



SOUTH DAKOTA MINES
An engineering, science and technology university

ROCKERS *RETURN* PLAN



08.21.2020

SOUTH DAKOTA MINES ROCKERS RETURN PLAN

(VERSION DATED AUGUST 21, 2020)



This plan is designed to facilitate the return of South Dakota Mines staff, faculty, and students safely to the ‘new normal’ face-to-face campus environment in Fall 2020. Campus leadership, which includes the Executive Council and the Emergency Management Team, will manage this plan. Implementation will be guided by what is feasible, practical, acceptable, and tailored to the needs of the Rapid City community. The underlying principle is to help ensure that our healthcare systems do not become overwhelmed.

As of August 3, 2020, South Dakota Mines is open. All buildings are accessible and visitors are welcome. Because of the continuing COVID-19 crisis, supervisors are working with their staff and faculty members to

ensure work schedules are met and vulnerable employees are kept safe.

Classes started on August 19 in accordance with the South Dakota Board of Regents’ Council of Presidents and Superintendents approved schedule (**See Appendix 1**). University administrators, in consultation with the Board of Regents’ office and public health experts, will continuously monitor and assess the facts and circumstances present on each of our campuses and in their respective communities, making adjustments at any point in time as necessary and appropriate to safeguard our students, faculty, and staff, while minimizing disruption and maintaining a quality education experience for our students.

The New Normal

COVID-19, a novel coronavirus infection emerging in 2019, has led to an unprecedented infectious disease risk for all persons. The duration of this pandemic remains unclear and the situation continues to evolve. Public health guidance, scientific knowledge, and clinical best practices will change, so these guidelines may require updates. Some public health officials are predicting that restrictions and limitations in activities will be in place for the next 12–18 months, if not longer.

People of all ages can be infected by the new coronavirus (COVID-19). Older people, and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill with the virus.

Meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face covering in public is the campus' new normal. This will be widely communicated to students, employees, and all campus visitors.

The COVID-19 crisis is a very fluid situation. The safety and health of our employees and students is of paramount concern. Consequently, the University must be extremely flexible in its policies and procedures. If the COVID-19 infection spread dictates that changes

are required to slow or stop the return to campus process, all employees and students will be notified as soon as possible.

The capacities of classrooms, offices, and other university spaces have been adjusted to meet social distancing and other health guidelines. Departments have reassigned space and some are working remotely to allow adequate social distancing for employees. The capacities of offices, common spaces, or reception areas is guiding the number of people that can be in a building together and how quickly regular operations resume. South Dakota Mines is ensuring buildings are equipped to handle traffic safely and in compliance with CDC's guidelines.

The measures recommended are in context with the prevalence of active and recovered COVID-19 affected individuals in the broader geographic region and comprehensive community-specific outpatient and inpatient clinical diagnostic and treatment services. There also needs to be timely and accurate data monitoring of the pandemic impacts on the campus and the surrounding community. It is understood that the broader community prevalence and the availability of comprehensive health care resources will fluctuate over time and hopefully continue to improve. As such, the progression forward and/or backward from one recovery step to another will occur in this broader context.

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Basic COVID-19 Prevention Protocol



- Follow CDC Guideline: [Prevent Getting Sick](#)
- **Practice social distancing**
 - Classroom capacities have been reduced based on seating layouts that follow the CDC social distancing guidelines.
 - Supervisors are responsible to ensure that staff and faculty can socially distance in their work areas by physically moving/removing furniture, demarcating physical distance requirements with physical barriers or signage, or covering equipment to promote physical distancing.
 - To reduce the overall population density in shared space at any one time, consider alternating on-site and remote work site days, shifting work schedules, and part-time virtual work.
 - Meetings should continue virtually whenever possible to prevent contact and free up meeting spaces for possible use as offices for employees who are displaced from shared offices, or for use as classrooms.
 - Limit visitors except required essential services, adequately controlled recruitment visits, and during properly managed museum/bookstore hours — when determined to be feasible.
 - **We are strongly encouraging continued Zoom meetings rather than face to face interactions.** Meet via Zoom or outdoors where feasibly possible. In-person meetings must be kept to the adjusted capacity of the room, while still maintaining a minimum of 6 feet of separation for social distancing.
 - Create online options for traditional walk-up window services.
 - Use plexiglass dividers between cashiers and customers and other situations where social distancing cannot be maintained routinely.
 - All occupied buildings will maintain HVAC system operation for maximum space occupancy to allow for maximum fresh air supply, regardless of reduced occupancy within the space. Air filters will be checked routinely to ensure maximally efficient air handling.
 - Signage and Visual Cues: Signs will be posted in high visibility areas within each building (including common areas, restrooms, shared office spaces, classrooms, etc.) The signs will be used to communicate space limitations, COVID precautions, etc.
- **Practice enhanced individual hygiene and cleaning of surfaces**
 - Wash hands for 20 seconds using soap and water frequently throughout the day, and after contacting surfaces that may have been touched by other persons. Hand sanitizer may be used when a handwashing sink is not available.
 - Physical spaces (classrooms, offices, residence halls, gyms, etc.) will be properly cleaned to minimize the ability of the virus to survive on surfaces and facility set-ups will be in place to enforce social distancing.
 - **Space Cleaning Routines:** Routine cleaning services will be augmented with additional cleaning and disinfection activities in all areas, with varying frequency depending on the number of occupants and the space type and usage. In general, spaces with higher levels of occupants and work activity will have a higher frequency of cleaning. Cleaning by the custodial service will consist of the activities described below:
 - Routine cleaning: waste removal, floor cleaning, and wipe-down of horizontal surfaces.
 - Routine restroom cleaning: waste removal, cleaning and disinfection of floors, sinks, toilets, and urinals.

- Routine cleaning of dining hall, Miner’s Shack, Einstein’s and other food service areas: cleaning of food preparation areas, service lines, and dining facilities.
 - Enhanced cleaning and disinfection of high-touch surfaces: wipe down of high-frequency touch points (door handles, light switches, elevator buttons, shared equipment control panels, etc.) with EPA-approved disinfectants.
 - Enhanced disinfection: disinfection of horizontal work surfaces in classrooms and common areas using EPA-approved disinfectants.
 - Hand sanitizer locations are available throughout campus for campus community use.
 - Everyone should take responsibility to help wipe down communal areas with provided supplies.
- **Face coverings are required in public indoor spaces on campus (BOR Face Covering Protocol, Level 3, see [BOR Face Covering Protocol](#))**
 - South Dakota Mines began following Level 3 of the BOR protocol on Monday, August 3. If you are concerned that someone on campus is not following our face covering and physical distancing guidelines, there are steps that you can take. If a gentle reminder does not garner results, violations can be reported using these existing protocols:
 - Students should file complaints related to student violations through the [Student Complaint Process](#).
 - Faculty and staff complaints related to students should be reported through the [Advocacy System](#).
 - Students and employees should report violations related to faculty and staff to human resources via email at hr@sdsmt.edu.
 - We encourage you to use these protocols so that we can properly manage and enforce the mask policy. Concerns posted on social media may not be addressed in a timely manner.
 - As authorized in the BOR Face Covering Protocol, the President has exempted the following situations from requiring face coverings:
 - When alone in a private office area or socially distanced in a private office area.
 - When alone in a closed study area.
 - When alone inside campus residence hall rooms, suites, or apartments.
 - However, face coverings are still required in common areas such as hallways and common restrooms as well as when visiting other rooms and having guests in your room.
 - When conducting personal hygiene, eating and/or drinking.
 - In instances or spaces in which requirements for personal protective equipment (PPE) make it either impractical or unsafe to wear an additional face covering.
 - When alone in a state or utility vehicle.
 - When student-athletes are participating in indoor Athletic Department activities **that exceed general aerobic thresholds and are supervised by an institution coaching staff member** (see [NCAA guidance](#))
 - Formal competitions
 - Mandatory indoor team practices
 - Voluntary/mandatory indoor skills instruction/workout sessions (NCAA Bylaw 17.02.1 and 17)
 - Coaching staff-directed athletic facilities use
 - Coaching staff-directed camps or clinics
 - Coaching staff, sports medicine staff, and/or sports performance staff monitored voluntary or mandatory cardiovascular (running/agility/plyometrics, etc.) sessions

- Inside the Student Wellness & Recreation Center, a face mask is required while exercising and engaging in recreational physical activity within the Wellness Center, Group Exercise Studio, Boulderling Wall, Racquetball Courts, Basketball Courts, locker rooms, and common areas.
- Face coverings may include a mask, bandana, face shield (should wrap around the sides of the wearer's face and extend below the chin) or any other covering that effectively covers the mouth and nose to prevent the spread of the COVID-19 virus. South Dakota Mines provides accommodations for individuals in conformity with the Americans with Disabilities Act (ADA), its amendments and implementing regulations. Accommodation requests for students may be submitted to Disability Services (605-394-2533). Employees may be facilitated through the Office of Human Resources (605-394-1203). Requests for consideration of exceptions to the face covering protocol outside of ADA accommodations may be routed to the Emergency Management Team Chair (Jerilyn Roberts) for review and consideration.
- Face coverings worn for extended periods should be laundered or hand washed at least daily using regular laundry detergent. If face coverings are issued by the university, they become the property of the user, and are the responsibility of that individual to ensure proper laundering.
- All students, faculty, and staff will receive a face mask. We are encouraging everyone to have a minimum of five cloth face coverings that can be washed in between uses.
- Food service employees must always be masked while preparing and serving food.
- **Do daily self-symptom checks**
 - Monitor health daily with a [symptom self checker](#).

IF YOU FEEL SICK

PROTOCOL FOR SICK STUDENTS

- Do not go to class or work. Stay home or in your residential room.

A student experiencing [COVID-19 symptoms](#) as identified by the Centers of Disease Control and Prevention (CDC) agency should do one of the following:

- Call the COVID-19 triage line: (605) 755-1350.
- Call the Student Health Nurse Line: (605) 519-4703 (available 7 days/week).
- Call the Telemedicine line: (605) 755-2273.
- If Health professionals determine COVID testing is needed.
 - Go to Student Health Nurse station and be tested.
 - Visit monument.health and click on COVID-19 Test Scheduling Quick Link in the lower right-hand corner.
 - Complete drive-thru testing and be evaluated at the Respiratory Illness & COVID-19 Assessment Center at 2116 Jackson Blvd in Rapid City. This facility is open 7 days a week from 7:00am-7:00pm.
- Follow CDC guidelines: [What to do If You Are Sick](#).

PROTOCOL FOR SICK FACULTY OR STAFF

Appendix 2 to this document contains the detailed notification procedures if an individual at South Dakota Mines experiences symptoms of COVID-19, has presumptive or a confirmed COVID-19 test.

- Go home or stay home and call supervisor.

Staff or faculty experiencing [COVID-19 symptoms](#) as identified by the Centers of Disease Control and Prevention (CDC) agency should do one of the following:

- Call the COVID-19 triage line: (605) 755-1350.
- Call the Monument COVID-19 triage center at 1-800-279-1466 (available from 7:00am – 11pm).
- If Health professionals determine COVID testing is needed.
 - Complete drive-thru testing and be evaluated at the Respiratory Illness & COVID-19 Assessment Center at 2116 Jackson Blvd in Rapid City. This facility is open 7 days a week from 7:00am-7:00pm.

ISOLATION OR QUARANTINE?

- **Quarantine** separates and restricts the movement of people who were exposed to COVID-19, but who haven't tested positive for COVID-19.
- **Isolation** separates those who have tested positive for COVID-19 from people who are not sick.
- Follow CDC Guidelines and sample scenarios: [Quarantine and Isolation](#).

WHAT HAPPENS IF A STUDENT OR STAFF MEMBER TESTS POSITIVE FOR COVID-19?

- Anyone testing positive for COVID-19 must immediately go into Isolation.
- A South Dakota Department of Health representative will contact the individual testing positive.
- The employee or student must self-isolate for at least 10 days after symptoms first appeared.
- Can be released if fever free (without fever reducing medication) for 24 hours AND no symptoms.

WHAT HAPPENS IF A STUDENT OR STAFF MEMBER IS EXPOSED TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19?

- It depends if the student or staff member exposed was in a close contact situation:
 - Follow CDC Guideline: [What Should I Do If I've Been in Close Contact With Someone...](#) (PDF).
 - Close contact is defined as an individual who was within 6 feet of an infected person for at least 15 minutes starting two days before illness onset.
 - Mitigating circumstances
 - Mask use by the infected person and those in close contact.
 - Physical barrier separation (plexiglass, etc.) between the infected person and those in close contact.
 - DOH representatives will do a tracing analysis of the infected person and look for possible

- close contacts.
- DOH reps will decide if the close contact warrants quarantining.
- If an individual is exposed and not identified to the DOH, he/she should contact their supervisor, or, if a student, Student Affairs.
- Students or staff, identified as close contacts, who DOH says must quarantine must do the following:
 - Stay home for 14 days, avoid contact with others, do not share household items.
 - Monitor symptoms and temperature daily.

TRACING APP PROVIDED BY STATE OF SOUTH DAKOTA

Consider getting the app [Care 19](#). It will help DOH quickly see if there are any close contacts related to a positive COVID-19 case.

RESIDENCE HALL AND DINING-SPECIFIC ISSUES REGARDING ISOLATION AND QUARANTINING FOR RESIDENTIAL STUDENTS

Campus isolation and quarantine accommodations are being coordinated for those who cannot recuperate at home (due to distance or a family member with a compromised immune system, etc.). Staff will work with students in isolation on campus by providing meals, trash disposal, laundry delivery, and other essential services to the room.

Any student who tests positive for COVID-19 (or believes they should quarantine as a result of close contact with a COVID-19 positive individual) and resides in a residence hall would be encouraged to return home or another non-community living environment to isolate or quarantine for the duration or time required or encouraged by CDC or SD Board of Health officials.

Residential students who cannot stay elsewhere may isolate or quarantine on campus with academic, dining, and other support during that period of time. Students who can isolate or quarantine within their living space and have a private restroom from other residents will remain in that space. Positive individuals and/or cohabitants without private restrooms may be relocated during their isolation or quarantine period to a space that reduces potential community spread.

Students who test positive and have roommates, suite mates, and apartment mates are considered cohabitants and share the same environment. Due to the likelihood of close contact, incubation periods, and testing accuracy, we will ask that all cohabitants quarantine, with similar COVID-19 positive accommodations. Each circumstance may vary based on the CDC and SD Board of Health guidance and procedures. Self-Quarantine and symptom monitoring are recommended for anyone with direct exposure, and then through contact tracing, the exposure level determined by the State Department of Health will determine testing or continued symptom monitoring on a case by case basis.

WHAT HAPPENS IF A STUDENT OR STAFF MEMBER GET SICK ENOUGH FOR HOSPITALIZATION?

If symptoms worsen, students or employees should go to the Monument Urgent Care or Emergency Room.

WHAT NEEDS TO BE DONE TO A SPACE WHERE SOMEONE WHO TESTED POSITIVE FOR COVID-19 HAS BEEN?

Deep cleaning and disinfecting are done. The CDC recommends waiting 24 hours, if possible, before cleaning. Once the area is appropriately disinfected, it can be open for use.

WHAT CAN BE DONE FOR STAFF, FACULTY, AND STUDENTS WHO ARE IN THE COVID-19 HIGH RISK CATEGORIES?

Protecting the health and safety of our students, faculty, and staff is the most important aspect of this pandemic. Staff and faculty should discuss their situation with their supervisor. HR has a form that can be filled out to make the university aware that special accommodations are needed. Students should work with the Dean of Students to ensure accommodations are made for their needs.

RESIDENCE HALLS AND CAMPUS LIVING POLICY AND PRACTICE

Campus residence halls and related living facilities will be available for students returning to campus. To best ensure the safety and health of the residents, residence halls will have reduced occupancy in some rooms and spaces will be held offline for isolation needs.

- Residence halls will promote physical distancing best practices in all designated areas.
- Residence halls, dining facilities, and common areas on campus are not being used for community public health quarantine, isolation, or post-acute care needs.
- Multiple residence halls on campus will have rooms designated for students who develop influenza-like or COVID-19 related symptoms, require isolation, and/or quarantine for other medical reasons.
- Increased surface and facility cleaning will be done with approved equipment and materials in all common areas and residential facilities by students, employees, and/or the custodial

services personnel who are specifically trained and protected.

- Residence hall guest policies and procedures will be adapted to promote the wellness of students and meet social distancing guidelines.
- Designated PPE and appropriate training in proper use will be required of all Residence Life staff working in campus housing facilities.
- Aramark will work with the Residence Life staff to develop and implement policies and procedures to maintain physical distancing in all food service and campus dining facilities. Efforts to increase “take-out” services and spaced dining, as well as responsibilities for surface cleansing and waste disposal, will be addressed.

COUNSELING

The pandemic can increase the stress that college students face. The stress can lead to depression, anxiety and ultimately suicide. Nationally, anecdotal evidence indicates increases in these stress factors.

To meet the needs of South Dakota Mines students, the counseling center has and will continue to work on the following to provide ongoing services in a safe and effective manner:

- Continue to implement telehealth services, allowing increased access to clinical staff by students; addresses social distancing; continuity of care for students during internships and coops; and services to students when they are ill.
- Implementation of an electronic health record system, allowing students to schedule appointments and prepare intake forms online.
- Reorganization of the counseling office spaces to meet CDC health recommendations.
- Wellness prevention programming will continue and include virtual aspects to reach more students.

FALL 2020 RECOGNIZED STUDENT ORGANIZATION PLAN

INTRODUCTION

Our Rockers Return Plan is informed by public health guidance and ideas from our task force of students, faculty and staff to keep our community safe, ensure a quality academic experience, and allow us to continue developing world-class engineers and scientists. Our university’s Emergency Management Team will assess risk and will determine movement into more restrictive plan phases or less restrictive plan phases. **Below are the guidelines for student organization operations during the pandemic.**

PROTOCOLS & PROCEDURES

Student organization members and student leaders serve as role models on campus. To support a healthy learning environment, student organization members are asked to follow specific guidelines in order to maintain a healthy campus.

1. In order for student organizations to conduct business in a safe manner this fall, the Rockers Return Pledge offers student organization leader's guidance in protecting self, others, and the Rocker Community. Student organization members should:
 1. Remain home if ill;
 2. Use a self-provided face covering;
 3. Maintain appropriate distance from each other by staying in designated seat/area, keeping seating in its original space;
 4. Maintain clean hands by washing and/or using hand sanitizer;
 5. Cough or sneeze into a Kleenex or elbow; and
 6. Notify the Dean of Students if someone tests positive for COVID-19.
2. A training for student organizations will be provided, and student organization leadership should share information with their membership. Student organizations may want to identify a designated member to oversee and enforce safety guidelines at meetings and events.
3. When holding meetings, provide multiple options for student participation to allow all individuals to participate who wish to do so, which could include:
 - a. Face-to-face meeting with limited number of participants based upon maximum pandemic occupancy for the room utilized. If groups are smaller than maximum pandemic occupancy of the meeting room, the student organization is permitted to meet in person.
 - b. Student organizations larger than the maximum pandemic occupancy of their meeting room can allow participation in person up to the maximum pandemic occupancy of their meeting room and allow others to participate via Zoom.
 - c. Student organizations may meet more frequently face-to-face in smaller group sizes based upon the maximum pandemic occupancy of their meeting room. Example: Group of 100 students can meet 4 times a month with only 25 students per group, rotating who is in person at each meeting.
 - d. Outdoor meetings and events will follow social distancing protocols and recommendations for masking as stated throughout this document. Student organizations are able to have more individuals present at an outdoor meeting or event than in a room with a new capacity, but all individuals should be 6 feet apart during the entire meeting/event.
4. Fundraising
 - a. No fundraisers involving food will be allowed on campus for the 2020-2021 academic school year so as to not compromise the health and safety of individuals, unless the fundraiser is in conjunction with Aramark and the student organization is not involved in the preparation or distribution of the food.
 - b. If a student organization wants to fundraise off campus, they may continue to do so. No selling of self-prepared food is permitted, however a third-party agency, such as a restaurant, may host a day for a student organization where a portion of proceeds from sales go to that organization. The student organization would not be selling, making, or distributing the food, so this would be allowable.
5. Travel
 - a. Student organization travel needs to be deemed necessary and be pre-approved by the organization advisor and the Vice-President or designated senior staff member.

6. Consequences: Student organization failure to comply with the above protocols and procedures will be referred to the student conduct process for adjudication.

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INTERNATIONAL CONSIDERATIONS

INTERNATIONAL TRAVEL

- University sponsored international travel is not approved at this time.
- The CDC has relaxed the quarantine requirements for travel. International students should consult with the Ivanhoe International Center and their academic departments regarding their reentry in to the University [CDC Travel Guidance](#).
- Travel restrictions in other countries include barring all entry or requiring self-quarantine, including for citizens of that country. The CDC lists restrictions at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>
- Other resources:
 - <https://www.nafsa.org/regulatory-information/covid-19-restrictions-us-visas-and-entry>
 - <https://www.fragomen.com/file/newcoronavirustablefornewspage512v30pdf>
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>
 - President's Alliance on Education and Immigration https://drive.google.com/drive/folders/18E7osk_Z3KfOfxQevaB9n1S1JfPMvilv

SEVP ([INTERNATIONAL] STUDENT AND EXCHANGE VISITOR PROGRAM) ANNOUNCEMENT FOR FALL 2020 – 08-07-2020

We received additional guidance on Friday, August 7, that included a few clarifications. There are also a few items that were not clarified, so we reached out to our counterparts in South Dakota and we will follow the table below.

This table was developed by our office and is based on the guidance and FAQ's posted on the ICE web sites below.

<https://www.ice.gov/doclib/sevis/pdf/bcmFall2020guidance.pdf>

<https://www.ice.gov/doclib/coronavirus/covid19faq.pdf>

...Our advice right now is that you [student] register in as many F2F and hybrid courses as possible if you are in the US. If you are taking any online courses, you must take the minimum number possible to make normal progress toward your degree. However, you are NOT limited to one, 3-credit online course to count toward full time status. You must be registered in AT LEAST one F2F/hybrid course.

AUGUST 7 FAQ

Student Status	University Format	Impact
Current/continuing student inside the US	Hybrid (SDSMT)	Full time student retains F1 status if taking MINIMUM number of online classes required to make normal progress in their degree program. Student must have at least one F2F or hybrid course and cannot be fully online.
	Face to Face (F2F), or back to normal	Full time student retains F1 status if taking ONLY one, 3-credit online class.
	Moves online mid-semester	Student will retain F1 status as long as the student maintains a full course of study and has not violated their status in any other way.
	Entirely Online	Continuing students will retain F1 status as long as the student maintains a full course of study and does not violate their status in any other way.
Current/continuing student outside the US	Hybrid/F2F	Continuing students will retain F1 status as long as the student maintains a full course of study (entirely online) and does not violate their status in any other way.
	Moves online mid-semester	Continuing students will retain F1 status as long as the student maintains a full course of study and does not violate their status in any other way.
	Entirely Online	Continuing students will retain F1 status as long as the student maintains a full course of study and does not violate their status in any other way.
New student (including Change of Status in US)	Hybrid (SDSMT)	If full time student is able to obtain visa and enter US, student MUST be on campus and enrolled in a full course of study. This may include a combination of hybrid, F2F, and online courses.
	F2F or back to normal	If student is able to obtain visa and enter US, same rules as current student.
	Moves online mid-semester	Continuing students will retain F1 status as long as the student maintains a full course of study and does not violate their status in any other way.
	Entirely Online	Student will not be able to enter the US and does not have F1 status; any term that is fully online does not count toward F1 status for future student benefits. This applies to new F1 students only, including students changing status in the US.

ACADEMIC/COURSE CONSIDERATIONS

- We are strongly recommending students take AT LEAST one F2F or hybrid course to ensure

they do not jeopardize their status. As noted above, continuing students in the US are not limited in the number of online/hybrid courses, unlike the requirement under normal university operations. Students must take the MINIMUM number of online courses to make normal progress toward their degree.

- The Ivanhoe International Center will be monitoring registration and confirming that all international students inside the US are registered in AT LEAST one hybrid or F2F course. Students must be registered in appropriately coded courses (hybrid, F2F, online). We will not be monitoring physical attendance.
- This is not a new requirement. We have always been required to monitor international student course registration.
- Late entry for new students IF they are able to obtain a visa and flight
 - Late arrival – students must enter the US and be registered in SEVIS within 21 days of the add/drop date.
 - SD Mines deadline for entry to the US – September 13.
 - We strongly recommend students join classes online prior to arrival in the US.
 - Some visa issuing posts have re-opened, but not worldwide.

INTERNATIONAL OFFICE RESPONSIBILITIES

- Track international student course registration as outlined in table; applies to undergraduate and graduate, required by the US government.
- Keep students and stakeholders informed of updates as we receive the information.

Research – Laboratory and Field

PROCEDURES FOR REQUESTING LABORATORY ACCESS

The Office of Research, in consultation with the South Dakota Mines Executive Council has issued these standards related to laboratory research. Specifically, ***Principal Investigators should be in a mode for all on-campus research to be reduced to essential research-related activities only.***

Limited access to laboratories will be maintained so that essential research-related activities can continue.

The **best thing researchers and students can do now is write papers, process data, and write grant proposals.** This activity can all be done from remote locations.

ESSENTIAL RESEARCH-RELATED ACTIVITIES

- Activity that, if discontinued, would result in impediments to fulfilling contractual grant related obligations.
- Activity that, if discontinued, would impede the progress of graduate students toward completion of their research programs.
- Activity that, if discontinued, would generate significant data and sample loss necessitating a total restart of an ongoing project.
- Activity that, if discontinued, would pose a safety hazard.
- Activity that maintains critical equipment in facilities and laboratories.
- Activity that maintains critical samples, reagents, and materials.
- Activity that maintains critically-needed plant populations, tissue cultures, bacteria, archaea, and other living organisms.
- COVID-19 related activity that has a timeline for deployment that could address the crisis.

If you are unsure if your activity is considered essential research, please contact Ralph Davis, Vice President for Research.

As a reminder, **faculty members and project principal investigators should strive to minimize time in the laboratory by all personnel, maintain social distancing when laboratory access is necessary, follow PPE guidelines, and practice recommended disinfection processes.**

Please contact Ralph Davis, Vice President for Research to determine if your personnel can access the facilities.

The **final decision to request laboratory access for research purposes is at the discretion of the faculty member in charge of each individual laboratory.** These decisions should be made with the best interests of the faculty member, the research scientists, the post-doctoral scientists, and the graduate students as paramount.

SCOPE

This guidance applies to researchers in all campus facilities, including those located off campus such as the CAPE laboratory at TDL, the AMP laboratory at Ascent, and other off-campus facilities.

NEXT STEPS FOR INVESTIGATORS

- ***Request for essential personnel in laboratories:*** this will include the following information:
 - ***Faculty name***
 - ***Research scientist***
 - ***Post docs***
 - ***Graduate students***
 - ***Undergraduate students***
 - ***Reason access to the facilities is essential***
- ***Access to labs will be available only for personnel who conduct essential research-related activities.*** A determination of essential research-related activities will be made on a case-by-case basis.
- Essential work in labs should be staggered so that minimal laboratory personnel are present at any one time. In no case should the number of personnel in a space exceed the CDC guidelines for room capacities or for groups of 10 people or fewer.
- Social distancing should be maintained even when groups are in the same space in accordance with the CDC guidelines.
- Maintain contact information for all lab members (students, post docs, staff) and review contingency plans and emergency procedures within your group.
- Disinfect common laboratory areas and touch points (e.g. doorknobs, sink handles, freezer doors, telephones) both when entering and leaving the facility.
- Each facility with employee access will develop and implement a cleaning/disinfection protocol and inform all personnel entering the facility about their responsibilities based on this protocol. Post the protocol in the laboratory where it is clearly visible.
- Be aware that these guidelines may change on short notice. Therefore, it is important to plan ahead so that equipment and experiments in each lab facility can be shut down in a timely manner should the need arise to become more restrictive with laboratory access.

RESEARCH SPACE

LABORATORY AND FIELD

- Identify facility coordinators for implementing COVID-19 guidelines in all research labs, addressing issues and evaluating facility impact. Coordinators should be the department head, or a person identified by the department head, who will report issues to the Vice President for Research and the Director of Facilities.
- Maintain opportunities for hybrid, fully remote and traditional research, discovery and creative activity combinations. Faculty, staff, and students associated with research projects should work remotely to the greatest extent possible. Minimize time in the laboratory, follow social distancing practices while in the facility or in the field, define and implement a PPE plan, and follow an established disinfection plan when entering and exiting the facility.
- Ensure students, staff, and faculty work closely with accessibility services staff to manage specific accommodations related to on campus or remote research laboratory engagement. Continue current approval chain and tracking system for students, faculty, and staff working in research laboratories. This approval includes a request for personnel to access the facility with review and approval by the Vice President for Research with final listing provided to Director of Facilities and the Provost.
- Implement ways to support high risk “vulnerable” students, faculty, and staff and maintain remote opportunities to enhance their safety related to their research programs. At the Vice President for Research level, we have not identified high risk/vulnerable researchers, but is a discussion that must take place between the faculty supervisor overseeing the research and personnel conducting the research. Faculty, staff, and students in high risk/vulnerable categories should feel free to bring their concerns to the faculty laboratory supervisor, department head, and/or the Vice President for Research.
- Transfer grants and sponsored programs, grants accounting, and the host of regulatory required aspects of sponsored research programs to an online setting. All Office of Research staff are currently working remotely and doing so successfully. Individual staff have been accessing the office on an as-needed basis. Personnel accessing the office have followed social distancing guidelines and followed PPE and disinfection protocols. As offices re-open, minimal staff (one or two) who can adequately socially distance in the office complex will work on-site. The remainder will continue to work remotely. Employees in high-risk categories will continue to work remotely.
- Require that all faculty, staff, and students carry a valid campus specific ID in research laboratory facilities.
- Cross-train employees to perform essential functions to maintain laboratory operations. Such training is the responsibility of the faculty and/or laboratory director.
- Implement a plan for human-subject research programs that reflect best physical distancing practices, including considerations for the most “vulnerable” individuals. SD Mines has very limited human subjects research, but researchers will follow this guidance.
- Maintain only essential research personnel in laboratory space at all times.

FIELD WORK AND OTHER RESEARCH-RELATED TRAVEL

Field work and other research related travel will be reviewed in the same manner as any other research performed at South Dakota Mines. The same information request should be used as listed above for access to research space, but the justification must also include the following.

- Does the work meet the definition of essential, i.e., the research cannot be put on hold because:

- the opportunity to collect data is seasonal or site-specific, or must be done on a set schedule?
- is irreplaceable if the research cannot be done at a specific time at a specific site?
- cannot be done in another way?
- Is the site and/or facility accessible?
- How many people will participate and what are their roles (faculty, student)?
- Is work part of a class?
- Does travel include overnight stays or is it day travel to and from the site?
- What is the safety plan (include social distancing protocols, safety practices, decontamination of items, travel to a location, and travel to and from field site on routine basis)?
- Action plans should include:
 - List of all personnel, their contact information, and an emergency contact.
 - Justification as to why delaying the research will have a detrimental impact on the project or a student's progression towards a degree that are engaged in the research.
 - Description of the activities that require interaction of less than 6 feet and what precautions are being undertaken to limit potential disease transmission.
 - Contingency plan for carrying on research if one or more personnel becomes sick or is no longer willing to risk conducting the research.
- Research being conducted at non-South Dakota Mines sites must have written permission for the work to proceed from the funding agency and from those that control access to the field site or research facility.
- If non-South Dakota Mines agencies or research partners are actively engaged in the research, the research should be conducted using the guidelines that are the most stringent, unless expressly permitted by the partner agencies.
- Before conducting research each day, all South Dakota Mines participants in the research project must self-report their symptoms to their supervisor.
- No one should participate in any work if they are feeling ill or if any members of their household are experiencing flu-like symptoms.

Fall 2020 Teaching Guidance for Departments and Faculty

ASSUMPTIONS

1. The Semester began on August 19, 2020 and students will return home at Thanksgiving Break. Finals will occur after the Thanksgiving break and will be online.
2. General safety and cleaning protocols are in place.
3. Social distancing recommendations from CDC will not be relaxed for the Fall Semester.
4. HR policies will be developed, as necessary.
5. BOR will develop temporary policies, as necessary.

GUIDING PRINCIPLES

1. There cannot be a one-size-fits all solution.

2. We have prepared for any scenario from semi-normal instruction to fully online instruction and we should be prepared to switch between scenarios on short notice.
3. We are accommodating the needs of faculty and students who are in vulnerable, at-risk groups or who are quarantined.
4. In-class interactions are an integral and valuable part of on-campus instruction and should be provided to on-campus students to the extent possible.
5. Classroom and laboratory capacity have been set based on meeting social distancing recommendations per the CDC, which have resulted in a 50- to 75-percent reduction in the number of students that can be placed in a room.
6. Use of “hybrid delivery modes” that combine face-to-face interaction with online components in the course and “mixed delivery mode” in which some students attend the course in person while others attend via distance have been developed.
7. Everyone helps with the cleaning. Please have your students occupying the room take the last 1-2 minutes of class to wipe down desks, chairs, lectern, etc. with the cleaning supplies provided, so that the room is ready for the next class.
8. Discourage eating and drinking in class. This will help keep everyone’s face covering in place and help with the cleaning at the end of class.

MINIMUM REQUIREMENTS

1. All instructors are using D2L to provide course documents such as the syllabus and assignments to students. Use of D2L to accept, grade, and return assignments is strongly recommended, along with its use for quizzes and exams. The use of third-party publisher learning platforms such as Wiley Plus for textbook delivery, assignments, quizzes, and learning activities is fine and faculty are encouraged to pair these systems with D2L if feasible.
2. All courses are providing a mechanism for at-risk or quarantined students to participate remotely.
3. All courses need to be prepared to move online on short notice, if necessary.
4. Advising and office hours should be performed using remote means (i.e., email, Zoom) whenever possible.
5. Limit or eliminate the use of shared items in classrooms and laboratories such as computer keyboards, pens, and mice; whiteboard markers and chalk; pens and pencils; lab samples; etc. If items must be subject to shared use, arrange for sanitizing or other protective measures.

Appendix 1 - Fall 2020 Academic Calendar

August 19, 2020:	Start Date / Instruction Begins
September 7, 2020:	Labor Day = Class Day
October 12, 2020:	Native American Day = Class Day
November 11, 2020:	Veterans Day = Class Day
November 25, 2020:	Non-class Day
November 26, 2020:	Thanksgiving Holiday

November 27, 2020: Non-class Day

November 30, 2020 & December 1, 2020: Non-class Days (Final Exam Prep Days)

December 2-4, 2020 & December 7-8, 2020: Final Exam Period (Online/Remote)

75 Class Days (70 Regular Class Days + 5 Day Final Exam Period)

DETAILS OF THE PROPOSAL

Student move-in= August 1st – 14th Early Item Drop-Off (local/special circumstances) if rooms are available

August 15th - 18th Upper Class Move-In

August 15th - 17th First Year Move-In

- Faculty still report on original date of August 17
- Instruction begins = August 19, 2020 (Wednesday)
- Labor Day, Native American Day, and Veterans Day become class days
- Thanksgiving recess = November 25 – 29, 2020
- Final Exam Preparation (Non-class Days) = November 30, 2020 and December 1, 2020
- Online/Remote Final Exam Period = December 2-8, 2020 (Wednesday – Tuesday)
- Holiday 1: Labor Day = December 28
- Holiday 2: Native American Day = December 29
- Holiday 3: Veterans Day = December 30

Appendix 2 - Notification Procedures

WHEN AN INDIVIDUAL AT SOUTH DAKOTA MINES EXPERIENCES SYMPTOMS OF COVID-19, HAS PRESUMPTIVE OR A CONFIRMED COVID-19 TEST:

1. Individual should complete the [COVID-19 Case Notification Form](#). Employees should also notify their supervisor.
2. This form will be sent to Dean of Students for students and Human Resources for all others. Once received, the respective office will follow-up with the individual listed in the form. Environmental Health and Safety (EHS) will receive copies of form to aid in follow-up.
3. EHS will notify Facilities, Risk, & Services regarding locations for disinfection.
4. The Department of Health Liaison will contact South Dakota Department of Health, if appropriate. Information will be shared as allowed by law. If there is a positive COVID-19 test on campus, South Dakota Mines will work with public health officials to determine if additional health and safety steps are necessary. EHS will work to implement and coordinate any related emergency actions.

UNIVERSITY MARKETING AND COMMUNICATIONS WILL UTILIZE THE FOLLOWING BOARD OF REGENTS COVID PANDEMIC EMERGENCY NOTIFICATION GUIDELINES.

PROPOSED BOR PLAN FOR EMERGENCY NOTIFICATION TO UNIVERSITY RE: COVID-19 PANDEMIC

According to the U.S. Department of Education, "...An institution may satisfy the emergency notification requirements of the Clery Act and § 668.46 as follows: (1) provide students and employees a single notification through the regular means of communicating emergency notifications informing them about COVID-19 and necessary health and safety precautions, as well as encouraging them to obtain information from health care providers, state health authorities, and the CDC's [COVID-19 website](#); or (2) create a banner at the top of the institution's homepage containing that same information, including a statement about the global pandemic and a link to the CDC's website."

South Dakota Mines will utilize the banner at the top of the institution's homepage containing a COVID-19 link with the following information included:

- Informing individuals about COVID-19 and necessary health and safety precautions; and
- Encouragement to obtain information from area healthcare providers, the [South Dakota Department of Health](#), and the [CDC's COVID-19 website](#).

Per SD BOR recommendation, South Dakota Mines will NOT publish institution-specific COVID-19 case counts for their institution as this is the role of the South Dakota Department of Health. SDBOR institutions will refer to the South Dakota Department of Health for official statistics on COVID-19 in their

county.

South Dakota Mines has identified the Associate Vice President for Facilities, Risk, and Services as the University contact for the South Dakota Department of Health for information sharing and reporting.

In the event there is an emergent situation that requires an emergency notification on campus, the notification will be narrowly tailored and distributed to enable recipients to address the health and safety issue. Sample emergency notifications may be found in the Addendum.

ADDENDUM

Individual believes exposed to presumptive or positive COVID test or sick with symptoms:

No notification to campus. However, South Dakota Mines will share information from the CDC about good hygiene practices, what to do for isolation, and when sick as follows:

SEE IMAGE BELOW: "What Should I"

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Individual tests positive for COVID:

Provide NOTIFICATION COMMUNICATION below tailored for situation in accordance with protocols above.

[SAMPLE NOTIFICATION COMMUNICATION]

Students, faculty, and staff (*who need to know and broader notice when necessary and appropriate*):

South Dakota Mines has been notified that a (student, staff, individual) person who, (when), spent time at South Dakota Mines in Rapid City and limited to this location, has tested positive for COVID-19.

Due to privacy laws, we are unable to share the identity of the individual.

The campus areas in which that person visited last week are being thoroughly cleaned. It is advised that anyone in these areas of campus begin to immediately self-monitor (check temperature twice a day and watch for [symptoms of COVID-19](#)) and wear a cloth face covering when around others. If you develop any COVID-19 symptoms, please immediately isolate yourself and consult your health care provider and contact your employment supervisor or for students, the Vice President for Student Affairs Office.

Everyone on campus is encouraged to practice good hygiene, wear a cloth face covering, social distance, and take preventative steps in order to stop and slow the spread of COVID-19.

Today's message is a reminder that we must remain vigilant as we move forward re-opening the University.

Our campus community is dependent on all of us looking out for one another. We are truly in this together. Please check with your supervisor(s)(employees) or the Vice President for the Dean of Students/Student Development Office (students) if you have any questions or concerns.

For faculty or staff who may be struggling with the uncertainty of the ongoing pandemic, our [Employee Assistance Program](#) is available. For students, the Counseling@sdsmt.edu is offering remote counseling sessions. For further information on COVID-19, visit www.sdsmt.edu.

Appendix 3 - Mines Dining Services General Operations – Fall 2020

Prepared by Jennifer Hauf, Food Service Director

OPERATIONAL OVERVIEW

Dining Services is a Student Affairs unit (provided through a contracted third party, Aramark) and will be adhering the general University guidelines for safe operation in a pandemic environment. These guidelines align with guidance from the Center for Disease Control (CDC) and the South Dakota Department of Health (SDDOH). Key concepts to mitigate against the spread of COVID which will be observed throughout all dining sites including but are not limited to: Masks required for all personnel handling the preparation or sale of food, social distancing of not less than six feet, frequent hand-washing and use of hand sanitizers, proper cough and sneeze etiquette, and self-monitoring for common COVID symptoms. Persons experiencing COVID symptoms should not enter the facility. Signage indicating these guidelines will be posted throughout the facility and referenced frequently in the plan detail to follow.

The plan outlined below is further contingent upon contractual agreements, number of meal plans sold, hours of operation, national brand guidance, sourcing and vendor restraints and budget constraints.

CORE DEPARTMENT FUNCTIONS

- Food Service Administration
- Operate Residential Dining Facility – Hardrocker Cafe
- Operate Retail Dining Locations (Miner's Shack and Einstein Bros Bagels)
- Catering and Event Services
- Concessions at Collegiate Athletic Events

OPERATIONAL CHANGE SUMMARY

Each of the policies, procedures or practices listed below have been altered to be responsive to operating a food service system in a pandemic environment. Although these factors are detailed throughout this document and the individual site plans, this summary provides a useful roster of “what’s different”. Development of these modified practices has been done to align with published guidance from the Center for Disease Control (CDC), the South Dakota Department of Health (SDDOH), national franchise requirements, and Aramark guidelines.

- 1) Staff will be required to complete a symptom screening and temperature check prior to each shift.
- 2) Staff prepping and serving food will be required to wear face coverings.
- 3) Line cueing procedures will be marked out in stanchions or other barriers to show routing with social distance decals on the floor.
- 4) Miner’s Shack seating area will now be the que line for the relocated entrance to Hardrocker Café which will enter through the south doors (previous exit) and move through to the service area where guests will select their beverage and then que into the four one-stop meal stations before entering the limited seating or exiting the location through the emergency exits. All services are to-go with high encouragement in participation in the reusable to-go container program.
- 5) Self-serve salad bars, buffets and condiment areas will be replaced with pre-packaged items and served.
- 6) Seating will be reduced in all areas to maintain six foot distance.
- 7) Additional dining seating will be set up in the Surbeck Ballroom.
- 8) A new retail grab & go stand featuring Einstein Bros Bagels coffee, sandwich, salads and pre-

- packaged snack items will be added at Devereaux library during lunch hours.
- 9) Einstein's Bros Bagels traffic pattern will enter from west exterior of Rocker Square I and exit through the east door.
 - 10) Miner's Shack entrance and exit will be marked by stanchions and the register stand moved into the hallway area blocking the old entrance to the Hardrocker Café.
 - 11) Menus will be compressed to enhance speed of service.
 - 12) Increased cleaning with CDC-approved, COVID mitigating cleaning supplies (e.g. J-512 Sanitizer and Oxvir TB Wipes).
 - 13) Plexiglas barriers at all points of sale and customer service sites.
 - 14) Cleaned and uncleaned tables will be indicated by a laminated card which asks guests to flip to the dirty side when they leave the table.

HUMAN RESOURCE PLAN

- Aramark Staffing and Hiring Plan
 - Create call-back schedule for all employees, including management and administration team
 - Identify staffing needs and address availability of full-time and student employees; modifying operational services dependent on current staffing and CDC guidelines
 - Identify positions that could continue to telecommute
 - Redeploy employees to assist in communicating our message to guests and visitors
- Aramark Employee Training Needs
 - Employee Training: COVID-19 related, food safety, occupational safety
 - Employee Regulations – i.e. masks, temperature checks

CORE FUNCTIONS PLAN

ADMINISTRATIVE OFFICES

- Follow all CDC, South Dakota Mines and Aramark Guidelines. These specifics are outlined in the detailed site plans.
- Allow adequate physical space between each workspace
- Allow flexible work hours, such as staggered shifts, to enable administration staff to work around competing schedules (dependent on what child care is available, eldercare, etc.).
- Optimize our virtual meal plan selling and informational platform
- The parameters on in-person appointments regarding meal plan and dietary questions and all employee relations information, including hiring initiatives will be as follows. Individuals will call the main office line at 605-394-1953 and ask to make an appointment. There will be instruction on the doors as well as in email communications, communication at the time clocks, and on our social media platforms. Limit the person to person meetings and offer Zoom and Teams meetings.

COMMUNICATIONS PLAN

- Posters with instructions to office visitors
- Email Aramark employees on new process for scheduling appointments
- Collaborate with South Dakota Mines Marketing to include foodservice messaging on university platforms, weekly. To include; operational updates, student engagement activities, etc.

OPERATE RESIDENTIAL DINING FACILITY – HARDROCKER CAFE (SEE APPENDIX B)

- Follow CDC guidance for foodservice establishments and/or retail food store and follow Aramark

residential dining standard operating procedures (SOP) for COVID-19.

- Limit seating area capacity of guests to maintain six foot distancing.
- Install a protective shield/physical barrier, such as Plexiglas, at cashier or point-of-sale stand.
- Install visual floor markers and where practical, use physical barriers to space guests while in line.
- Guests will utilize cashless or contactless payment, when applicable, for board swipes and meal plan flex usage.
- Suspend all self-serve stations – Including the salad bar, deli, soft-serve ice cream and breakfast cereal.
- Utilize to-go packaging with high encouragement in participation in the reusable to-go program or nominal fee for disposable serviceware. Limit amount of time spent in dining area as needed.
- All condiments will be available at guest request – bulk condiment containers will be discontinued.
- Self-serve bulk beverages will be available with use of single serve cup provided at entrance from cashier.
- All prepared food will be served via dining services employee at the station.
- Provide four one-stop meal stations that feature the same menu (entrée, vegetable, side with a second entrée choice from a closed station ie grill, pizza, deli, side salad, dessert and fruit) that will limit guest lines.
- Provide guests/seating areas with self-serve cleaning stations and signage to encourage guests to clean their table and seating prior to departure will be in place. A laminated card signifying the table is clean or dirty (guests are asked to flip the card when they leave).

Communications Plan

- Optimize online menu format (www.minesdining.com) to encourage guests to make menu choices prior to entering the dining location.
- Display table featuring both entrée choices will be available prior to entering Hardrocker Café.
- Continuous messaging regarding response and receive feedback from customers through online platforms.
- Procure and place appropriate food safety and COVID-19 customer-facing postings, aligning with University and Aramark standard operating procedures.
- Utilize all social media platforms to inform students, faculty and staff of any operational updates to include hours of service, menu changes and student engagement activities.
- Collaborate with South Dakota Mines Marketing to include food service messaging on university platforms, weekly. To include; operational updates, student engagement activities, etc.

OPERATE RETAIL DINING LOCATIONS (EINSTEIN BROS BAGELS AND MINER'S SHACK)

(See Appendix C & D for Site Specific Plans)

- Follow CDC guidance for food service establishments and/or retail food store(s). See site specific plans.
- Follow Aramark retail dining standard operating procedures for COVID-19.

- Miner’s Shack seating area has been removed to allow que line for Hardrock Café. Additional seating has been spread throughout lower Surbeck.
- Einstein Bros Bagels seating has been spaced to maintain six foot social distancing.
- Remote retail location identified at Devereaux Library for lunch hours and consists of Einstein Bros Bagels drip coffee, grab and go items as well as pre-packaged snack items and bottled Coke products.
- Install protective shield/physical barrier, such as Plexiglas, at cashier or point-of-sale stand within each retail location.
- Install visual floor markers and where practical, use physical barriers to space guests while in line. See site specific plans.
 - Establish a customer queue and waiting zone for customers at each retail location.
 - Determine optimal traffic flow and use floor decals or stanchions to demonstrate desired flow.
- Discontinue guest use of reusable mugs and water bottles.
- All condiments will be available at guest request – bulk condiment containers will be discontinued.
- Self-serve bulk beverages will be available with use of single serve cup.
- Guests will be encouraged to “carry-out” vs. “dine-in”.
- All prepared food will be served via dining services employee.
- Provide guests/seating areas with self-serve cleaning stations and signage to encourage guests to clean their table and seating prior to departure will be in place. A laminated card signifying the table is clean or dirty (guests are asked to flip the card when they leave).

Communications Plan

- Optimize online menu format (www.minesdining.com) to encourage guests to make menu choices prior to entering the dining location.
- Procure and place appropriate food safety and COVID-19 customer facing postings, aligning with University and Aramark standard operating procedures (SOP).
- Utilize all social media platforms to inform students, faculty and staff of any operational updates to include hours of service, menu changes and student engagement activities.
- Collaborate with South Dakota Mines Marketing to include foodservice messaging on university platforms, weekly. To include; operational updates, student engagement activities, etc.

CATERING SERVICES (SEE APPENDIX E)

- Follow all CDC, South Dakota Mines and Aramark Guidelines. These details are outlined in the detailed site plans.
- Follow Aramark catering/event standard operating procedures for COVID-19. See site specific plans.
- Convert all print materials such as catering menus to a digital format
- Conduct catering sales meetings pre-event meetings via telecommunication, whenever possible

Communications Plan

- Update www.sdsmt.catertrax.com website to include updated protocols and procedures
- Train staff regarding updated event procedures
- Email communication to frequent catering customers including on-campus staff, student organizations, on-campus event coordinators and off-campus customers.

CONCESSIONS AT ATHLETIC EVENTS (SEE APPENDIX F)

- Follow [CDC guidance for events and mass gatherings](#).
- Follow Aramark concession events standard operating procedures for COVID-19. See site specific plans.
- Adhere to NCAA guiding principles as they are articulated.
- More details will be added following University Event protocol release.

Communications Plan

- Utilize all social media platforms to inform students, faculty and staff of any operational updates to include processes and menu changes.

APPENDIX A: VENDOR-REQUIRED POLICIES

Vendor-Required Temperature & Health Screening Policy Overview

EMPLOYEE TEMPERATURE AND HEALTH/RESPIRATORY SCREENING FAQ

June 9, 2020

This document provides answers to frequently asked questions about Aramark's Employee Health/Respiratory and Temperature Screening Procedure ("Screening Procedure"). This document is based on information available at the time of publication and is subject to change as additional information becomes available.

Importantly: Aramark employees should not report to work while sick. If an employee is sick with COVID-19 symptoms, they should stay home and self-isolate. In addition to employee screening, Aramark takes all precautionary measures to prevent the spread of COVID-19, including increased handwashing, cleaning and sanitizing, and social distancing.

Scope:

Q: Do all employees need to be screened?

A: Yes, all employees should be screened when they first enter the facility. Screening should be completed as close as possible to the employee entry. Manager of union employees must contact their Labor Relations Director prior to implementing or communicating with employees about this process.

Hourly and salaried non-exempt employees should be paid for all screening activities (e.g. temperature checks, screening questions, etc.) If screening occurs before the employee clocks in, the manager must add time to the employee's time record to account for the screening.

If associate selects No to all questions	If associate selects Yes to 1 or more
Punch is recorded	Punch is not recorded
Message displays reminding them to: <ul style="list-style-type: none">• Inform their manager if they experience symptoms during their shift.• Wash/sanitize their hands as soon as possible.	Message displays informing them to: <ul style="list-style-type: none">• NOT enter the workplace.• Stay 6 feet away from others as they leave.• Call their manager as soon as possible.
Manager does not need to take further action.	Manager will be notified via email. Manager should consult the Health Check and Temp Screening FAQs for guidance on employee pay and returning the employee to work.

Vendor-Required Facial Covering Policy Overview

Nothing is more important to us than the safety and well-being of our employees, their families, our clients and our customers. To ensure that our employees feel comfortable returning to work, we want our approach to go above and beyond government requirements.

Employee PPE and health monitoring are critical cornerstones of maintaining a safe working environment for our employees and ensuring the safety of our guests. As our understanding of COVID-19 evolves, and as state and local governments establish their own requirements, Aramark is updating the approach to PPE and health monitoring in our own operations.

Effective immediately, we are asking our operations to require the use of facial coverings and employee health attestation and temperature monitoring in all possible situations. Our internal requirements are always subject to collective bargaining agreements, client approvals, and state and local requirements.

Please contact your Human Resources representative as necessary, and speak to your Labor Relations representative prior to implementing these requirements in a union location.

This guidance will be re-evaluated frequently as our understanding of COVID-19 evolves, and will remain in place until further notice.

Chemical Product and Manufacturer Information

NOTE: Yellow highlighted items indicate products recently added to cleaning protocols, and are CDC approved. Safety sheets are maintained in Aramark offices.

Aerosol Contact Insecticide	Ecolab	Insecticide - No Food Contact Surfaces
Ecoshine	Ecolab	Metal Polish
Grease Express Fryer Cleaner	Ecolab	Degreaser
Glance HC1 Glass and Multi-surface Cleaner	Diversey	Multi-Surface Glass Cleaner
J-512 Sanitizer	Diversey	Sanitizer – Food Contact Surfaces
Ice No-Mor	EC Grow	Sidewalk De-Icer
Kool Klene	Ecolab	Cleaning Product
Disinfecting Wipes	Lysol	Surface Disinfectant
Disinfecting Spray	Lysol	Surface Disinfectant
Oxivir TB Wipes	Diversey	Disinfectant Wipes
Pathways Drain Treatment	Ecolab	Drain Cleaner
Prominence Heavy Duty Floor Cleaner	Diversey	Floor Cleaner
Purell Advanced Instant Hand Sanitizer	GoJo	Personal Care Hand Sanitizer
Scotch Brite Quick Clean Griddle Liquid	3M	Grill Cleaner
Soft Care Defend Foam	Diversey	Personal Care Hand Soap
Suma Break Up SC Heavy Duty Foaming Grease Release Cleaner	Diversey	Heavy Duty Cleaner/Degreaser
Suma Calc D5 Descaler	Diversey	Warewashing - Descaler
Suma Dip K1 Liquid Pre-Soak	Diversey	Warewashing - Pre-Soak
Suma Diverpak TM/MC	Diversey	Dishmachine Encapsulated Detergent
Suma Foam Free Oven Cleaner and Degreaser	Diversey	Oven Cleaner
Suma Light Dishwashing Detergent	Diversey	Dishmachine Encapsulated Detergent
Suma Select Rinse Aid	Diversey	Dishmachine Encapsulated Rinse Aid
Suma Star Handwashing Detergent	Diversey	Hand Dishwash Detergent
Tri-Star Laundry Detergent	Ecolab	Laundry Detergent

APPENDIX B: HARDROCKER CAFE COVID-19 OPERATION PLAN

Target Reopening: Saturday, August 8th: University Groups
Saturday, August 15th: Meal Plans Begin

Planned Audience: Students, Faculty and Staff

Staffing and Safety Protocols

- As a third-party vendor, we will follow current CDC, SD DOH and vendor-specific food prep and service guidelines. We are committed to preparing the campus dining locations for a successful re-open amid all possible scenarios outlined in the South Dakota Mines COVID-19 protocols: [COVID-19 Status](#). Modifications to the scope of services set forth in the COVID-19 agreement between Aramark and South Dakota Mines will require no less than 48 hours to go into effect.
- One (1) salaried manager, thirty (30) to forty (40) full-time and student employees.
- As we phase our re-open plan; work schedules and breaks in both the retail and production areas will be staggered to hold the number of persons in these spaces to a minimum.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; “No to all questions” or “Yes to 1 or more”. Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered “Yes to 1 or more” of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in Dining office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Dining office.)
- Aramark employees will return in segments, based on location opening dates, and will be required to attend a re-open orientation session.
- Provide Plexiglas barrier in front of point-of-sale area – South Dakota Mines Facilities installed prior to service.
- Service counter width will also create a six-foot barrier, in addition standard floor decaling to create visual spacing for proper intervals. Sneeze guards will also provide additional barriers.

Cleaning

- Aramark full-time employees will clean and disinfect high-touch surfaces (e.g., door handles, cash registers, tables and chairs) frequently. Full-time employees will also maintain back-of-house facilities, including employee restrooms, following current CDC, SD DOH and vendor-specific food prep and service guidelines.
- Aramark employees will adhere to warewashing and handling protocols i.e. Testing chemical concentrations (i.e. quaternary sanitizer) at least twice a day, washing hands and wearing gloves before handling clean equipment and serviceware and ensure the dishmachines reach a minimum temperature of 160 degrees combined with the proper detergent and sanitizer. A full roster of cleaning products appears at the end of this plan.

Hours of Service

- Current COVID-19 Status: Phased re-open plan includes modified hours of service. Hours of service are indicated in the table below, based on the current COVID-19 status; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect.

	Monday - Thursday	Friday	Saturday	Sunday
Hardrocker Café	7:00am-9:30am	7:00am-9:30am	11:00am-1:00pm	11:00am-1:00pm
	11:00am-1:30pm	11:00am-1:30pm	5:00pm-7:00pm	5:00pm-7:00pm
	5:00pm-7:30pm	5:00pm-7:00pm		
Surbeck Ballroom	Additional Seating	Additional Seating	Additional Seating	Additional Seating

- Online Instruction: Re-open plan includes modified hours of service. Hours of service are indicated in the table below if all classroom instruction is moved to an online format; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect.

	Monday - Thursday	Friday	Saturday	Sunday
Hardrocker Café	Closed	Closed	Closed	Closed
Surbeck Ballroom	Closed	Closed	Closed	Closed

Entrance/Exit Procedures

- Guests will que in the previous Miner’s Shack seating area and the register will be located at the entrance at the south doors leading into the seating area of the Hardrocker Café. Pipe and drape have been added to the area to identify the direction of flow. Exits are the north and east emergency exit doors.

Dining and Front-of-House Area

- Vendor will be responsible for any food service-related process; adhering to proper protocol and guidelines. It will be the responsibility of the facility to adhere to social distancing guideline expectations and communicate and adhere to any adjusted occupancy rates of the location space. During the above outlined hours of operations, based on the current COVID-19 status, Aramark employees will be responsible for the safe delivery, service, and clean-up of food and beverage items.
- Limit seating capacity to allow for social distancing – Aramark, with the assistance of the university, will ensure table spacing and ensure capacity requirements are met - per city and state guidelines for foodservice establishments.
- A hand sanitation station will be set up for students to utilize.
- South Dakota Mines will install floor decals and stanchions to demonstrate desired customer flow agreed up by Aramark and South Dakota Mines – to ensure individuals remain at least 6 ft. apart.
- Plexiglas will be installed at POS. Sneeze guards will be used at barriers at all other locations of contact.
- Menus and Stations will be modified to increase speed of service
 - Eliminate self-service stations to mitigate contagion potential (e.g deli, desserts, cereal,

- waffle station and salad bar). Provide these options at stations served by employees.
- Fountain drinks will be single serve and the disposable cup will be provided by the cashier.
- Four (4) one-stop meal stations that will feature the same menu (two hot entrée choices, vegetable, side, pre-packaged side salad, fruit, dessert).
- All options will be to-go, with high encouragement of participating in the reusable to-go program.
- Increase frequency and visibility of dining room surface cleaning: Dedicated employee focused on front-of-house dining areas during open hours in Hardrocker Cafe. Tables will be cleaned/ sanitized after every guest. These employees will also empty trash receptacles in dining space. Trash receptacles outside of dining room (i.e. Hallways) will be emptied by custodians.

Signage

- Post all signage in highly visible locations that promote protective measures and describe how to stop the spread of germs – including hand washing and facial covering information
- Utilize floor decals
- Display plate station will be located prior to entering the space for guests to decide on entrée choice
- Exterior signage will prohibit entry if displaying symptoms such as fever, cough, etc.
- Table cards indicating whether a table has been used and needs cleaning: guests will be encouraged flip the card to “red” indicating the table has been used and needs to be cleaned and sanitized. Once an Aramark employee cleans and sanitizing that table, the card will be turned to “green”.

Guidelines and Rules

- Follow latest CDC, SD DOH and food prep and service guidance for retail food service establishments and/or retail food store(s): [CDC Guidelines: Foodservice Operations](#)
- Guests will be encouraged to “carry-out” vs. “dine-in”
- Guests will be encouraged to utilize cashless or contactless payment options, when applicable
- Utilize reusable to-go program materials or all disposable serviceware
- Discontinue guest use of personal reusable mugs and water bottles
- All condiments will be available at guest request
- Provide guests/seating areas with hand sanitizer and disposable wipes, provided by South Dakota Mines Facilities

APPENDIX C: EINSTEIN BROS. BAGELS COVID-19 OPERATION PLAN

Target Reopening: Monday, August 17th

Planned Audience: Students, Faculty, Staff and General public

Staffing and Safety Protocols

- As a third-party vendor, we will follow current CDC, SD DOH and vendor-specific food prep and service guidelines. We are committed to preparing the campus dining locations for a successful re-open amid all possible scenarios outlined in the South Dakota Mines COVID-19 protocols: [COVID-19 Status](#). Modifications to the scope of services set forth in the COVID-19 agreement between Aramark and South Dakota Mines will require no less than 48 hours to go into effect.
- One (1) salaried manager (shared with Miner's Shack) and six (6) full-time employees, on-site with operational support from Aramark central staff (2).
- As we phase our re-open plan; work schedules and breaks in both the retail and production areas will be staggered to hold the number of persons in these spaces to a minimum.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; "No to all questions" or "Yes to 1 or more". Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered "Yes to 1 or more" of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in Dining office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Dining office.)
- Aramark employees will return in segments, based on location opening dates, and will be required to attend a re-open orientation session.
- Location manager will be on-site beginning the week of July 13th
- Provide Plexiglas barrier in front of point-of-sale area – South Dakota Mines Facilities and Services installed week of July 6th.
- Service counter width will also create a six-foot barrier, in addition standard floor decaling to create visual spacing for proper intervals.

Cleaning

- Aramark full-time employees will clean and disinfect high-touch surfaces (e.g., door handles, cash registers, tables and chairs) frequently. Full-time employees will also maintain back-of-house facilities, including employee restrooms, following current CDC, SD DOH and vendor-specific food prep and service guidelines.
- South Dakota Mines custodial staff will clean public restrooms.
- Aramark employees will adhere to warewashing and handling protocols i.e. Testing chemical concentrations (i.e. quaternary sanitizer) at least twice a day, washing hands and wearing

gloves before handling clean equipment and serviceware and ensure the dishmachines reach a minimum temperature of 160 degrees combined with the proper detergent and sanitizer. A full roster of cleaning products appears at the end of this plan.

Hours of Service

- **Current COVID-19 Status:** Phased re-open plan includes modified hours of service. Hours of service are indicated in the table below, based on the current COVID-19 status; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect.

	Monday - Thursday	Friday	Saturday	Sunday
EBB	7:00am - 1:00pm	7:00am - 1:00pm	Closed	Closed
EBB Kiosk (Devereaux Library)	11:30am – 1:00pm	11:30am – 1:00pm	Closed	Closed

- **Online Instruction:** Re-open plan includes modified hours of service. Hours of service are indicated in the table below if all classroom instruction is moved to an online format; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect.

	Monday - Thursday	Friday	Saturday	Sunday
EBB	Closed	Closed	Closed	Closed
EBB Kiosk (Devereaux Library)	Closed	Closed	Closed	Closed

Entrance/Exit Procedures

- Dedicated entrance and exit doors – will be indicated by signage on each door. Enter through the west Rocker Square I door and exit the east door facing Surbeck Center.

Dining and Front-of-House Area

- Vendor will be responsible for any food service-related process; adhering to proper protocol and guidelines. It will be the responsibility of the facility to adhere to social distancing guideline expectations and communicate and adhere to any adjusted occupancy rates of the location space. During the above outlined hours of operations, based on the current COVID-19 status, Aramark employees will be responsible for the safe delivery, service, and clean-up of food and beverage items.
- Aramark, with the assistance of the university, will manage seating capacity to allow for social distancing
- South Dakota Mines staff will install floor decals and stanchions to demonstrate desired customer flow agreed up by Aramark and South Dakota Mines – to ensure individuals remain at least 6 ft. apart.
- Increase frequency and visibility of dining room surface cleaning: Tables will be cleaned/ sanitized after every guest.

National Brand standards

- Adapt to any National Brand standards and limited menus as we phase to full service.

EBB Kiosk – located at the Devereaux Library, will be temporary while phasing to normal.

- Open Monday – Friday: 11:30am – 1:00pm
- Products available: EBB grab and go menu items and drip coffee, bottled beverages and pre-packed snack items.
- Will close if we are moved to on-line classes.

Signage

- Post all signage in highly visible locations that promote protective measures and describe how to stop the spread of germs – including hand washing and facial covering information
- Utilize floor decals, provided by South Dakota Mines and EBB brand location signage.
- Exterior signage will prohibit entry if displaying symptoms such as fever, cough, etc.
- Table cards indicating whether a table has been used and needs cleaning: guests will be encouraged flip the card to “red” indicating the table has been used and needs to be cleaned and sanitized. Once an Aramark employee cleans and sanitizing that table, the card will be turned to “green”.

Guidelines and Rules

- Follow CDC, SD DOH and food prep and service guidance for retail food service establishments and/or retail food store(s): [CDC Guidelines: Foodservice Operations](#)
- Guests will be encouraged to “carry-out” vs. “dine-in”
- Guests will be encouraged to utilize cashless or contactless payment options, when applicable
- Utilize all disposable serviceware at retail locations
- Discontinue guest use of personal reusable mugs and water bottles – per EBB licensee requirement
- Discontinue all active sampling – per EBB licensee requirement
- All condiments will be available at guest request

APPENDIX D: MINER'S SHACK COVID-19 OPERATION PLAN

Target Reopening: Wednesday, August 19th

Planned Audience: Students, Faculty and Staff

Staffing and Safety Protocols

- As a third-party vendor, we will follow current CDC, SD DOH and vendor-specific food prep and service guidelines. We are committed to preparing the campus dining locations for a successful re-open amid all possible scenarios outlined in the South Dakota Mines COVID-19 protocols: [COVID-19 Status](#). Modifications to the scope of services set forth in the COVID-19 agreement between Aramark and South Dakota Mines will require no less than 48 hours to go into effect.
- One (1) salaried manager (shared with Einstein Bros Bagels), two (2) full-time employees and ten (10) part-time and student employees.
- As we phase our re-open plan; work schedules and breaks in both the retail and production areas will be staggered to hold the number of persons in these spaces to a minimum.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; “No to all questions” or “Yes to 1 or more”. Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered “Yes to 1 or more” of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in Dining office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Dining office.)
- Aramark employees will return in segments, based on location opening dates, and will be required to attend a re-open orientation session.
- Provide Plexiglas barrier in front of point-of-sale area – South Dakota Mines Facilities will install prior to opening.
- Service counter width will also create a six-foot barrier, in addition standard floor decaling to create visual spacing for proper intervals.

Cleaning

- Aramark full-time employees will clean and disinfect high-touch surfaces (e.g., door handles, cash registers, tables and chairs) frequently. Full-time employees will also maintain back-of-house facilities, including employee restrooms, following current CDC, SD DOH and vendor-specific food prep and service guidelines.
- South Dakota Mines custodial staff will clean public restrooms.
- Aramark employees will adhere to warewashing and handling protocols i.e. Testing chemical concentrations (i.e. quaternary sanitizer) at least twice a day, washing hands and wearing gloves before handling clean equipment and serviceware and ensure the dishmachines reach a minimum temperature of 160 degrees combined with the proper detergent and sanitizer. A full roster of cleaning products appears at the end of this plan.

Hours of Service

- **Current COVID-19 Status:** Phased re-open plan includes modified hours of service. Hours of

service are indicated in the table below, based on the current COVID-19 status; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect. Items from Grille Works and Bene Pizza will be pre-packaged for guests to grab. Made to order will be available in off-peak times. Soup will be discontinued at this time.

	Monday - Thursday	Friday	Saturday	Sunday
GrilleWorks	11:00am-9:00pm	11:00am-9:00pm	1:00pm-9:00pm	1:00pm-9:00pm
Bene Pizza	11:00am-1:00pm 5:00pm-7:00pm	11:00am-1:00pm 5:00pm-7:00pm	Closed	Closed
Soup	Closed	Closed	Closed	Closed

- **Online Instruction:** Re-open plan includes modified hours of service. Hours of service are indicated in the table below if all classroom instruction is moved to an online format; modifications to the scope of services set forth in the COVID-19 agreement will require no less than 48 hours to go into effect. Based on the number of students on campus with meal plans.
- **30 or more occupants living on campus: hours of service are outlined in the table below with a meal exchange available.**

	Monday - Thursday	Friday	Saturday	Sunday
GrilleWorks	11:30am - 1:00pm 5:00am - 6:30pm	11:30am - 1:00pm 5:00am - 6:30pm	11:30am - 1:00pm 5:00am - 6:30pm	11:30am - 1:00pm 5:00am - 6:30pm
Bene Pizza	Closed	Closed	Closed	Closed
Soup	Closed	Closed	Closed	Closed

Entrance/Exit Procedures

- Entrance will be the left of the stanchions set up in the standard hallway in front of the Miner’s Shack. The register stand has been moved out of the retail space to allow additional room for guests. Exiting the location will be towards the north where the register will be in the hallway. After payment, exit will continue to the other side of the stanchions from entry.

Dining and Front-of-House Area

- Vendor will be responsible for any food service-related process; adhering to proper protocol and guidelines. It will be the responsibility of the facility to adhere to social distancing guideline expectations and communicate and adhere to any adjusted occupancy rates of the location space. During the above outlined hours of operations, based on the current COVID-19 status, Aramark employees will be responsible for the safe delivery, service, and clean-up of food and beverage items.
- Aramark, with the assistance of the university, will manage seating capacity to allow for social distancing. For this location, seating has been relocated to the Hoven’s Hub area and will be maintained by custodial staff.
- South Dakota Mines staff will install floor decals and stanchions to demonstrate desired customer flow agreed up by Aramark and South Dakota Mines – to ensure individuals remain at least 6 ft. apart.

Signage

- Post all signage in highly visible locations that promote protective measures and describe how to stop the spread of germs – including hand washing and facial covering information
- Utilize floor decals and brand location signage.
- Exterior signage will prohibit entry if displaying symptoms such as fever, cough, etc.
- Table cards indicating whether a table has been used and needs cleaning: guests will be encouraged flip the card to “red” indicating the table has been used and needs to be cleaned and sanitized. Once an Aramark employee or custodian cleans and sanitizing that table, the card will be turned to “green”.

Guidelines and Rules

- Follow latest CDC, SD DOH and food prep and service guidance for retail food service establishments and/or retail food store(s): [CDC Guidelines: Foodservice Operations](#)
- Guests will be encouraged to “carry-out” vs. “dine-in”
- Guests will be encouraged to utilize cashless or contactless payment options, when applicable
- Utilize all disposable serviceware in retail location
- Fountain pop will be single-service (no refills) and a cup will be provided at the food pick up stations.
- Discontinue guest use of personal reusable mugs and water bottles
- All condiments will be available at guest request

APPENDIX E: CATERING COVID-19 OPERATION PLAN

Target Reopening: Current and beyond: Catering guidelines adjusted based on COVID-19 status
Planned Audience: General public

Staffing and Safety Protocols

- One (1) salaried manager (shared duties) –full-time and student employees.
- As we phase our re-open plan; work schedules and breaks in both the retail and production areas will be staggered to hold the number of persons in these spaces to a minimum.
- Follow current CDC, SD DOH and food prep and service guidelines and adjust accordingly.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; “No to all questions” or “Yes to 1 or more”. Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered “Yes to 1 or more” of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in Dining office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Dining office.)
- Ensure all employees are fully trained prior to events being held.

Cleaning

- Full-time employees will maintain back-of-house facilities, following current CDC, SD DOH and food prep and service guidelines. A full roster of cleaning products appears at the end of this plan.
- Mines Catering employees will clean and sanitize all service ware and back-of-house vendor equipment after each event in accordance with vendor COVID-19 ware washing and handling guidelines with the use of a high-temperature dish machine and approved chemicals.
- All push carts and storage containers used to prep and transport items, will be cleaned and sanitized before and after event preparations and between uses.
- Mines Catering vehicles (box truck(s), cargo van, and gator) will be cleaned and sanitized each evening as part of the closing cleaning list.
- Mines Catering will provide trays and tray jacks and place throughout event space for guests to return used dishes, catering employees will clear from those areas during the event. After guests vacate event area, catering employees will clear event space of all service items and soiled service ware.

Hours of Service

- Catering hours will vary depending on event schedule

Dining and Front-of-House Area

- The venue will provide Mines Catering with an approval of the event prior to customer booking any food or beverage.
- As a vendor to the various venues, Aramark will be responsible for any food service related process (i.e. linen tables, set up food and beverage areas, food and beverage service, and clean-up of food and beverage items) in a safe manner for guests and staff adhering to proper protocol and guidelines. It will be the responsibility of the facility to set up event space to adhere

to social distancing guideline expectations and communicate and adhere to any adjusted occupancy rates of the particular event space. Before, during and after the event, foodservice vendor will be responsible for the safe delivery, service, and clean-up of food and beverage items. The facility, hosting the event, will be responsible for ensuring guest adherence to social distancing guidelines, occupancy rates, and other guidance as it relates to events on-campus.

Guidelines and Rules

- Follow CDC, SD DOH and food prep and service guidance for retail food service establishments.
 - Service styles available:
 - Contactless boxed meal delivery
 - Catering client will be provided a variety of boxed breakfast, lunch/dinner, and snack options available to be dropped off at a specific time and location.
 - Catering will provide the box selection to include: prepackaged silverware and napkins, personal condiment packages, and a bottled beverage.
 - Beverage selection to include bottled soda, water, milk, juice, and coffee. Beverages will **NOT** be placed on ice, and will be set on table 1 inch apart. Due to the need for extra space, this will need to be considered for catering clients and facilities during planning.
 - If catering client prefers bulk beverages, either hot or cold, will need to be served by a catering service attendant. Bulk beverages will not be available for self-service.
 - Attendant-served buffet with a Plexiglas barrier or sneeze-guard
 - Catering client will be able to choose from any of the menus available online for buffet event options. **Please note that some items may need to be changed to allow for buffet attended service versus self-service. Catering sales associate will work through any needed changes with catering client.
 - Tables will **NOT** be set for communal items i.e. sugar bowls, creamer pitchers, bread baskets etc. Aramark will set tables with linen only.
 - Catering client will have the choice of bottled beverages at a beverage station or bulk beverages with a catering attendant serving the beverages. No bulk beverages available for self-service or on table.
 - Aramark will provide a staff member to release guests to the buffets from tables to allow for proper social distancing while going through the buffets. The expectation for guests will be to wait for their table to be released versus coming up the buffet as they please.
 - Upon entering the buffet line, guests will be given a plate and rolled silverware by a catering attendant for china events. Disposable plates and prepackaged silverware and napkins available for Disposable events handed to guest by catering attendant.
 - Guests will be invited to walk through the line and have their selections served by buffet attendants.
 - All condiments will be pre-packaged including salt and pepper packets on the buffet or served by an attendant, no bulk self-service condiments will be available.
 - Trays and tray jacks will be placed around the event space for guests to place empty dishes on, and an Aramark attendant will pick up from those spaces while guests are dining. Aramark employees will not pick up finished items from guest tables during an event, and the event space will be cleared after guests have left the area.
 - Plated meal service for 10 guests or less
 - Plated meals limited to 10 guests or less to limit amount of catering staff and guests touching items multiple times.
 - Beverage options will be limited to bottled beverages or table pour beverages. No communal beverages will be available on tables.
 - Bread will be served versus set on table.
 - All condiments will be pre-packaged or attendant served.

- Salt and pepper will be available in individual packets.
- Bar service will be allowed: Hosted bar will have a plexiglass barrier
 - Drink will be set on the bar by bartender. Customer will be able to pick up drink from bar versus being handed drink by bartender.

South Dakota Mines COVID-19 Status Overview

- Per the master contract Aramark will have first right of refusal for services related to on campus events during all COVID-19 statuses.
- Cancellation of events due to COVID-19 restriction changes
- Mines Catering Sales Associate will contact catering customer as soon as order is placed to ensure catering customer has received written approval from venue
- Once confirmed, Mines Catering Sales Associate will send cancellation policy form to the customer to be signed. Once cancellation policy has been signed, event can be confirmed.
- Mines Catering will require at least 24 hour notice that an event needs to be cancelled due to a COVID-19 status update or additional charges may apply to customer based on the prep work already done on any events subject to cancellation.

Isolation Housing Guideline:

- Rules are as follows:
 - Service to include; once a day delivery at evening with hot dinner, sack breakfast and sack lunch.
 - When students are placed in quarantine or isolation, Residence Life will provide the student's name to Food Service Director who will connect directly with them to determine any dietary restrictions.
 - Student meal plan will be charged accordingly.
 - Order will be made and delivered via contactless delivery to the appointed delivery location according to Residence Life protocols.
 - Deliveries will be made every day as needed.
 - Meals will be packaged in a disposable container with disposable silverware and napkins.
- Off campus events – continue internal guidelines and follow off-campus venue protocols.

APPENDIX F: CONCESSIONS COVID-19 OPERATION PLAN

Target Reopening: TBD South Dakota Mines/HS Athletic Events
Planned Audience: General public

Staffing and Safety Protocols

- Management team , part-time, student employees and non-profit organizations
 - Non-profit organizations (NPO) will be limited to South Dakota Mines Athletic program. NPO volunteers will follow same PPE guidelines of the food service vendor employees. NPO volunteers will be trained (at least 24-hour prior to event) on proper service style based on food service vendor and venue regulations and guidelines by a member of the food service vendor team.
- As we phase our re-open plan; work schedules and breaks in both the retail and production areas will be staggered to hold the number of persons in these spaces to a minimum.
- Follow current CDC, SD DOH and food prep and service guidelines and adjust accordingly.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; “No to all questions” or “Yes to 1 or more”. Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered “Yes to 1 or more” of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in Dining office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Dining office.)
- Aramark employees will return in segments, based on location opening dates, and will be required to attend a re-open orientation session. Provide Plexiglas barrier in front of point-of-sale areas - service counter width will also create a six-foot barrier, in addition standard floor decaling to create visual spacing for proper intervals.

Cleaning

- Employees will clean and disinfect high-touch surfaces (e.g., door handles, cash registers, tables and chairs). Full-time employees will also maintain back-of-house facilities, following current CDC, SD DOH and food prep and service guidelines. A full roster of cleaning products appears at the end of this plan.

Hours of Operation – Based on Event Schedule, TBD

Follow Venue Regulations and Signage

- Food Service Vendor will follow the regulations set forth by the venue. The vendor will be responsible for safely delivering food and beverages while following venue regulations. Venue operators will be responsible for guest adherence to venue regulations.

Guidelines and Rules

- **Concession Stands**
 - Follow CDC, SD DOH and food prep and service guidance for retail food service establishments and/or retail food store(s)
 - Guests will be encouraged to utilize cashless or contactless payment options, when applicable
 - Utilize all disposable serviceware
 - All condiments will be available at guest request
 - Adjust menu items to ensure speed of service
 - Utilize boats/baskets to serve covered by a single foil sheet.
 - Utilize visual cues to guide queuing lines
 - Sanitizer available at point of sale
 - Use plexiglass barriers at concession stands

APPENDIX G: ARAMARK MAIN OFFICE: SURBECK CENTER COVID-19 OPERATION PLAN

Target Reopening: Current

Planned Audience: Aramark Employees, Management, Students, Faculty, Staff and General public

Staffing and Safety Protocols

- One (1) salaried manager and one (1) full-time employee.
- Current guidelines for food prep and service include:
 - Following CDC guidance, Aramark is conducting health screenings to identify individuals that may be infected with COVID-19 to protect our employees, our clients, and the public. Hourly associates will be required to answer a Health Screening question as they clock in for a scheduled shift. The associate is required to select either; “No to all questions” or “Yes to 1 or more”. Currently required by Aramark, employees with a temperature of 100.4 or higher or have answered “Yes to 1 or more” of the health screening questions will be sent home, asked to contact their health care provider and follow health care providers guidance about returning to work. (Brief policy overview at end of this document. Full text of Aramark policy on file in VPSA office.)
 - Access to PPE – including facial coverings, required during all front-of-house activities and any situation where six-foot social distancing is not possible. (Required and provided by Aramark Brief policy overview at end of this document. Full text Aramark policy on file in Diningoffice.)
- Employees who office out of the Main Dining Office will be positioned at their desk to maintain safe social distancing and must wear a mask when proper social distancing cannot be met.
- If an office employee is asked to work at a dining location, they must follow the COVID-19 protocol put in place at the location and follow all guidelines while assisting at the location.

Cleaning

- Office employees will clean and disinfect high-touch surfaces (e.g., door handles, counter space, pens, tables and chairs) frequently and between each visitor.
- Hand sanitizer will be made available at front desk in addition to any other shared areas in the office.
- Copy machine/printers will have sanitation wipes available for proper sanitation between users. The employee who uses the equipment last, will be responsible for wiping it down for the next user.

Hours of Service

	Monday - Thursday	Friday	Saturday	Sunday
Main Dining Office	8:30am - 4:30pm	8:30am - 4:30pm	Closed	Closed

Entrance/Exit Procedures

- Main Dining Office walk-ins will be limited to gathering information (i.e. meal plan questions, accounting/billing questions). After this information is gathered, the guest will be encouraged to follow up with additional questions via phone or Zoom.
- Signage will be placed on the door indicating guest limit (1) and Main Dining Office contact

number in case a customer/employee is not able to wait for the next available time to enter the office.

- Upon entry to the office, guests/employees must use the hand sanitizer station located outside the door. Aramark Employees entering the office must wear masks if they cannot maintain proper social distancing from other office employees.
- One guest/employee will be allowed in the Main Dining Office at a time.
- Visual cues will be placed on the wall outside the office to indicate where guests/employees should sit to maintain proper social distancing while waiting to enter the office.
- Trips in and out of the office should be limited to that of essential tasks and functions and paired with other tasks when able.
- Staff should not visit other offices if possible. The use of email, phone, and Microsoft Teams is highly encouraged to perform business activities.
- If an employee needs to leave the office for any reason, they will wear a mask while away from the office or when proper social distancing cannot be maintained.

Front-of-House Area

- Main Dining employee's workspaces must remain clean and be void of any shared objects. Staff will ensure they are following proper physical distancing and hygiene practices and will limit their exposure to other offices.
- Candy dishes, magazines, newspapers, handouts, and other shared common area items will be removed from Main Office.

Signage

- Post all signage in highly visible locations that promote protective measures and describe how to stop the spread of germs – including hand washing and facial covering information.
- Signage will be posted next to shared equipment to remind employees to sanitize between uses.
- Exterior signage will prohibit entry if displaying symptoms such as fever, cough, etc.

Guidelines and Rules

- Mail will be sorted by front desk associate and placed in designated mailboxes for managers to pick up during their designated office visit time.
- All handouts will be placed out of guest's reach, and if handed out by the associate to a guest must remain in guest's/employee's possession or thrown away after handled by guest/employee. Front desk will also be cleared of any items on the top of the desk and office associate will ensure proper sanitation between visitors.
- Office staff will be asked to remain vigilant in their practices to ensure the health and safety of everyone in the office. Protocols will be adjusted as needed.

APPENDIX 4 - SOUTH DAKOTA SCHOOL OF MINES COVID-19 Return to the Workplace Guidelines

Workplace Expectations and Guidance

South Dakota Mines' policies and protocols for responding to the COVID-19 pandemic are rooted in the safety and well-being of the employees, guests and public we interact with. Employees are expected to comply with policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

Phased Staffing

As of June 1, 2020, SD Mines will phase-in a return of staff over time in a coordinated process to ensure appropriate social distancing measures. Supervisors will communicate expectations with staff regarding their scheduled return to the office and eventual return to normal operations. Effective June 1, 2020, administrative leave will not be available to employees who are not able to complete their full duties remotely. If changes to operations have caused a decreased workload for employees, supervisors will work with their VP/Executive Council Member or Human Resources.

Beginning August 3, 2020, South Dakota Mines offices will be open for normal business hours and have staff present to assist students, employees, and visitors. While the offices must be staffed, it is up to the supervisor to determine if some employees can continue to work remotely, allowing for shifts or schedules for office coverage with their employees.

As staffing on campus increases and operations expand, officials will closely monitor and assess the potential spread of the COVID-19 virus, in Pennington County. If localized outbreaks occur, tighter restrictions and reduced staffing may need to be implemented again in accordance with guidance from the SD Department of Health.

High Risk Categories

The CDC has identified that individuals with certain conditions may have a higher risk for severe illness from COVID-19 infection. Currently, those at high risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medication. Please consult with your physician if you have concerns about being immunocompromised.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Employees who are in a high-risk category or have family members who reside in their home that are in a high risk category, and are concerned about returning to work should contact their supervisor to discuss options for an accommodation. Accommodations could include remote work, implementing social distancing measures, development of an alternative work schedule, use of leave, or any other arrangement deemed appropriate.

Symptom Monitoring

SD Mines will implement required screening protocols for employees who return to the worksite. Until that time, employees should self-monitor symptoms using a symptom checker. Apple, Inc. and the CDC partnered to develop this online [symptom checker](#) to assist with evaluating your symptoms. The SD Department of Health also provides this [helpful tool](#) to assist in assessing your symptoms. The University recommends that each employee go through the symptom checker checklist daily to ensure symptoms are not overlooked or ignored.

Employees must contact their supervisor prior to coming to campus if any of the following symptoms occur:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you are experiencing these symptoms, or are overall just not feeling well, DO NOT come to work and contact your healthcare provider. Notify your supervisor and develop a plan with them on utilizing sick leave or working remotely if applicable to your situation.

TELEHEALTH SERVICES

Telehealth services are a convenient and affordable video alternative that can help minimize exposure for others during the COVID-19 pandemic. If you experience symptoms, a video visit can be an excellent way to contact a health care provider conveniently from your own home.

You should contact your health care provider if you have reason to believe you have been exposed to the virus, even if you are not showing any symptoms. Notify your supervisor so that they can assist you in properly assessing the situation.

CLOSE CONTACT WITH PERSON WITH COVID-19

If you have been in close contact with someone who has tested positive for COVID-19 or who is being tested for COVID-19, you should follow the instructions found in the attached “*COVID-19 What Should I Do Infographic*.” Close contact is defined as spending prolonged periods of time in the same room (more than 5 minutes), direct personal contact (e.g., hugging), contact with respiratory secretions (e.g. cough, sneeze on you), and shared eating/drinking utensils.

COVID-19 Positive Employee in the Workplace

If an employee tests positive for COVID-19 and has been at the workplace, Human Resources

will work with the South Dakota Department of Health on individual employee or agency issues. Human Resources will give additional direction on those specific issues as they arise.

Supervisors can require that employees to go home if they are suspected to be sick. The employee would then be allowed to utilize sick leave if they have available accrual.

AVAILABLE LEAVE FOR COVID-19 INFECTION, QUARANTINE, OR LOSS OF CHILDCARE

The Families First Coronavirus Response Act (“Act”), enacted on March 18, 2020, provides employees with access to emergency paid sick leave (“EPSL”) for certain leave requests related to the COVID-19 pandemic. In addition, there are provisions to provide partially-paid FMLA leave for those who do not have childcare due to COVID-19.

Details are outlined here:

- [Department of Labor FFCRA Information](#)
- [SD Mines Employee FFCRA FAQ](#)

If you have questions related to the use of these leaves, please contact your supervisor or human resources office.

PERSONAL SAFETY PRACTICES

Face Coverings

Employees will be supplied one cloth mask by SD Mines, but everyone should have multiple face coverings. All students, faculty, and staff are expected to wear face coverings when other people will be encountered especially in common spaces (e.g., hallways, classrooms, recreational facilities, work areas, elevators, restrooms, retail spaces) or any other areas where it may be difficult to maintain a minimum 6 feet distance from other persons.

Face coverings worn for extended periods should be laundered or hand washed at least daily using regular laundry detergent. Face coverings issued by the university become the property of the user, and are the responsibility of that individual to ensure proper laundering. See CDC Guidelines for use of cloth masks.

Social Distancing

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. To promote the concept of social distancing, in offices, labs, and study spaces, please ensure there is a minimum of 6 feet between desks, workstations, computer terminals, and individual study areas.

Handwashing & Office Hygiene

Hand sanitizer dispensers will be available throughout campus. Faculty and Staff will receive a bottle hand sanitizer for their desk that can be refilled. Cleaning supplies will also be provided, please assist in cleaning and disinfecting surfaces that are frequently touched, including cell phones, desk phones, keyboards, remote controls, refrigerators, countertops, and door handles. Cleaning individual workspaces are the responsibility of the employee.

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a

public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Cover your mouth with tissues when you sneeze and immediately discard them in the trash.

Meetings

Meetings should continue virtually whenever possible to prevent contact and free up meeting spaces for possible use as offices for employees who are displaced from shared offices, or for use as classrooms. In-person meetings must be kept to adjusted capacity of the room, whichever is larger, while still maintaining a minimum of 6 feet of separation for social distancing.

UP-TO-DATE INFORMATION

The following websites will provide you with up-to-date information on COVID-19.

- [Covid.sd.gov](https://www.southdakota.gov/covid-19) - Department of Health website with up-to-date information on COVID-19 in South Dakota.
- [CDC Coronavirus Page](https://www.cdc.gov/coronavirus) - The official CDC page for COVID-19.

Appendix 5 – Meeting/Event Guidelines

On campus departments are encouraged to continue to meet via Zoom or outdoors where feasibly possible. In-person meetings must be kept to the adjusted capacity of the room, while still maintaining a minimum of 6 feet of separation for social distancing.

The ballroom will be used as overflow dining seating until further notice. Events scheduled in the ballroom for fall 2020 have been cancelled.

Student groups and campus departments may reserve the stage during dinner hours Monday, Wednesday and Friday for campus only programming. The programming needs to be able to be accommodated on the stage while ensuring 6' social distance and should be designed to allow students to come and go throughout the meal time. Off campus guests are not permitted in the ballroom dining area.

Any events involving live musical performances need to be evaluated and approved prior to the event.

Vendor tables will not be available for fall 2020.

Athletic spaces will be reserved for athletic events only. Any exceptions must be approved by the VP of Finance and Administration or designee and Director of Athletics or designee.

University equipment will not be allowed to be reserved for off campus use.

Meeting organizers are responsible for ensuring attendees abide by CDC and campus COVID guidelines and that furniture is not rearranged.

Meeting organizers will be responsible for maintaining an attendance list. This list must be retained for 14 days after the event.

Classrooms and meeting spaces will be thoroughly cleaned by facilities twice a day. Meeting organizers and attendees are responsible for disinfecting before and after their event with the supplies provided in the space.

Keyboards and mice have been removed from classrooms and meeting spaces. Meeting organizers must ensure presenters know to bring their own laptop or arrange for check out of equipment from the Surbeck Front Desk.

On campus departments may invite non campus guests to their meetings and events if the spaces social distance capacity will accommodate the group and the guests abide by CDC and campus COVID guidelines.

Internal campus spaces are not available for external reservations until further notice. Outdoor spaces may be available for external reservations if they can abide by CDC and campus COVID guidelines.

Any meeting or event serving food must follow the guidelines set by Dining services.

All meetings and events must follow the SD BOR Face Covering protocols. Meeting rooms and classrooms are considered a public indoor space.

The university reserves the right to cancel or move meetings and events due to safety or space utilization needs.

- If campus is closed, all events will automatically be cancelled.
- If previously scheduled events and meetings have been changed or cancelled, please be sure to notify usc@sdsmt.edu to update the calendar.

