

# COVID-19 Recovery Guide



Iowa Western Community College  
Current as of January 10, 2022

Ongoing evaluation of current operating practices and implementation of new or changed policies will take place as needed or as the situation evolves.

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## 1. General Operating Procedures

Signs on all entrances will read: Wearing of face coverings, sanitizing hands upon entrance, and practicing social distancing is all recommended. If you have tested positive to COVID-19 or have symptoms including, but not limited to: fever of 100.4, sore throat, cough, shortness of breath or loss of taste or smell, you are not permitted on campus or centers. ([CDC List of COVID-19 Symptoms](#))

## 2. Visitors to Campus

Any vendors or visitors in college buildings will be required to adhere to IWCC COVID-19 protocols.

## 3. Refusal to Comply with Guidance

Employees and students who refuse to comply may have their building access privileges suspended. Warnings and corrective actions will be issued for non-compliance; students will be subject to Code of Conduct sanctions and employees will be subject to disciplinary action per Administrative Policy (429 Disciplinary Action).

Visitors who do not comply with IWCC COVID-19 protocols will be denied access to buildings and asked to leave the campus or center.

## 4. Definitions

- a. **Quarantine** is used to keep someone who was in close contact to an individual who has COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Individuals who are in quarantine should separate themselves from others, monitor their health and follow the directives from Iowa Western.
- b. **Isolation** is used to separate people infected with COVID-19 from people who are not infected. Individuals who are in isolation should separate themselves from others by staying in a room designated for isolation and use a separate bathroom (if available).
- c. **Close contact** is anyone who was within six feet of an COVID-19 positive person, with or without a face covering, for a cumulative total of 15 minutes or more over a 24 hour period.
- d. **Commuting student** is a student who lives off-campus and does not reside in college-owned housing facilities on campus.
- e. **Housing student** is a student who lives on-campus in college owned housing facilities.

## 5. Student Protocol

### a. Commuting Students

#### i. If a Commuting Student Tests Positive to COVID-19: (Vaccinated or Unvaccinated)

1. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course(s) virtually.
2. Immediately notify the College by completing the COVID-19 form found on ROC under quick links.
3. The College may contact the Pottawattamie County Health Department for assistance with contact tracing and further recommendations.
4. Students will be required to isolate off campus for 5 days from the onset of symptoms. The first day of symptom onset is considered day zero.
  - a. Students must meet all three criteria to be released to return to campus:
    - i. 5 days since symptoms first appeared; and
    - ii. 24 hours with no fever without the use of fever-reducing medications; and
    - iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
    - iv. Once all three criteria are met, students must wear a mask around others for an additional 5 days.
  - b. If student has no symptoms they can resume normal activities after day 5 and must continue to wear a mask around others for 5 additional days. If a student does not have symptoms, day zero is the day the test is performed.

#### ii. If a Commuting Student Had Close Contact to an Individual With COVID-19:

If you:

- Have received the booster  
**OR**
- Completed the primary series of Pfizer or Moderna vaccine within the last 6 months  
**OR**
- Completed the primary series of Johnson & Johnson vaccine within the last 2 months
  - Immediately notify the College by completing the COVID-19 form found on ROC under quick links.

- Wear a mask around others for 10 days from the date of your last close contact with someone with COVID-19.
- If you develop symptoms, get tested and quarantine.
- If you do not have symptoms, testing is recommended at least 5 days after you last had close contact with someone with COVID-19.
- If you test positive, follow the guidelines for testing positive.

If you:

- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago  
**OR**
- Completed the primary series of Johnson & Johnson vaccine over 2 months ago  
**OR**
- Are unvaccinated
  - Immediately notify the College by completing the COVID-19 form found on ROC under quick links.
  - Quarantine off campus for 5 days and do not attend face to face classes or any activity on campus. If the modality allows, the student can participate in their course(s) virtually. After that continue to wear a mask around others for 5 additional days.
  - Test at least 5 days after you last had close contact with someone with COVID-19.
  - If you test positive, follow the guidelines for testing positive.

**iii. If a Commuting Student is Showing Symptoms of COVID-19:**

1. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course(s) virtually.
2. Contact your health care provider or on-campus public health nurse.
3. Immediately notify the College by completing the COVID-19 form found on ROC under Quick Links.
4. If testing for COVID-19 is recommended, self-quarantine and do not attend face-to-face classes or any campus activity until the results are known.
  - a. If positive, follow the guidelines for commuting students with positive COVID-19 tests.
  - b. If negative, and the student has had no close contact with a person who tested positive for COVID-19, the student can return to campus 24 hours after their fever and/or other symptoms resolve.

- c. If negative, and there has been close contact with a person who tested positive for COVID-19, follow the guidelines for students with close contact.
5. If testing is not recommended, the student may return to campus 24 hours after their fever and/or other symptoms resolve.

**b. On-Campus Housing Students:**

**i. If an On-Campus Housing Resident Tests Positive to COVID-19: (Vaccinated or Unvaccinated)**

1. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the student can participate in their course(s) virtually.
2. Immediately notify their Residence Life Coordinator and complete the COVID-19 form found on ROC under quick links.
3. The College may contact the Pottawattamie County Health Department for assistance with contact tracing and further recommendations.
4. Residents will be required to isolate in a specified, on campus housing location or off campus for 5 days from the onset of symptoms. The first day of symptom onset is considered day zero. Residents who isolate on campus will have all meals delivered.

a. Resident must meet all three criteria to be released to return to campus:

- i. 5 days since symptoms first appeared; and
- ii. 24 hours with no fever without the use of fever-reducing medications; and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- iv. Once all three criteria are met, students must wear a mask around others for an additional 5 days.

b. If student has no symptoms they can resume normal activities after day 5 and must continue to wear a mask around others for 5 additional days. If a student does not have symptoms, day zero is the day the test is performed.

**ii. If an On-campus Housing Resident Had Close Contact to an Individual With COVID-19:**

If you:

- Have received the booster  
**OR**
- Completed the primary series of Pfizer or Moderna vaccine within the last 6 months  
**OR**

- Completed the primary series of Johnson & Johnson vaccine within the last 2 months
  - Immediately notify their Residence Life Coordinator and complete the COVID-19 form found on ROC under quick links.
  - Wear a mask around others for 10 days from the date of your last close contact with someone with COVID-19.
  - If you develop symptoms, get tested and quarantine.
  - If you do not have symptoms, testing is recommended at least 5 days after you last had close contact with someone with COVID-19.
  - If you test positive, follow the guidelines for testing positive.

If you:

- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago  
**OR**
- Completed the primary series of Johnson & Johnson vaccine over 2 months ago  
**OR**
- Are unvaccinated
  - Immediately notify their Residence Life Coordinator and complete the COVID-19 form found on ROC under quick links.
  - Quarantine in a specified on-campus housing location or off campus for 5 days and do not attend face to face classes or any activity on campus. If the modality allows, the student can participate in their course(s) virtually. After that continue to wear a mask around others for 5 additional days. Residents who quarantine on campus will have all meals delivered.
  - If you develop symptoms, get tested and quarantine.
  - Test at least 5 days after you last had close contact with someone with COVID-19.
  - If you test positive, follow the guidelines for testing positive.

**iii. If an On-campus Housing Resident is Showing Symptoms of COVID-19:**

1. Do not attend face-to-face classes or any activity on campus. If the course modality allows, the resident can participate in their course(s) virtually.
2. Contact your health care provider or on-campus public health nurse.
3. Contact your Residence Life Coordinator and complete the COVID-19 form found on ROC under Quick Links.

4. If testing for COVID-19 is recommended, self-quarantine and do not attend face-to-face classes or any campus activity until the results are known.
  - a. If positive, follow the guidelines for on-campus housing resident with positive COVID-19 tests.
  - b. If negative, and the student has had no close contact with a person who tested positive for COVID-19, the student can return to campus 24 hours after their fever and/or other symptoms resolve.
  - c. If negative, and there has been close contact with a person who tested positive for COVID-19, follow the guidelines for on-campus housing residents with close contact.
5. If testing is not recommended, the student may return to campus 24 hours after their fever and/or other symptoms resolve.
6. Residents who quarantine on campus will have all meals delivered.

## 6. Employee Protocols

### Protocol for Employees who Had Close Contact to an Individual with COVID-19.

If you:

- Have received booster  
**OR**
- Completed the primary series of Pfizer or Moderna vaccine within the last 6 months  
**OR**
- Completed the primary series of Johnson & Johnson vaccine within the last 2 months

Employee must:

- Wear a mask around others for 10 days.
- Testing is recommended at least 5 days after you last had close contact with someone with COVID-19.

If you develop symptoms or test positive follow the guidelines for testing positive.

If you:

- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago  
**OR**
- Completed the primary series of Johnson & Johnson vaccine over 2 months ago  
**OR**
- Are unvaccinated
  - a. The employee should not report to work, should contact their healthcare provider, and should notify their direct

- supervisor and the Human Resource Office immediately. Please submit the COVID-19 Intake form to Human Resources using the email [covidinbox@iwcc.edu](mailto:covidinbox@iwcc.edu).
- b. The employee may be allowed to telecommute up to 50% of their regular schedule during their directed quarantine or isolation if they are able to satisfactorily perform their job from a remote location and they receive approval from their respective vice-president. Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations during telecommuting.

### **Protocol for Employees Testing Positive or Showing Symptoms**

- a. If an employee tests positive or shows symptoms, the employee should not report to work, should contact their healthcare provider, and should notify their direct supervisor and the Human Resource Office immediately. Please submit the COVID-19 Intake form to Human Resources using the email [covidinbox@iwcc.edu](mailto:covidinbox@iwcc.edu).
- b. The employee may be required to quarantine or isolate at their home for up to fourteen (14) days. The college will follow the employee's healthcare provider's requirements.
- c. The employee will need to provide notice of guidance from their healthcare provider or public health on quarantine or isolation requirements. This is expected within 24 hours of positive test results or symptom onset.
- d. The employee will need to provide a release to duty from their healthcare provider or public health before their return to work on-site if public health or their healthcare provider instructed them to quarantine or isolate.
- e. The employee may be allowed to telecommute up to 50% of their regular schedule during their directed quarantine or isolation if they are able to satisfactorily perform their job from a remote location and they receive approval from their respective vice-president. Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations during telecommuting.
- f. The college will conduct contact tracing and inform employees and students who have come in contact with an infected person.

## **7. Testing**

- i. In partnership with Pottawattamie County Public Health, Iowa Western has COVID-19 take-home tests available for employees and students with an Iowa zip code. Tests are available to be picked up at the Council Bluffs campus. Please call (712)828-2052 to schedule a time to pick up your take-home test. If you are not in the Council Bluffs area, you can request a test be shipped to you by using this Iowa Western specific link: [click here](#). Packaging and a mailing slip is provided with all take-home tests. Patients can mail tests on their own or return them to Pottawattamie County Public Health on the Council Bluffs campus to be mailed.
- ii. **The take-home tests available at the Council Bluffs campus are ONLY available to all students, faculty, and staff who have an Iowa**

**zip code.** Students in campus housing who are from out of state will need to use their housing address if they are requesting a test be shipped to them.

**iii. Other COVID-19 Testing Locations:**

1. Walgreen's Pharmacy (Free Drive-thru Testing)
2. CVS Pharmacy
3. All Care Pharmacy (Free Take Home Test Kit)
4. Hy-Vee Pharmacy – West Broadway, Council Bluffs (Free Drive-thru Testing)
5. CHI Health Clinics (Fees may apply)
6. Methodist Health Clinics (Fees may apply)
7. Pottawattamie County Public Health Clinic (Free Take Home Test Kit)
8. Nomi Health