



## Campus Updates due to COVID-19

**March 22, 2020**

**An Important Reminder – Beginning on Monday, March 23<sup>rd</sup> all employees on the Bottineau campus must be screened prior to going to work (even if only on campus for a few minutes). The screening process is described below:**

All employees should check in at the screening desk located in the Thatcher Hall lobby before reporting to work each day, or at 7 AM if they report to work earlier in the day.

On-campus students should check in on Monday as well and any time they leave the campus grounds and return to campus.

At the screening desk you will be asked questions regarding:

- ✓ Respiratory, fever symptoms within the past 14 days
- ✓ Travel outside of the state within the past 14 days
- ✓ Any close contact with a person with a respiratory illness within the past 14 days
- ✓ Any close contact with an ill person who has traveled outside the state within the past 14 days

The answers to these questions will determine whether campus entry is allowed.

Once campus entry is permitted, employees, students and by-appointment guests are allowed to move between buildings. There is no need to check in again if walking from one building to another.

Re-screening during the day will be required of employees if they leave the college grounds and come in contact with a person experiencing a respiratory illness or who has traveled outside the state.

Please be assured that all responses to the screening protocols are protected by HIPAA regulations and all information provided will remain private and secure.

It is very important that this procedure be followed each day until notified otherwise.

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