

FAQ-Return to Campus for Students

Updated: July 17, 2020

Important terms referenced throughout the document.

Benefits Manager: Magan Perez (Fax Number: (262) 564-3035)

CDC: Centers for Disease Control and Prevention

Self-isolate (per the CDC): Reserved for those who are infected with the virus

Quarantine (per the CDC): To provide distance from someone who might have been exposed away from others

Maxient Report: College incident reporting tool

Associate VP of Facilities & Security: Tom Cousino

HIPAA: Health Information Portability and Accountability Act

ADA: Americans with Disabilities Act

YOUR PERSONAL WELL-BEING

What are my options if I am uncomfortable about being on campus?

It's understandable that you may be concerned. The facilities staff has increased their cleaning protocols. We are also reminding students to follow the CDC preventive hygiene measures. Everyone should practice healthy hygiene practices such as hand washing and wearing face-covering.

What if I don't want to use a face covering on-campus?

- At this time we are requiring all employees, students and visitors to wear a face covering.
- The security office will have them for students and visitors, if needed.
- If a student has a medical condition and cannot wear a face covering, they must contact [Disability Support Services](#).
- If a student refuses to wear a face covering and doesn't have a current accommodation recorded with DSS, the instructor will inform them that they cannot be on campus.

What should I do if I notice someone not wearing a mask?

Contact security and/or file a [Maxient report](#).

What happens if a student has COVID-19 symptoms and is required to self-isolate (includes ill w/no positive diagnosis)?

- The student and/or instructor must complete a [Maxient](#) report.
- The information will be forwarded to the [Benefits Manager](#).
- The Benefits Manager will communicate:
 - directly with the student.
 - to any applicable instructor that a student is self-isolating.

- with the Associate Vice President of Facilities & Security for cleaning purposes.
- Students should follow the absence policies in their syllabi
- Students can return to campus with a release from their health care provider faxed or emailed to the [Benefits Manager](#).

What happens if a student has a positive Covid-19 diagnosis?

- The student and/or instructor must complete a [Maxient](#) report.
- If the student is on campus, they will be asked to leave.
- The Benefits Manager will communicate:
 - directly with the student.
 - to any applicable instructor that a student is self-isolating.
 - directly to the health department to determine if there is an indication for quarantine.
 - to the unit/area/class that there is a positive case.
 - with the Associate Vice President of Facilities & Security for cleaning purposes.
 - Per the CDC cleaning protocols will occur:
 - Area(s) visited will be closed off for cleaning and [Disinfecting of facilities](#)
- Students should follow the absence policies in their syllabi
- Students can return to campus with a release from their health care provider faxed or email to the [Benefits Manager](#).

If a student shares that they are self-isolating or quarantined, what should the instructor do?

- The student may choose to self-disclose medical information with anyone of their choosing, but that still **does not** allow the instructor, HR, leadership or students to re-release or disclose that information to or with others.
- The instructor should complete a Maxient (unless the occurrence has already been reported).
- Instructors should follow the absence policy in their syllabus.

Can the college provide the name of the student who has Covid-19, self-quarantined or ill?

No. This is not allowed under [HIPAA](#). Also, [CDC guidelines](#) specifically state that the college **must** maintain confidentiality of people with confirmed COVID-19 infection.

Does the ADA permit the college to notify public health authorities if they learn a student has COVID-19?

Yes. The college can notify public health authorities if they learn a student has COVID-19 because COVID-19 is a direct threat to public health.

I have been in self-isolation for 14 days. When can I return to campus?

Students can return to campus with a release from their health care provider faxed or emailed to the [Benefits Manager](#).

If a member of my household is quarantined or self-isolating, can I still come to campus?

No. As a precaution you should follow the guidelines of the CDC by way of quarantine for 14 days. Proper documentation needs to be provided to the [Benefits Manager](#) regarding the quarantine or self-isolation order given to the member of the household.

What should instructors do if a student is suspected of having COVID-19?

- Do not automatically assume that a student has COVID-19 because they are sick.
- If a student is ill, they should leave the campus and seek the assistance of a medical provider.
- The instructor should complete a [Maxient](#) report.
- The instructor should follow this absence policies in the syllabus
- The [Benefits Manager](#) will contact the student.'

What is the proper way to wear a mask or face covering?

- You will need to wear a mask or face covering while on campus. If you do not have one or forgot yours, the college will provide one.
- The CDC website offers information on making, wearing, and washing your own face coverings. Watch this brief video to see how to correctly wear your face covering. [Click here for video.](#)

What is the proper way to wash my hands?

The following video shows the proper technique for washing your hands as determined by the World Health Organization. [Click here for video.](#)

FACILITIES

What is Gateway doing to clean and sanitize the campus, especially classrooms and labs?

Our facilities staff are taking these steps on a daily basis to keep our facilities clean and safe.

- Enhanced cleaning protocols have been implemented to include frequent disinfection of bathrooms, door handles, and frequently touched surfaces. This focus on high traffic areas may mean less attention to offices or lesser-used areas.
 - Additional cleaning supplies and hand sanitizer have been added to all classrooms and labs being used.
- Common areas and staff lounges have been closed to decrease close contacts.
- Hand sanitizer and disinfectant are available in classrooms, labs, and other areas being used.

Which areas/entrances can I use on campus?

In efforts to maintain a clean, safe environment, many unused areas of the campus will be closed to students and staff. In addition, only specific entrances will be open. Be sure to note which entrance you should use. You can use the interactive maps on our website for reference.

- Elkhorn Campus
 - South Building - Commons Main Door
 - North Building - Main entrance by Student Services
- Burlington Center
 - 496 Building - Main Entrance Facing Burlington High School
 - HERO Building - Main Entrance
- iMET Center - Main Entrance by Auditorium
- Racine Campus - Tech Building - 1st Floor Entrance
- Kenosha Campus
 - Academic Building - Main Entrance by the Student Life Center
 - Inspire Center - Main Entrance
- Horizon Center - Main Entrance

How will classrooms be set up for social distancing?

Class sizes will be reduced to allow students to maintain a 6-foot distance from one another.

Will there be food service on campus?

There will be no food service on campus until the fall semester. Some snack and beverage vending machines will be filled.

Can I use a drinking fountain on campus?

Yes, drinking fountains are sanitized regularly and may be used.

Can I use the library on campus?

Libraries and library computer labs are open. Social distancing will be strictly enforced.

Can I get tutoring on campus?

All Learning Success Services are available only virtually until fall semester. Click here to access Gateway's [Virtual Tutoring Services](#).

Where can I print when I am on campus?

Students are able to print as they normally would on all campuses. There are publicly available printers at all campuses. If students need help getting their personal devices set up with printing, they can reach out to the Tech Central Help Desk.

Will the bookstores be open on campus?

Due to COVID-19, Follett on-campus bookstores will not have walk-in hours for students to purchase their books and materials on campus.

For summer 2020, Gateway Technical College Students will purchase books and materials online via www.efollett.com or using the book info links in Gateway Self-Service and WebAdvisor.

- Follett anticipates shipping processing to take no more than 5 days
- If students select anything besides the standard ground shipping method, they will be responsible for the shipping charges.

Will the student lounges and common areas on campus be open?

Student lounges and common areas will not be open until the fall semester.

STUDENT RESOURCES

Where can I learn more about using Zoom?

The student technology resources page on the Gateway COVID-19 internet page has links to tutorials for Zoom. [Click here](#) to visit that page.

What should I do if I don't have a computer or a reliable internet connection?

The college recognizes the need for reliable internet and access to a computer device to be a successful student. Please communicate this need to your faculty or one of the student services or learning success experts you work with. The college has both computer devices and wifi hotspots available for student check-out. If you are unsure who to speak with, call 1-800-247-7122.

What financial support is available for students impacted by COVID-19?

The college has secured federal funding through the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) designated to provide direct support to our students due to the disruption of campus operations because of the COVID-19 pandemic. The college would like to provide support to as many Gateway students as possible during this challenging time and has already supported over 1,000 during the spring and summer semesters. When CARES Act funding is available, the college will communicate this information via your student email.

The college also has student emergency grants available for eligible students who are facing an unexpected, unanticipated event that can derail their Gateway Technical College graduation. More information is available [here](#) or call 1-800-247-7122 and ask to speak with a Student Finance Specialist.

Additional information:

The county health department has the responsibility to determine the next steps in a positive case.

- The health department has the responsibility to perform a risk assessment (tracking) for those who may have been in contact with the infected individual.
- The health department will work with the infected individual to identify and directly notify people who have been in close contact with the person testing positive and provide specific instructions on what form or duration of quarantine is required.
- If the health department determines that some students had a *low-risk* exposure, those students may continue to work but should monitor themselves for symptoms of illness.
 - **Low-risk:** brief interactions with COVID-19 patients in the hospital or in the community
- If the county health department determines that some students had a *high-risk* exposure, those students will be contacted directly by the county health department with instructions to self-isolate for 14 days following exposure and contact their personal health-care provider by telephone if they become ill.
 - **High-risk:** Close contact with a person with COVID-19 in the community; OR Providing direct patient care for a patient with COVID-19 (e.g., physical exam, nursing care, performing aerosol -generating procedures, specimen collection, radiologic testing) without using proper personal protective equipment (PPE) or not performing appropriate hand hygiene after these interactions; OR Having contact with the infectious secretions from a patient with COVID-19 or contaminated patient care environment, without using proper personal protective equipment (PPE) or not performing appropriate hand hygiene

Local and state health department links:

[Kenosha County Division of Health](#)

[Walworth County Department of Health and Human Services](#)

[Racine County Public Health Department](#)

[Wisconsin Department of Health Services](#)