

**Joliet Junior College**  
**Restore JJC - Operations and Safety Procedures**

	<b>Phase 2 - Flattening</b>	<b>Phase 3 - Recovery</b>	<b>Phase 4 - Revitalization</b>	<b>Phase 5 - Restored*</b>
<b>Class Delivery</b>				
Lecture Classes	Online	Online	Online	On Campus
Lecture/Lab Classes	Online	Lecture Online / Lab Online w/ enhanced simulation	Lecture Online / Lab On Campus	On Campus
Lab Only Classes	Online	Lecture Online / Lab Online w/ enhanced simulation	Lecture Online / Lab On Campus	On Campus
<b>Student Services</b>				
	Online	Online	Full on-campus service	Full on-campus service
<b>Prevention</b>				
Sanitizing High Touch Areas	Monday and Friday, in areas visited by staff	Daily, in areas occupied by staff	Lab spaces sanitized after each class. Work spaces sanitized daily.	Daily
Social Distancing	Enforced	Enforced	Enforced	Not enforced
Masks (Employees and Students)	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	Required at all common areas or when social distancing is difficult	Not enforced
Rubber Gloves	Optional	Optional	Optional	Not used
Hand Sanitizer	Provided campus-wide	Provided campus-wide	Provided campus-wide	Not provided
Plastic Barriers	Installed	In use	In use	Uninstalled
Floor Markings	Installed	Installed	In use	Uninstalled
Human Temperature Monitoring	Installed - 4 at MC, 1 at CC, Romeoville, Morris and Weitendorf	Cannot enter without temperature monitor	Cannot enter without temperature monitor	Uninstalled
Temperature Threshold	100.4	100.4	100.4	n/a
Timing if fever	Can return if symptom free and no fever for 72 hours	Can return if symptom free and no fever for 72 hours	Can return if symptom free and no fever for 72 hours	n/a

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COVID-19 Symptom Questions	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	Signage by temp station - list of symptoms and what to do	n/a
Handshaking	Not allowed	Not allowed	Not allowed	Allowed
Paper Towel Dispensers	Installed in every restroom	In use	In use	In use
<b>Positive COVID-19 Case</b>				
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	n/a
Communication	Email to all employees. Report to IDPH.	Email to all employees. Report to IDPH.	Email to all employees and students. Report to IDPH.	n/a
Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for students	n/a
<b>Unconfirmed COVID-19 Case</b>				
With Symptoms	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	Stay at home and don't work for 2 weeks	n/a
Without Symptoms	Work from home for 2 weeks	Work from home for 2 weeks	Work from home for 2 weeks	n/a
Cleaning	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized.	n/a
Communication	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	Only to those who have come in contact with unconfirmed person	n/a

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Contact Tracing	Conducted by HR	Conducted by HR	Conducted by HR for employees and SD for students	n/a
<b>Business Meetings</b>	Virtual Only	Less than 10 people with social distancing enforced, or virtual	Less than 50 people with social distancing enforced, or virtual	n/a
<b>Travel</b>				
Local	Allowed	Allowed	Allowed	Allowed
In state	Not allowed	Allowed	Allowed	Allowed
Out of state	Not allowed	Not allowed	Not allowed	Allowed
International	Not allowed	Not allowed	Not allowed	Allowed
<b>On Campus Staffing</b>				
Main Campus	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	Full Staffing
Romeoville	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	Full Staffing
City Center	Remote Operations Only	Limited Staffing (7:00-6:30)	Increased Staffing (time tbd)	Full Staffing
Weitendorf	Remote Operations Only	Remote Operations Only	Full Staffing	Full Staffing
Morris	Remote Operations Only	Remote Operations Only	Increased Staffing	Full Staffing

\* Restored status will be under new safety guidance and regulations, as provided by IDPH.