipe-down of horizontal surfaces.
      • Routine restroom cleaning: waste removal, cleaning and disinfection of floors, sinks, toilets, and urinals.
      • Routine cleaning of the Hardrocker Café, Miner’s Shack, Einstein’s, and other food service areas: cleaning of food preparation areas, service lines, and dining facilities.
      • Enhanced cleaning and disinfection of high-touch surfaces: wipe down of high-frequency touch points (door handles, light switches, elevator buttons, shared equipment control panels, etc.) with EPA-approved
disinfectants.
- Enhanced disinfection: disinfection of horizontal work surfaces in classrooms and common areas using EPA-approved disinfectants.
- Hand sanitizer locations are available throughout campus for campus community use.
- Everyone should take responsibility to help wipe down communal areas with provided supplies.

- **Face coverings continue to be required in public indoor spaces on campus (BOR Face Covering Protocol, Level 3, see [BOR Face Covering Protocol](#))**
  - South Dakota Mines began following Level 3 of the BOR protocol on Monday, August 3, 2020. This level is still appropriate for January 4, 2021. If you are concerned that someone on campus is not following our face covering and physical distancing guidelines, there are steps that you can take. If a gentle reminder does not garner results, violations can be reported using these existing protocols:
    - Students should file complaints related to student violations through the [Student Complaint Process and Advocacy System](#).
    - Faculty and staff complaints related to students should be reported through the [Advocacy System](#).
    - Students and employees should report violations related to faculty and staff to human resources via email at [hr@sdsmt.edu](mailto:hr@sdsmt.edu).
  - We encourage you to use these protocols so that we can properly manage and enforce the mask policy. Concerns posted on social media may not be addressed in a timely manner.
  - As authorized in the BOR Face Covering Protocol, the President has exempted the following situations from requiring face coverings:
    - When alone in a private office area or socially distanced in a private office area.
    - When alone in a closed study area.
    - When alone inside campus residence hall rooms, suites, or apartments.
      - However, face coverings are still required in common areas such as hallways and common restrooms as well as when visiting other rooms and having guests in your room.
    - When conducting personal hygiene, eating and/or drinking.
    - In instances or spaces in which requirements for personal protective equipment (PPE) make it either impractical or unsafe to wear an additional face covering.
    - When alone in a state or utility vehicle.
    - When student-athletes are participating in indoor Athletic Department activities that exceed general aerobic thresholds and are supervised by an institution coaching staff member (see [NCAA guidance](#))
      - Formal competitions
      - Mandatory indoor team practices
      - Voluntary/mandatory indoor skills instruction/workout sessions (NCAA Bylaw 17.02.1 and 17)
      - Coaching staff-directed athletic facilities use
      - Coaching staff-directed camps or clinics
      - Coaching staff, sports medicine staff, and/or sports performance staff monitored voluntary or mandatory cardiovascular (running/agility/
plyometrics, etc.) sessions
  o Inside the Student Wellness & Recreation Center, a face mask is required while exercising and engaging in recreational physical activity within the Wellness Center, Group Exercise Studio, Bouldering Wall, Racquetball Courts, Basketball Courts, locker rooms, and common areas.
  o Face coverings may include a mask, bandana, face shield (should wrap around the sides of the wearer’s face and extend below the chin) or any other covering that effectively covers the mouth and nose to prevent the spread of the COVID-19 virus. South Dakota Mines provides accommodations for individuals in conformity with the Americans with Disabilities Act (ADA), its amendments and implementing regulations. Accommodation requests for students may be submitted to Disability Services (605-394-2533). Employees may be facilitated through the Office of Human Resources (605-394-1203). Requests for consideration of exceptions to the face covering protocol outside of ADA accommodations may be routed to the Emergency Management Team Chair (Jerilyn Roberts) for review and consideration.
  o Face coverings worn for extended periods should be laundered or hand washed at least daily using regular laundry detergent. If face coverings are issued by the university, they become the property of the user, and are the responsibility of that individual to ensure proper laundering.
  o We are encouraging everyone to have a minimum of five cloth face coverings that can be washed in between uses.
  o Food service employees must always be masked while preparing and serving food.

- **Do daily self-symptom checks**
  - Monitor health daily with a symptom self-checker.

**IF YOU FEEL SICK**

**STUDENTS**

- Do not go to class or work. Stay home or in your residential room.
- Students experiencing COVID-19 symptoms should, as identified by the Centers of Disease Control and Prevention (CDC) agency, follow CDC guidelines: What to do If You Are Sick and utilize the following student health services as needed

The Student Health Center operated by Monument Health Urgent Care, is located in the Surbeck Center just down the hallway from the Rocker Shop. The hours of operation are:

- Monday: 7:30am - 4pm
- Tuesday - Thursday: 11am - 4pm
- Friday: 8am - 2pm

**To schedule an appointment**, call 605-394-2354 during clinic hours, or 605-755-2273 (7 days a week, 7am-7pm) **make sure to identify that you are a South Dakota Mines student**
If you are experiencing COVID-19 symptoms, student health services can assist you during normal clinic hours. Outside of clinic hours please see the additional resources below:

- Call-A-Nurse: call (605) 519-4703 and talk to an urgent care nurse. Available seven days a week from 7 am to 7 pm
- For COVID-19 testing inquires outside of clinic hours, please 605-755-1530

After hours or weekend care available seven days a week from 7 am to 7 pm

If you need care during non-Student Health Center hours or on weekends, you may visit either Rapid City Monument Health Urgent Care Clinic for service.

You must provide your South Dakota Mines ID to ensure charges for services match services provided on campus. Services not covered by the South Dakota Mines contract will be billed to the student/student insurance.

**West:** 2116 Jackson Blvd.
**North:** 1303 N. Lacrosse St.

**FACULTY OR STAFF**

Appendix 2 to this document contains the detailed notification procedures if an individual at South Dakota Mines experiences symptoms of COVID-19, has presumptive or a confirmed COVID-19 test.

- Go home or stay home and call supervisor.
- Staff or faculty experiencing COVID-19 symptoms as identified by the Centers of Disease Control and Prevention (CDC) agency should do the following: Visit https://monument.health/ and click on COVID-19 Test Scheduling Quick Link in the lower right-hand corner.
  - Complete drive-thru testing and be evaluated at the Respiratory Illness & COVID-19 Assessment Center at 2116 Jackson Blvd in Rapid City. This facility is open 7 days a week from 7:00 am-7:00 pm.

**ISOLATION AND QUARANTINE DEFINED**

- **Quarantine** separates and restricts the movement of people who were exposed to COVID-19, but who haven’t tested positive for COVID-19.
- **Isolation** separates those who have tested positive for COVID-19 from people who are not sick.
- Follow CDC Guidelines and sample scenarios: [Quarantine and Isolation](#).

**IF SOMEBODY TESTS POSITIVE**

- Anyone testing positive for COVID-19 must immediately go into isolation.
- A South Dakota Department of Health representative will contact the individual testing positive.
- The employee or student must self-isolate for at least 10 days after symptoms first appeared.
- Can be released by a South Dakota Department of Health representative if fever free (without fever reducing medication) for 24 hours AND no symptoms.
WHAT HAPPENS IF A STUDENT OR STAFF MEMBER IS EXPOSED TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19?

- It depends if the student or staff member exposed was in a close contact situation:
  - Follow CDC Guideline: [What Should I Do If I've Been in Close Contact With Someone](https://www.cdc.gov/coronavirus/2019-ncov/contact-tracing/what-do-if-close-contact.html)
  - Close contact is defined as anyone who has been within 6 feet or less for 15 cumulative minutes or more (in a 24-hour period) of an infected person starting from the 48 hours before the person began feeling sick and up until the time the person was isolated.
  - DOH representatives will do a tracing analysis of the infected person and look for possible close contacts.
  - DOH reps will decide if the close contact warrants quarantining.
  - If an individual is exposed and not identified to the DOH, he/she should contact their supervisor, or, if a student, Student Development.

- Students or staff, identified as close contacts, who DOH says must quarantine must do the following:
  - Stay home for 14 days after your last contact with a person who has COVID-19.
  - If possible, stay away from others, especially people who are at [higher risk](https://www.cdc.gov/coronavirus/2019-ncov/healthcare-professionals/higher-risk.html) for getting very sick from COVID-19.

CDC now recommends two additional options for how long quarantine should last. Based on local availability of viral testing, for people without symptoms quarantine can end:

- On day 10 without testing.
- On day 7 after receiving a negative test result on day 5, 6, or 7.

After stopping quarantine, people should:

- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate and contact their local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to [prevent the spread of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/teens-college-students/prevention.html).

TRACING APP PROVIDED BY STATE OF SOUTH DAKOTA

Consider getting the app [Care 19 Diary App](https://www.state.sd.us/care19/). It will help DOH quickly see if there are any close contacts related to a positive COVID-19 case.
RESIDENCE HALL AND DINING-SPECIFIC ISSUES REGARDING ISOLATION AND QUARANTINING FOR RESIDENTIAL STUDENTS

- Residence hall staff promote physical distancing best practices in all designated areas.
- Residence halls, dining facilities, and common areas on campus are not being used for community public health quarantine, isolation, or post-acute care needs.
- Increased surface and facility cleaning are done with approved equipment and materials in all common areas and residential facilities by students, employees, and/or the custodial services personnel who are specifically trained and protected.
- Residence hall guest policies and procedures have been adapted to promote the wellness of students and meet social distancing guidelines.
- Designated PPE and appropriate training in proper use will be required of all Residence Life staff working in campus housing facilities.
- Dining Services will continue to work with the Residence Life staff to enforce policies and procedures to maintain physical distancing in all food service and campus dining facilities. There are “take-out” services and spaced dining options. Surface cleansing and waste disposal protocols will continue.

If a student tests positive for COVID-19 or has been exposed to someone who tested positive and must quarantine, they are allowed to return home to recuperate if they have safe means of travel. Isolation and quarantine accommodations are coordinated for students residing in campus housing who cannot recuperate at home (due to distance or a family member with a compromised immune system, etc.). Staff will work with these students by providing meals, trash disposal, laundry delivery, and other essential services to the room.

Students who have roommates, suite mates, and apartment mates are considered cohabitants and share the same environment.

Students who can isolate or quarantine within their living space and have a private restroom from other residents will remain in that space. Positive individuals and/or cohabitants without private restrooms may be relocated during their isolation or quarantine period to a space that reduces potential community spread.

HOSPITALIZATION

If symptoms worsen and hospitalization is needed, individuals need to work closely with their healthcare provider and utilize emergency services as needed.

SPACE OCCUPIED BY SOMEONE WITH POSITIVE TEST

Deep cleaning and disinfecting are done. The CDC recommends waiting 24 hours, if possible, before cleaning. Once the area is appropriately disinfected, it can be open for use.
PERSONS IN HIGH RISK CATEGORIES

Protecting the health and safety of our students, faculty, and staff is the most important aspect of this pandemic. Staff and faculty should discuss their situation with their supervisor. HR has a form that can be filled out to make the university aware that special accommodations are needed. Students should work with the Dean of Students to ensure accommodations are made for their needs.

COUNSELING

The pandemic has increased the stress that college students face. The stress can lead to depression, anxiety and ultimately suicide. Nationally, anecdotal evidence indicates increases in these stress factors.

To meet the needs of South Dakota Mines students, the counseling center provides ongoing services in a safe and effective manner:

- Telehealth services allows increased access to clinical staff by students; addresses social distancing; continuity of care for students during internships and coops; and services to students when they are ill.
- The electronic health record system allows students to schedule appointments and prepare intake forms online.
- Counseling office spaces meet CDC health recommendations.
- Wellness prevention programming includes virtual aspects to reach more students.

SPRING 2021 RECOGNIZED STUDENT ORGANIZATION PLAN

Our Rockers Return Plan is informed by public health guidance and ideas from our task force of students, faculty, and staff to keep our community safe, ensure a quality academic experience, and allow us to continue developing world-class engineers and scientists. Our university’s Emergency Management Team assesses risk to determine movement into more restrictive plan phases or less restrictive plan phases. Below are the guidelines for student organization operations for the Spring 2021 semester.

PROTOCOLS & PROCEDURES

Student organization members and student leaders serve as role models on campus. To support a healthy learning environment, student organization members are asked to follow specific guidelines to maintain a healthy campus.

1. In order for student organizations to conduct business in a safe manner this Spring, the Rockers Return Pledge continues to offer student organization leaders guidance in protecting self, others, and the Rocker Community. Student organization members should:
   a. Remain home if ill;
b. Use a self-provided face covering;
c. Maintain appropriate distance from each other by staying in designated seat/area, keeping seating in its original space;
d. Maintain clean hands by washing and/or using hand sanitizer;
e. Cough or sneeze into a Kleenex or elbow; and
f. If someone tests positive, have the individual complete the COVID-19 Case Notification Form.

2. When holding meetings, provide multiple options for student participation to allow all individuals to participate who wish to do so, which could include:
   a. Face-to-face meeting with limited number of participants based upon maximum pandemic occupancy for the room utilized. If groups are smaller than maximum pandemic occupancy of the meeting room, the student organization is permitted to meet in person.
   b. Student organizations larger than the maximum pandemic occupancy of their meeting room can allow participation in person up to the maximum pandemic occupancy of their meeting room and allow others to participate via Zoom.
   c. Student organizations may meet more frequently face-to-face in smaller group sizes based upon the maximum pandemic occupancy of their meeting room. Example: Group of 100 students can meet 4 times a month with only 25 students per group, rotating who is in person at each meeting.
   d. Outdoor meetings and events will follow social distancing protocols and recommendations for masking as stated throughout this document. Student organizations are able to have more individuals present at an outdoor meeting or event than in a room with a new capacity, but all individuals should be 6 feet apart during the entire meeting/event.

3. Fundraising
   a. For all student organization fundraising, students should fill out the fundraising form and submit it to the Office of Student Engagement for approval.
   b. Fundraisers involving food on campus must get the permission of the director of student engagement and the director of dining services. In order to receive approval, student organizations should submit the fundraising form and a detailed plan a minimum two weeks before date of fundraiser on how they will ensure food safety and implement the current COVID safety recommendations at the event.
   c. Fundraisers off campus involving self-prepared food, must get the permission of the director of student engagement. In order to receive approval, student organizations should submit the fundraising form, and a detailed plan a minimum two weeks before date of fundraiser on how they will ensure food safety and implement the current COVID safety recommendations at the event. Fundraisers utilizing third-party agencies such as a restaurant, may host a day for a student organization where a portion of the proceeds from sales go to that organization. A detailed plan is not required for fundraisers utilizing third-party organizations.

4. Travel
   Student organization travel needs to be deemed necessary and be pre-approved by the organization advisor and the Vice-President or designated senior staff member.

5. Consequences: Student organization failure to comply with the above protocols and procedures will be referred to the student conduct process for adjudication.
INTERNATIONAL CONSIDERATIONS

International travel

On January 12, 2021, CDC issued an Order requiring all air passengers arriving to the US from a foreign country to get tested no more than 3 days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight.

Order is in effect as of January 26, 2021.

CDC recommends that travelers get tested 3-5 days after travel AND stay home or otherwise self-quarantine for 7 days after travel. Even if you test negative, stay home for the full 7 days. If you don’t get tested, it’s safest to stay home for 10 days. Always follow state and local recommendations or requirements related to travel.

More information and FAQs can be found on the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html

Academic/Course Considerations

NOTE: ICE/SEVP has not yet issued updated guidance for the spring semester. The information below is for the fall semester and may not be applicable in the spring.

- We are strongly recommending students take AT LEAST one F2F or hybrid course to ensure they do not jeopardize their status. As noted above, continuing students in the US are not limited in the number of online/hybrid courses, unlike the requirement under normal university operations. Students must take the MINIMUM number of online courses to make normal progress toward their degree.
  - The Ivanhoe International Center will be monitoring registration and confirming that all international students inside the US are registered in AT LEAST one hybrid or F2F course. Students must be registered in appropriately coded courses (hybrid, F2F, online). We will not be monitoring physical attendance.
  - This is not a new requirement. We have always been required to monitor international student course registration.
- Late entry for new students IF they are able to obtain a visa and flight
  - Late arrival – students must enter the US and be registered in SEVIS within 21 days of the add/drop date.
  - South Dakota Mines deadline for entry to the US – September 13. (IF guidance remains the same for the spring semester, the deadline for entry to the US – February 5.)
  - We strongly recommend students join classes online prior to arrival in the US.
  - Some visa issuing posts have re-opened, but not worldwide.

International Office responsibilities

- Track international student course registration as outlined in table; applies to undergraduate
and graduate, required by the US government.

- Keep students and stakeholders informed of updates as we receive the information.

**RESEARCH – LABORATORY AND FIELD**

**PROCEDURES FOR REQUESTING LABORATORY ACCESS**

The Office of Research, in consultation with the South Dakota Mines Executive Council has issued these standards related to laboratory research. Specifically, Principal Investigators should be in a mode for all on-campus research to be reduced to essential research-related activities only.

Limited access to laboratories will be maintained so that essential research-related activities can continue.

The best thing researchers and students can do now is write papers, process data, and write grant proposals. This activity can all be done from remote locations.

**ESSENTIAL RESEARCH-RELATED ACTIVITIES**

- Activity that, if discontinued, would result in impediments to fulfilling contractual grant related obligations.
- Activity that, if discontinued, would impede the progress of graduate students toward completion of their research programs.
- Activity that, if discontinued, would generate significant data and sample loss necessitating a total restart of an ongoing project.
- Activity that, if discontinued, would pose a safety hazard.
- Activity that maintains critical equipment in facilities and laboratories.
- Activity that maintains critical samples, reagents, and materials.
- Activity that maintains critically needed plant populations, tissue cultures, bacteria, archaea, and other living organisms.
- COVID-19 related activity that has a timeline for deployment that could address the crisis.

If you are unsure if your activity is considered essential research, please contact Ralph Davis, Vice President for Research.

As a reminder, faculty members and project principal investigators should strive to minimize time in the laboratory by all personnel, maintain social distancing when laboratory access is necessary, follow PPE guidelines, and practice recommended disinfection processes.

Please contact the Department Head, Center Director or Laboratory Director to determine if your personnel can access the facilities.

The final decision to request laboratory access for research purposes is at the discretion of the faculty member in charge of each individual laboratory and the Department Head and/or Center Director. These decisions should be made with the best interests of the faculty member, the research scientists, the post-doctoral scientists, and the graduate students as paramount.

**SCOPE**

This guidance applies to researchers in all campus facilities, including those located off
campus such as the CAPE laboratory at TDL, the AMP laboratory at Ascent, and other off-campus facilities.

NEXT STEPS FOR INVESTIGATORS

- Request for essential personnel in laboratories: this will include the following information:
  - Faculty name
  - Research scientist
  - Post docs
  - Graduate students
  - Undergraduate students
  - Reason access to the facilities is essential
- Access to labs will be available only for personnel who conduct essential research-related activities. A determination of essential research-related activities will be made on a case-by-case basis.
- Essential work in labs should be staggered so that minimal laboratory personnel are present at any one time. In no case should the number of personnel in a space exceed the CDC guidelines for room capacities or for groups of 10 people or fewer.
- Social distancing should be maintained even when groups are in the same space in accordance with the CDC guidelines.
- Maintain contact information for all lab members (students, post docs, staff) and review contingency plans and emergency procedures within your group.
- Disinfect common laboratory areas and touch points (e.g. doorknobs, sink handles, freezer doors, telephones) both when entering and leaving the facility.
- Each facility with employee access will develop and implement a cleaning/disinfection protocol and inform all personnel entering the facility about their responsibilities based on this protocol. Post the protocol in the laboratory where it is clearly visible.
- Be aware that these guidelines may change on short notice. Therefore, it is important to plan ahead so that equipment and experiments in each lab facility can be shut down in a timely manner should the need arise to become more restrictive with laboratory access.

RESEARCH SPACE

Laboratory and Field

- Identify facility coordinators for implementing COVID-19 guidelines in all research labs, addressing issues, and evaluating facility impact. Coordinators should be the department head, or a person identified by the department head, who will report issues to the Vice President for Research and the Director of Facilities.
- Maintain opportunities for hybrid, fully remote and traditional research, discovery, and creative activity combinations. Faculty, staff, and students associated with research projects should work remotely to the greatest extent possible. Minimize time in the laboratory, follow social distancing practices while in the facility or in the field, define and implement a PPE plan, and follow an established disinfection plan when entering and exiting the facility.
- Ensure students, staff, and faculty work closely with accessibility services staff to manage specific accommodations related to on campus or remote research laboratory engagement.
- Implement ways to support high risk “vulnerable” students, faculty, and staff and maintain remote opportunities to enhance their safety related to their research programs. At the Vice
President for Research level, we have not identified high risk/vulnerable researchers, but this is a discussion that must take place between the faculty supervisor overseeing the research and personnel conducting the research. Faculty, staff, and students in high risk/vulnerable categories should feel free to bring their concerns to the faculty laboratory supervisor, department head, and/or the Vice President for Research.

- Transfer grants and sponsored programs, grants accounting, and the host of regulatory required aspects of sponsored research programs to an online setting. Many of the Office of Research staff are currently working remotely and doing so successfully. Individual staff have been accessing the office on an as-needed basis, with a minimum number staffed to keep the office open. Personnel accessing the office have followed social distancing guidelines and followed PPE and disinfection protocols. As offices re-open, minimal staff (one or two) who can adequately socially distance in the office complex will work on-site. The remainder will continue to work remotely. Employees in high-risk categories will continue to work remotely.
- Require that all faculty, staff, and students carry a valid campus specific ID in research laboratory facilities.
- Cross-train employees to perform essential functions to maintain laboratory operations. Such training is the responsibility of the faculty and/or laboratory director.
- Implement a plan for human-subject research programs that reflect best physical distancing practices, including considerations for the most “vulnerable” individuals. South Dakota Mines has very limited human subjects research, but researchers will follow this guidance.
- Maintain only essential research personnel in laboratory space at all times.

FIELD WORK AND OTHER RESEARCH RELATED TRAVEL

Field work and other research related travel will be reviewed in the same manner as any other research performed at South Dakota Mines. The same information request should be used as listed above for access to research space, but the justification must also include the following.

- Does the work meet the definition of essential, i.e., the research cannot be put on hold because:
  - the opportunity to collect data is seasonal or site-specific, or must be done on a set schedule?
  - is irreplaceable if the research cannot be done at a specific time at a specific site?
  - cannot be done in another way?
- Is the site and/or facility accessible?
- How many people will participate and what are their roles (faculty, student)?
- Is work part of a class?
- Does travel include overnight stays or is it day travel to and from the site?
- What is the safety plan (include social distancing protocols, safety practices, decontamination of items, travel to a location, and travel to and from field site on routine basis)?
- Action plans should include:
  - List of all personnel, their contact information, and an emergency contact.
  - Justification as to why delaying the research will have a detrimental impact on the project or a student’s progression towards a degree that are engaged in the research.
  - Description of the activities that require interaction of less than 6 feet and what precautions are being undertaken to limit potential disease transmission.
  - Contingency plan for carrying on research if one or more personnel becomes sick or is no
longer willing to risk conducting the research.

- Research being conducted at non-South Dakota Mines sites must have written permission for the work to proceed from the funding agency and from those that control access to the field site or research facility.
- If non-South Dakota Mines agencies or research partners are actively engaged in the research, the research should be conducted using the guidelines that are the most stringent, unless expressly permitted by the partner agencies.
- Before conducting research each day, all South Dakota Mines participants in the research project must self-report their symptoms to their supervisor.
- No one should participate in any work if they are feeling ill or if any members of their household are experiencing flu-like symptoms.

SPRING 2021 TEACHING GUIDANCE FOR DEPARTMENTS AND FACULTY

ASSUMPTIONS:

1. The Semester begins on January 11, 2021 and students will have a Spring Break from March 5-14, 2021.
2. General safety and cleaning protocols that were established last summer (or fall) will continue for the spring semester.
3. Social distancing recommendations from CDC will not be relaxed for the Spring Semester.
4. BOR will continue to develop temporary policies, as necessary.

GUIDING PRINCIPLES:

1. There cannot be a one-size-fits all solution.
2. We have prepared for any scenario from semi-normal instruction to fully online instruction and we should be prepared to switch between scenarios on short notice.
3. We are accommodating the needs of faculty and students who are in vulnerable, at-risk groups or who are quarantined.
4. In-class interactions are an integral and valuable part of on-campus instruction and should be provided to on-campus students to the extent possible.
5. Classroom and laboratory capacity have been set based on meeting social distancing recommendations per the CDC, which have resulted in a 50- to 75-percent reduction in the number of students that can be placed in a room.
6. Use of “hybrid delivery modes” that combine face-to-face interaction with online components in the course and “mixed delivery mode” in which some students attend the course in person while others attend via distance have been developed.
7. Everyone helps with the cleaning. Please have your students occupying the room take the last 1-2 minutes of class to wipe down desks, chairs, lectern, etc. with the cleaning supplies provided, so that the room is ready for the next class.
8. Discourage eating and drinking in class. This will help keep everyone’s face covering in place and help with the cleaning at the end of class.

MINIMUM REQUIREMENTS:

1. All instructors are using D2L to provide course documents such as the syllabus and assignments to students. Use of D2L to accept, grade, and return assignments is strongly recommended, along with its use for quizzes and exams. The use of third-party publisher learning platforms such as Wiley Plus for textbook delivery, assignments, quizzes, and learning activities is fine and faculty are encouraged to pair these systems with D2L if feasible.
2. All courses are providing a mechanism for at-risk or quarantined students to participate remotely.
3. All courses need to be prepared to move online on short notice, if necessary.
4. Advising and office hours should be performed using remote means (i.e., email, Zoom) whenever possible.
5. Limit or eliminate the use of shared items in classrooms and laboratories such as computer keyboards, pens, and mice; whiteboard markers and chalk; pens and pencils; lab samples; etc. If items must be subject to shared use, arrange for sanitizing or other protective measures.
APPENDIX 1 – SPRING 2021 ACADEMIC CALENDAR

- Classes begin — January 11
- Martin Luther King Jr. Day Holiday — January 18
- Last day to add or drop a course and adjust fees — January 20
- Last day for pass/fail and audit options — January 20
- Presidents’ Day Holiday — February 15
- Spring vacation begins at end of class day — March 5
- Midterm (First half of semester ends) — March 5
- Classes resume — March 15
- Midterm deficiencies grades due by midnight — March 17
- Graduation application due for undergraduate students (planning to graduate in December) — March 22
- Early Registration Weeks (Tentative) — TBA
- Last day to drop classes — April 6
- Easter Holiday Break begins at end of class day — April 1
- Classes resume — April 5
- Final examinations — May 3-7
- Semester ends — May 7
- Spring Graduation — May 8
- Final grades are due by midnight — May 12
APPENDIX 2 - NOTIFICATION PROCEDURES IF EXPERIENCING SYMPTOMS/CONFIRMED COVID 19:

1. Individual should complete the COVID-19 Case Notification Form. Employees should also notify their supervisor.
2. This form will be sent to Dean of Students for students and Human Resources for all others. Environmental Health and Safety (EHS) will receive copies of form to aid in follow-up. Once received, there will be follow-up with the individual listed on the form.
3. EHS will notify Facilities, Risk, & Services regarding locations for disinfection.
4. The Department of Health Liaison will contact South Dakota Department of Health, if appropriate. Information will be shared as allowed by law. If there is a positive COVID-19 test on campus, South Dakota Mines will work with public health officials to determine if additional health and safety steps are necessary. EHS will work to implement and coordinate any related emergency actions.

University Marketing and Communications will utilize the following Board of Regents COVID Pandemic Emergency Notification guidelines.

PROPOSED BOR PLAN FOR EMERGENCY NOTIFICATION TO UNIVERSITY RE: COVID-19 PANDEMIC

According to the U.S. Department of Education, “...An institution may satisfy the emergency notification requirements of the Clery Act and § 668.46 as follows: (1) provide students and employees a single notification through the regular means of communicating emergency notifications informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC’s COVID-19 website; or (2) create a banner at the top of the institution’s homepage containing that same information, including a statement about the global pandemic and a link to the CDC’s website.”

South Dakota Mines will utilize the banner at the top of the institution’s homepage containing a COVID-19 link directed to the COVID-19 website:

- Informing individuals about COVID-19 and necessary health and safety precautions; and
- Encouragement to obtain information from area healthcare providers, the South Dakota Department of Health, and the CDC’s COVID-19 website.

South Dakota Mines has identified the Associate Vice President for Facilities, Risk, and Services as the University contact for the South Dakota Department of Health for information sharing and reporting.

In the event there is an emergent situation that requires an emergency notification on campus, the notification will be narrowly tailored and distributed to enable recipients to address the health and safety issue.
APPENDIX 3 - SPRING 2021 COVID-19 RETURN TO THE WORKPLACE GUIDELINES

WORKPLACE EXPECTATIONS AND GUIDANCE

South Dakota Mines’ policies and protocols for responding to the COVID-19 pandemic are rooted in the safety and well-being of the employees, guests and public we interact with. Employees are expected to comply with policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

PHASED STAFFING

Beginning January 2021, South Dakota Mines offices will be open for normal business hours and have staff present to assist students, employees, and visitors. While the offices must be staffed, it is up to the supervisor to determine if some employees can continue to work remotely, allowing for shifts or schedules for office coverage with their employees.

As staffing on campus increases and operations expand, officials will closely monitor and assess the potential spread of the COVID-19 virus in Pennington County. If localized outbreaks occur, tighter restrictions and reduced staffing may need to be implemented again in accordance with guidance from the SD Department of Health.

HIGH RISK CATEGORIES

The CDC has identified that individuals with certain conditions may have a higher risk for severe illness from COVID-19 infection. Currently, those at high risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medication. Please consult with your physician if you have concerns about being immunocompromised.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Employees who are in a high-risk category or have family members who reside in their home that are in a high-risk category and are concerned about returning to work should contact their supervisor to discuss options for an accommodation. Accommodations could include remote work, implementing social distancing measures, development of an alternative work schedule, use of leave, or any other arrangement deemed appropriate.
SYMPTOM MONITORING

Employees should self-monitor symptoms using a symptom checker. Apple, Inc. and the CDC partnered to develop this online symptom checker to assist with evaluating your symptoms. The SD Department of Health also provides this helpful tool to assist in assessing your symptoms. The University recommends that each employee go through the symptom checker checklist daily to ensure symptoms are not overlooked or ignored.

Employees must contact their supervisor prior to coming to campus if any of the following symptoms occur:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you are experiencing these systems, or are overall just not feeling well, DO NOT come to work and contact your healthcare provider. Notify your supervisor and develop a plan with them on utilizing sick leave or working remotely if applicable to your situation.

TELEHEALTH SERVICES

Telehealth services are a convenient and affordable video alternative that can help minimize exposure for others during the COVID-19 pandemic. If you experience symptoms, a video visit can be an excellent way to contact a healthcare provider conveniently from your own home.

You should contact your healthcare provider if you have reason to believe you have been exposed to the virus, even if you are not showing any symptoms. Notify your supervisor so that they can assist you in properly assessing the situation.

CLOSE CONTACT WITH PERSON WITH COVID-19

Close contact is defined as spending prolonged periods of time in the same room (more than 15 minutes over a 24 hour period), direct personal contact (e.g., hugging), contact with respiratory secretions (e.g. cough, sneeze on you), and shared eating/drinking utensils.

COVID-19 POSITIVE EMPLOYEE IN THE WORKPLACE

If an employee tests positive for COVID-19 and has been at the workplace, Human Resources will work with the South Dakota Department of Health on individual employee or agency issues. Human Resources will give additional direction on those specific issues as they arise.

Supervisors can require employees to go home if they are suspected to be sick. The employee would then be allowed to utilize sick leave if they have available accrual.
PERSONAL SAFETY PRACTICES

Face Coverings
Everyone should have multiple face coverings. All students, faculty, and staff are expected to wear face coverings when other people will be encountered especially in common spaces (e.g., hallways, classrooms, recreational facilities, work areas, elevators, restrooms, retail spaces) or any other areas where it may be difficult to maintain a minimum 6 feet distance from other persons.

Face coverings worn for extended periods should be laundered or hand washed at least daily using regular laundry detergent. Face coverings issued by the university become the property of the user and are the responsibility of that individual to ensure proper laundering. See CDC Guidelines for use of cloth masks.

Social Distancing
Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. To promote the concept of social distancing, in offices, labs, and study spaces, please ensure there is a minimum of 6 feet between desks, workstations, computer terminals, and individual study areas.

Handwashing & Office Hygiene
Hand sanitizer dispensers will be available throughout campus. Faculty and Staff will receive a bottle hand sanitizer for their desk that can be refilled. Cleaning supplies will also be provided, please assist in cleaning and disinfecting surfaces that are frequently touched, including cell phones, desk phones, keyboards, remote controls, refrigerators, countertops, and door handles. Cleaning individual workspaces are the responsibility of the employee.

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Cover your mouth with tissues when you sneeze and immediately discard them in the trash.

Meetings
Meetings should continue virtually whenever possible to prevent contact and free up meeting spaces for possible use as offices for employees who are displaced from shared offices, or for use as classrooms. In-person meetings must be kept to adjusted capacity of the room, whichever is larger, while still maintaining a minimum of 6 feet of separation for social distancing.

UP-TO-DATE INFORMATION

The following websites will provide you with up-to-date information on COVID-19.

- [Covid.sd.gov](https://www.covid.sd.gov) - Department of Health website with up-to-date information on COVID-19 in South Dakota.
- [CDC Coronavirus Page](https://www.cdc.gov/coronavirus) - The official CDC page for COVID-19.
APPENDIX 4 – MEETING/EVENT GUIDELINES

- On campus departments are encouraged to continue to meet via Zoom or outdoors when feasibly possible. In-person meetings must be kept to the adjusted capacity of the room, while still maintaining a minimum of 6 feet of separation for social distancing.
- The ballroom will continue to be used as overflow dining seating until further notice. Events scheduled in the ballroom for spring 2021 have been cancelled.
- Student groups and campus departments may reserve the stage during dinner hours Monday, Wednesday, and Friday for campus only programming. The programming needs to be able to be accommodated on the stage while ensuring 6’ social distance and should be designed to allow students to come and go throughout the mealtime. Off campus guests are not permitted in the ballroom dining area.
- Any events involving live musical performances need to be evaluated and approved prior to the event.
- Vendor tables will not be available for Spring 2021.
- Athletic spaces will be reserved for athletic events only. Any exceptions must be approved by the VP of Finance and Administration or designee and Director of Athletics or designee.
- University equipment will not be allowed to be reserved for off campus use.
- Meeting organizers are responsible for ensuring attendees abide by CDC and campus COVID guidelines and that furniture is not rearranged.
- Meeting organizers will be responsible for maintaining an attendance list. This list must be retained for 14 days after the event.
- Classrooms and meeting spaces will be thoroughly cleaned by facilities twice a day. Meeting organizers and attendees are responsible for disinfecting before and after their event with the supplies provided in the space.
- Keyboards and mice have been removed from classrooms and meeting spaces. Meeting organizers must ensure presenters know to bring their own laptop or arrange for check out of equipment from the Surbeck Front Desk.
- On campus departments may invite non campus guests to their meetings and events if the spaces social distance capacity will accommodate the group and the guests abide by CDC and campus COVID guidelines.
- South Dakota Mines spaces may be available for external reservations if the space can accommodate the group size with the current social distance limitations and they can abide by CDC and campus COVID guidelines.
- Any meeting or event serving food must follow the guidelines set by dining services.
- All meetings and events must follow the SDBOR face covering protocols. Meeting rooms and classrooms are considered a public indoor space.
- The university reserves the right to cancel or move meetings and events due to safety or space utilization needs.
- If campus is closed, all events will automatically be cancelled.
- If previously scheduled events and meetings have been changed or cancelled, please be sure to notify usc@sdsmt.edu to update the calendar.