

Stand Alone Regional Learning Centers

Arnold, Farmington (Mineral Area), Franklin County (Union), Troy/Wentzville, & Williamson Baptist Association (IL)

1. Personal Protective Equipment
 - a. Masks will be worn by faculty, staff and students at all times in all indoor spaces except specifically defined work areas where physical distancing is available.
 - b. Masks must be worn in all outdoor spaces where physical distancing cannot be maintained.
2. Cleaning & Disinfection Protocol
 - a. Staff will clean common areas and workspaces based on CDC guidelines for disinfection.
 - b. Restrooms will be cleaned and disinfected daily.
 - i. Deep cleaning of these spaces will take place weekly.
 - c. Students will wipe down their workstation in the computer lab after use and/or notify staff of the station that was occupied for cleaning.
 - d. Students are encouraged to wipe down their chair and workspace in the classroom before and after class.
 - e. Disinfecting supplies will be placed in public spaces for use to wipe down workspaces, computer labs, etc. before and after use of said space.
 - i. This includes but is not limited to copiers, printers, A/V or other electrical equipment, kitchen appliances, desks, tables, light switches, door knobs, etc.).
3. Symptom Monitoring and Temperature Protocol
 - a. Faculty, staff, and students should self-monitor symptoms and report the existence or nonexistence of symptoms using the provided MOBAP App – “Spartan Safe”
 - b. Faculty, staff and students should take their temperatures each morning before attending class or reporting to work.
 - i. Students who are unable to take their temperature will have their temperature checked by staff or faculty before proceeding to class.
 - ii. Thermometers will be provided in offices.
 - c. Faculty, staff and/or students should not attend class or report to work if they are experiencing symptoms.
 - d. Faculty, staff, and/or students who have been exposed to COVID-19 or who develop symptoms should complete the COVID-19 Tracing Form (TBD) immediately.
4. Handwashing, Hand Sanitizing, & Glove Use
 - a. Hand sanitizer stations will be maintained throughout the building and individual classrooms.
 - b. Washing hands often with soap and water is encouraged for at least 20 seconds, especially after having been in public places.
 - c. Gloves are not necessary for general use and do not replace good hand hygiene.
5. Physical Distancing Guidelines
 - a. Faculty, staff and students will maintain 6 feet distance from other people at all times.
 - b. Faculty, staff and students will wear face coverings when leaving individual workspaces, when indoors on campus, and when 6 feet of distance cannot be maintained.
 - c. Plexiglas shields will be used in spaces frequently visited by others and in lobby spaces.

- d. Face coverings and physical distancing will be required between classes.
- e. Faculty will release students in a staggered fashion which will allow for appropriate physical distancing as they exit the class.
- f. Faculty, staff and students will make use of directional signs/arrows in order to maintain physical distancing whenever possible.
- g. Students will sit in assigned seats in class and should not move furniture. Classroom layouts have been rearranged with physical distancing in mind.

Regional Learning Centers Located on Community College Campuses

Jefferson College- Hillsboro and Lewis & Clark Community College

The Regional Learning Centers located on the campus of a community college will follow the guidelines and protocol that particular campus.

[Jefferson College – Hillsboro](#)

[Lewis and Clark Community College](#)