



<b>Policy Number and Title:</b>	<b>500.101 Bay Mills Community College Disaster Recovery Plan</b>		
<b>Approval Authority:</b>	Board of Regents	<b>Date Effective:</b>	09/17/2021
<b>Responsible Office:</b>	Administration	<b>Responsible Office Contact:</b>	Administration

### **1. POLICY STATEMENT**

Disasters are difficult to predict, but a carefully prepared Disaster Recovery Plan can help mitigate a disaster's damage and disruption. This Plan describes how Bay Mills Community College (BMCC) will respond and recover from disasters affecting the premises, e.g., fire, flood, and explosion, and/or those resulting in injury to staff, students, and visitors. This plan used the federal Incident Control (IC) Management System as a guide with revisions suited to the College.

### **2. ENTITIES AFFECTED BY THIS POLICY**

All Bay Mills Community College faculty, staff, and students.

### **3. WHO SHOULD READ THIS POLICY**

All Bay Mills Community College faculty, staff, and students.

### **4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

### **5. FORMS/INSTRUCTIONS**

No forms are required.

### **6. HISTORY**

-Created: 06/23/2009; Revised: 09/17/2021.

-Next Review Date: June 6, 2024

-BMCC reserves the right to revise policies at any time.

## 7. THE PLAN

### BAY MILLS COMMUNITY COLLEGE DISASTER RECOVERY PLAN

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## **BAY MILLS COMMUNITY COLLEGE DISASTER RECOVERY PLAN OVERVIEW**

This Disaster Recovery Plan contains the necessary instruction, policies, organization, and information to prepare the College for an emergency that would affect our student and computer services. The Plan consists of seven major sections:

Section 1 - The Purpose of the Disaster Recovery Plan

Section 2 - Key College Information

Section 3 - Disaster Recovery Team

Section 4 - Disaster Recovery Management

Section 5 – Disaster Recovery Actions

Section 6 – General Guidance Notes

Section 7 – Appendices Index

### **SECTION 1 - THE PURPOSE OF THE DISASTER RECOVERY PLAN**

Disasters are difficult to predict, but damage and disruption can be minimized by anticipating their effects and establishing a Disaster Recovery Plan. This Plan describes how Bay Mills Community College (BMCC) will respond to major disasters affecting the college campus and individuals. Disasters may include fires, floods, explosions, chemical or gas leaks, extreme weather damage, or those resulting in injury to individual(s).

The Plan provides a framework to enable the College to:

- Implement immediate action to ensure the safety of all individuals and property. Actions may include evaluation and treatment of casualties, liaison with emergency services, notification to families of individuals injured, and the protection of assets.
- Establish temporary arrangements to quickly resume normal college operations, which may include: finding alternative safe, secure teaching environments; minimizing inconvenience to the College community; and, expeditiously restoring all college functions.
- Plan and manage the actions required to establish the mid to long-term return to operational normalcy (i.e., new buildings).

#### **Organization**

When a disaster incident occurs and interrupts college operations and/or injures people, this Disaster Recovery Plan shall be implemented. Disasters are defined as any natural or man made disaster which interrupts college operations by causing damage to the college campus and/or creates human casualties.

The Disaster Recovery Manager shall lead a Disaster Recovery Team. The Disaster Recovery Team is essential to coordinate and manage the College's recovery from a major disaster.

## **SECTION 2 – KEY COLLEGE INFORMATION**

### **Main College Site**

Bay Mills Community College, 12214 W. Lakeshore Drive, Brimley, MI 49715, (906) 248-3354.

The main site houses the Michael C. Parish Administration Building connected to the Mikanuk classroom building and the Library. The Administration building houses staff, some faculty, a TRiO lab, three classrooms, a cafeteria, a biology lab, meeting rooms, and a large gathering space.

The Mikanuk building is attached to the Administration Building and is the main campus classroom building. Mikanuk houses academic staff and faculty, five classrooms, a credit union branch office, and a chemistry lab.

The Library is attached to the Mikanuk Building with a covered walkway. The Library houses faculty, staff, books, and computers.

### **College Status**

Bay Mills Community College is a Tribally Controlled College chartered in 1984 by the Bay Mills Indian Community (BMIC) and accredited by the Higher Learning Commission since 1995.

### **Student Numbers**

+/- 200 on-campus; +/- 700 total

### **Staff Numbers**

43 Support/Administrative Staff; 12 Full-time Faculty; Adjunct Faculty 28

### **BMCC Remote Site Details**

The off-campus remote sites that have classrooms are: the Waishkey Bay Farm (two); the Mukwa Fitness Center (one); the EMS building (one), the West Campus site (two); and the Incubator site (contains rooms convertible to classrooms).

All remote sites have an internet connection of 100mbs up/down via fiber-optic cable from Peninsula Fiber Network.

## **Anticipated requirement for staff offices in the event of an incident affecting the College**

All administrative and general staff positions may require office accommodations following a major disaster incident. Priority will be first for the Disaster Recovery Team members.

## **Contingency sites within a reasonable distance that could temporarily provide facilities**

If necessary, the College can relocate classes to operational remote college sites that are unaffected by the disaster. See Appendix B.

The College can continue providing classes, administratively operate the College, and provide supportive functions with employees working remotely from home.

BMCC does not expect support from local unaffiliated colleges or schools within a reasonable radius of BMCC. The schools must meet their normal instruction load during the same time frame as BMCC, so minimal space would be available.

## **The maximum period of disruption before alternative facilities would be needed.**

Five days.

## **Previous significant disruptions to the College and actions that were taken.**

### **COVID-19 Campus Closure and conversion to all online operations.**

Since early 2020, the College has been capable of operating remotely with the main campus closed. All staff and faculty have been provided computer equipment and technology to work remotely from their home.

### **College I.T. Recovery Plan**

See Appendix C.

## **Possible building or planning control consent difficulties that may arise with any building repairs or replacement**

None anticipated. All BMCC sites are located either on Bay Mills Indian Community property or in trust (and not subject to State oversight). Therefore, remote sites can be quickly made available. A tribally contracted inspector and/or engineers are usually retained to design and inspect construction on trust property so planning or control difficulties with building repairs are minimal.

## **Buildings representing the largest potential disruption**

The loss of Mikanuk Hall would have the greatest impact on academics. The loss of the Administration Building would most severely impact financial and administrative operations. The loss of the computer systems would adversely impact everyone.

## **The extent to which there is spare capacity around the College in terms of teaching space.**

The College can utilize classrooms at remote sites in a crisis. The west campus site would provide the most teaching space.

Alternatively, all instructors can provide remote instruction from their home or other sites.

### **SECTION 3 – DISASTER RECOVERY TEAM**

1. Disaster Recovery Manager (currently the Chief Information Officer)
2. President
3. Vice President of Academics
4. Vice President for Business and Finance
5. Land Grant Specialist
6. Vice-President of Student Services
7. Director of Charter Schools
8. Director of Development
9. Human Resources Director

### **SECTION 4 - DISASTER RECOVERY MANAGEMENT**

The College President has appointed a Disaster Recovery Manager and a Disaster Recovery Team, as detailed in Section 3. The Disaster Recovery Manager has full authority to:

- Secure the immediate safety of individuals.
- Protect the College's site, buildings, and contents.
- Expeditiously arrange temporary facilities to enable activities and operations to continue.
- Coordinate mid to long-term plans to reestablish operations, procedures, and premises to at least the standard before the disaster occurred.

After a disaster occurs, the Disaster Recovery Manager will assess the scale of the disaster and decide whether to implement the full recovery procedures and involve the entire Disaster Recovery Team.

The Manager may decide to not implement the full recovery procedures. In that case, the Manager may choose Recovery Team members whose responsibilities are most suited to the recovery. Each Disaster Recovery Team member will be assigned specific responsibilities. If a particular person is unavailable, another capable individual will be

chosen. In case of a local widespread disaster, an employee's family will take priority over the College.

## **SECTION 5- DISASTER RECOVERY ACTIONS**

After a disaster incident has occurred, there will be an urgent need for information:

- What has happened and how serious is it?
- Are there any casualties (student, staff, or others)?
- What facilities are affected? Is the loss a short, medium, or long-term?
- Is there access to the premises? When will this be possible?

The Disaster Recovery Manager should be the first to be informed of the disaster. The Manager will gather all available information, assess the situation, and immediately address the following:

- Contact all Disaster Recovery Team members, if appropriate.
- Contact the emergency services, if not already on site.
- Decide where and when the Team will meet.
- Issue immediate instructions to protect individuals, the site, and the College's assets.

The Disaster Recovery Team will then meet, discuss the disaster, and decide what actions are required over the first two or three days. The Team will then assign the actions to the appropriate team members according to their area of expertise.

During the first few days, a considerable amount of activity is likely to take place. Therefore, the Disaster Recovery Team will need to meet and communicate regularly throughout that time. Towards the end of the second or third day, the Team should have identified a mid to long-term strategy, the frequency of future team meetings, and the best form of communication.

## **SECTION 6 – GENERAL GUIDANCE**

The Bay Mills Community College will adopt the following protocols in the event of a major disaster which disrupts college operations and/or involves personal injury or death. These protocols shall serve as a guideline only and are subject to change.

### **Disaster Recovery Manager**

The President will appoint a senior staff member to take charge of the disaster response. This individual will have sufficient seniority and experience to act independently and be released from normal duties to oversee the disaster recovery/response. The President should be free to deal with general matters and not be chosen for this role. However, in difficult circumstances, the President may have to serve as the Disaster Recovery Manager.

## **Information**

The Disaster Recovery Manager should designate an individual to obtain and relay critical information to the Disaster Recovery Team on a regular basis.

## **Communications**

The first communication priority should be to notify the Disaster Recovery Manager of an incident. The Manager should then assemble a small team to respond to the incident with the following **functions** covered:

- Media Liaison
- Operations Liaison
- Staff Liaison
- Student and Parent Liaison
- I.T. Recovery Systems
- Recovery Financing and Insurance Claims
- Premises and Equipment Resources
- Academic and Curriculum Issues (course materials, examinations, etc.)

## **Planning Measures**

The Disaster Recovery Manager will establish a location for the Team to meet and convene an emergency meeting. All team members should be given the initial information and a 3-day strategy agreed upon for each function.

## **Media Liaison**

The Media Liaison should arrange a press release or press conference. The press may immediately inundate the College for details. An organized and frank response will keep them informed and save time. If a major disaster occurred, the liaison may identify a meeting area for the press and possibly provide some refreshment. A Media Liaison will free the rest of the Team to handle disaster recovery issues.

Good press coverage may be helpful and generate local assistance and support. The long-term standing of the College should not be affected by the disaster. The fact that the College has taken a positive step by writing a Disaster Recovery Plan will result in less aggressive handling of the incident by the Media.

## **Operations Liaison**

Plans for temporary facilities, major curriculum interruption, and continuation of funding will be important aspects of the disaster recovery response. However, the details will be short in the first three days, and basic contact only will probably suffice.



## **Staff Liaison**

A staff liaison should be appointed to communicate with staff. The liaison should obtain a staff contact list and consult with Team members as to what information to communicate. Staff contact data should be kept offsite. Since early 2020, staff has been communicating offsite via the internet, the Microsoft Teams program, and Google email.

Staff not involved in the recovery should stay at home. Counseling may be required if the incident is traumatic. A provider of such services should be pre-identified.

## **Student and Parent Liaison**

The student and parent liaison should fully inform both students and parents of developments to avoid mass queries hampering the process.

## **I.T. Systems Recovery**

Replacement hardware (the minimum required operationally) should be sourced and backup software and data reinstated at the earliest opportunity. The Disaster Manager and Team will need access to the information. Planning and periodic testing for backup and recovery of systems are essential. An arrangement for offsite storage of critical software and data backup using immutable backups with Amazon Web Services has been implemented.

## **Insurance Claims and Recovery Financing**

The College's insurance agent should be immediately contacted if there is property damage. The insurance agent should meet with the Disaster Team at the earliest opportunity and be informed of all measures taken. The insurance agent should be viewed as a source of help and guidance. Sources of funding to finance continuing College functions and disaster recovery are critical early-day issues to cover. Essential paper records and documents should be copied and kept offsite.

## **Premises and Equipment Resources**

Early measures should include damage mitigation, equipment salvage, and protection and isolation of the damaged area for safety purposes. Temporary telephone facilities, internet connectivity, and power are a priority, as is a location for the disaster team to meet. The use of the Microsoft Teams phone system is available for use during and after a disaster.

The next phase will entail planning and sourcing temporary buildings and equipment, as necessary. Pre-identification of suppliers will help. Access, location, and services for temporary structures should be considered.

## **Curriculum Issues (course material, examinations, etc.)**

A plan should be prepared to establish any needs and problems in this area. Early measures here are mainly on the identification side so that a more detailed strategy can

be prepared for the next phase of the recovery.

### **Subsequent Phase**

It is difficult to pre-plan too much for the follow-up stages of the disaster recovery, as this will be largely dictated by the individual situation. There should, however, be continual monitoring and reviewing of progress and the formulation of longer-term strategies. Planning should be flexible and creative to adapt in the event of changing circumstances.

### **Additional Considerations**

BMCC Departments will also:

1. Implement computer and paper backup recovery procedures. Offsite immutable backups of critical systems occurs every evening. The paper backup consists of document storage online and physical storage at the West Campus site storage facility.
2. Establish a timeline for emergency replacement of critical equipment and supplies.
3. Identify key functions that cannot be suspended and non-key functions that can. List the lengths of time for which some activities could be temporarily suspended in the short term.
4. Prepare a skeleton emergency cash flow requirement spreadsheet for all known immediate costs such as temporary buildings and equipment replacement. Leave space for unknown costs. This will provide a framework for interim payment requests.
5. Review and update current Disaster Team member assignments to ensure the duties have been apportioned satisfactorily.
6. Ensure, where possible, that duplicate copies of all course materials are kept in separate buildings.
7. Plan information cascade systems and provide telephone numbers to all staff involved.
8. Identify administration P.C. and software requirements.
9. Program the testing of the I.T. recovery plan and identify funding to purchase test server and terminals.
10. Plan telephone hotline arrangement and identify emergency telephone requirements.

**SECTION 7 – APPENDICES**

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## **APPENDIX A:**

### **BAY MILLS COMMUNITY COLLEGE PROTOCOLS FOR DECEASED STUDENTS AND EMPLOYEES (CURRENT AND FORMER)**

- I. PURPOSE**
- II. ALL ON-CAMPUS DEATHS**
- III. STUDENT DEATHS**
- IV. OFF-CAMPUS DEATH OF A CURRENT STAFF  
EMPLOYEE (NON-FACULTY)**
- V. OFF-CAMPUS DEATH OF A CURRENT FACULTY  
EMPLOYEE**
- VI. OFF-CAMPUS DEATH OF FORMER EMPLOYEE  
(FACULTY OR STAFF)**
- VII. MEDIA GUIDELINES**

#### **ATTACHMENT A**

Standard List of Campus Recipients for Notification of a Student Death by the Vice President for Student Affairs Office

#### **ATTACHMENT B**

Sample Notice 1-Employee

Sample Notice 2-Student

#### **I. PURPOSE**

**Purpose:** To organize in a systematic manner the Bay Mills Community College (BMCC)'s response to the death of a campus community member. The goal is to ensure rapid, effective communication and follow-up that is sensitive to the unique circumstances of each person's passing. These protocols shall serve as a guideline only and are subject to change.

Each situation is unique and will be assessed individually. Priorities and responses may vary to balance family needs with the needs of the College. Compassion shall be a guiding principle through all phases of these protocols.

**Important Note:** Extremely severe situations (e.g., those involving violence on campus or multiple deaths) may also activate the College's overall [500.102 BMCC Emergency Preparedness Guide](#).

## **II. ALL ON-CAMPUS DEATHS**

### **1. Roles and Responsibilities: Campus Community**

If any member of the College community becomes aware of any on-campus death, they will immediately inform the Bay Mills Tribal Police Department (BMPD) by dialing 911 from any campus phone. The BMPD has its own protocols for responding to this type of situation and cooperation with them is essential.

### **2. Roles and Responsibilities: Bay Mills Indian Community Police Department**

The first responder will contact BMPD immediately. BMPD will respond to the scene and take charge of the scene of the incident until all appropriate actions have been taken. The BMPD will notify the family of the student's death.

The Disaster Recovery Manager should also be immediately notified and a ranking College administrator should be available, as appropriate.

The Disaster Recovery Manager, in consultation with the ranking College administrator, will determine if the situation is an emergency requiring activation of the College's Disaster Recovery Plan or the BMCC Emergency Preparedness Guide.

The Disaster Recovery Manager will notify other Disaster Recovery Team members who will initiate the actions outlined in this protocol depending on whether the deceased person is an employee (HRD), student (VPSA), or Faculty (VPAA).

### **3. Roles and Responsibilities: The Office of the President**

After official notification of the death has been given to the family by local law enforcement, a designee of the Office of the President, in coordination with the Office of the Students Affairs or the Human Resources (HR) Department, will contact the family of the deceased to:

- Offer condolences
- Determine if the family has any immediate needs from the College (e.g., gathering personal items, notifying other students, settling HR issues, etc.)
- Gather information about the funeral, visitation, and memorial arrangements

Once appropriate, the President will work with Media Liaison to coordinate emails to faculty, students and staff regarding visitation and funeral arrangements. The Office of the President will notify college staff with pertinent information regarding the

death, time of death, memorial arrangements, student involvement on campus, etc.

#### **4. Roles and Responsibilities: Media Liaison**

If a death is likely to generate media inquiries, the Disaster Recovery Manager or President will appoint a media liaison to serve as a sole media contact. The media liaison is responsible for external media and communications. The media liaison will work with the President's Office to coordinate and disseminate all campus wide communication of the student's death. All college staff should direct media inquiries to the media liaison and defer all answers to the media liaison.

An individual who died should not be identified by name until police positively establish identity and the family is notified. A coroner determines the cause of death (which may take several days to confirm). No one associated with the College should speculate on the cause of death until the coroner makes an official determination of cause of death. The media liaison should state that the college is awaiting the coroner's official determination of a cause of death.

### **III. STUDENT DEATHS**

**NOTE: FERPA applies until the death is verified.** The Family Educational Rights and Privacy Act (FERPA) and the American Association of Collegiate Registrar and Admissions Officers (AACRAO) state the privacy interests of the individual are no longer in effect with a student's death. FERPA rights and the rights of privacy regarding the student's academic record end at death. However, as a matter of college policy, BMCC treats the academic records of the deceased student the same as a living student in that only directory information may be released to third parties. BMCC requires legal documents that certify estate executor (appointed personal representative) authorization to allow disclosure of information (other than directory information) to survivors or other third parties. Either the parents or next of kin, with proper documentation, are considered the owner of the student's academic records.

**If a currently enrolled student dies, the following departments will be responsible for:**

#### **1. Roles and Responsibilities: Campus Community**

When any member of the campus community ("reporter") becomes aware of a student death (or former student/alum), the Office of the Vice President of Student Affairs (VPSA) should serve as the central point of contact and will coordinate activities related to the death. The VPSA should immediately be notified. The reporter should be prepared to share as many details as are available, including:

- Deceased student's name.
- Deceased student's major.
- Date and time of death (if known).

- Student identification number.
- Date of birth.
- Any information regarding next of kin.

## **2. Roles and Responsibilities: Office of the Vice President of Student Affairs (VPSA)**

Once notified, the VPSA's Office initiates the procedures outlined below. These activities may vary depending on each individual situation. The VPSA, or designee, shall:

### **a. Verification of Death and Internal Communications**

- Document the report and determine additional facts as necessary.
- Notify the President's Office and College Communications.
- Verify the death via the county coroner, police agency, funeral home, newspaper obituary or family member.
- Verify the enrollment status of the deceased student and reviews the records for other pertinent information (e.g., an outstanding balance owed, status of financial aid and scholarships, participation in a campus affiliated club, club sport or organization, etc.).
- Determine whether the student is involved in a campus sponsored activity (e.g., Student Council, etc.). A confidential summary of this information will be provided to the President's Office.
- Determine if the student was currently enrolled (including special sessions), and if so, notify the student's instructors and program department chair (or Vice-President of Academic Affairs if the student was undecided).
- Notify the Registrar (and multiple other offices as appropriate. The standard list of notification recipients is provided in Attachment A). The College Registrar initiates formal campus protocols related to the student's academic and other College records as outlined later in this process.
- Coordinate with the Disaster Recovery Manager, the President's Office, and the Media Liaison to determine what information may be shared, to whom and when (e.g., death, time of death, memorial arrangements, student involvement on campus, etc.). Communicate with student's friends, organizations, classmates, or others who may have known the student.
- Depending on the situation, request crisis intervention or counseling services for students enrolled in the same courses as the deceased or who are affected by the loss.

- Depending on the situation, and need, notify HR, and request crisis intervention services for campus employees who are affected by the loss.

**b. Engagement with the Student's Family and/or Emergency Contacts**

- Make initial contact with the student's family, guardian, spouse, or emergency contact (depending on the student's individual situation). After identifying the main point of contact, a follow-up condolence call will be made by the VPSA and/or President depending on the situation.
- The VPSA's Office will contact the family to:
  - o Offer condolences.
  - o Determine if the family has any immediate needs from the College (e.g., gathering personal items from the college, notifying other students, etc.).
  - o Gather information about funeral, visitation, and memorial arrangements.
  - o Serve as the central campus contact to assist family members who may come to campus or who may have questions regarding outstanding balances, retrieving personal property, etc. Other college departments involved in any aspect of this process should coordinate directly with the VPSA's Office (e.g., if a refund check will be generated or if the student may be granted a posthumous degree) to ensure the family will continue to have one point of contact with the College.
  - o Coordinate follow-up activities related to the student (e.g., refund checks, gathering of personal belongings, posthumous degrees, on-going questions, or other requests from the family, etc.).
  - o If necessary, work with the media liaison to coordinate campus-wide e-mails to faculty, students, and staff/department to ensure that information regarding the student's death is accurate and to coordinate information about visitation and funeral arrangements when available and appropriate.
  - o Attend funeral/memorial services or other events related to the student's death when possible and appropriate.

**c. Cooperation with local police**

Depending on timing and circumstances, the local Police may:

- Be involved in the investigation of the student's death in partnership with other law enforcement agencies.
- Communicate with family members regarding the death (e.g., if the student dies on campus), and/or make notification of death to roommates or others as appropriate.
- Seek information from the college regarding the student.
- The VPSA, or designees, should cooperate fully with the police in their



investigation.

#### **4. Roles and Responsibilities: Human Resources**

Depending on the circumstances, HR may refer employees to crisis intervention services or grief counseling for campus employees affected by the loss.

The student may have been employed by the college when the death occurred. Off-boarding procedures should be initiated and coordinated with the VPSA's office if the student was an employee.

#### **6. Roles and Responsibilities: Media Liaison**

The media liaison may:

- Monitor and coordinate external communications, media and on-line posting of information related to the student's death.
- Collaborate with the VPSA and President's Office to coordinate campus-wide e-mails of accurate information regarding student deaths and/or activities/events campus community members may wish to attend.
- Monitor social media regarding the student's death and work with the President and VPSA regarding posts that may cause concern or require a response.
- Coordinate any media inquiries with the President and VPSA for media contact(s) and confer with them on topics and themes to cover and/or avoid as appropriate.

#### **7. Roles and Responsibilities: The Registrar's Office**

The Registrar's Office coordinates all activity regarding the student's academic record. The Registrar's Office is responsible for ensuring the integrity and confidentiality of the student's records and analyzing whether the student may be eligible for a posthumous degree. This office may:

- Verify death of a student.
- Place a block on the deceased student's academic record.
- Initiate procedures to close the student's academic records. Once the Registrar's office receives official notification of a student's death from the VPSA, the Registrar's office may close the academic record by: placing a deceased student indicator on the academic record; removing all addresses and record elsewhere in the system; updating effective dates of addresses to prevent inadvertent mailings; and, updating enrollment and matriculation to reflect the reason for the closure of the academic record;
- Review the student's graduation status for possible granting of a posthumous degree in accordance with the College's [400.104 Honorary Degrees Policy](#).

- BMCC treats the academic records of the deceased student in a more restrictive manner than normally allowed through FERPA. The amount of directory information that may be released to third parties is restricted to dates of enrollment, major and degree (if awarded). The Registrar works with the VPSSA and College Counsel to determine if documents that certify executor authorization should allow disclosure of information (other than directory) to survivors or other third parties. The parents, spouse or authorized next of kin are considered the owner of the student record after the student's death. Unless authorized by the executor or parent, the College does not permit release of the deceased student's education record information.

## **8. Roles and Responsibilities: Financial Aid Office**

The Financial Aid Office calculates any needed adjustments, refunds or charges associated with a student's account after receiving formal notification of a student's death. This office may operate under the following guidelines:

- If the student's date of death is prior to the term start date, evaluate the student's account charges and any payments and/or financial aid which may have already been disbursed.
- If the date of death is after the first day of the term, College charges and any corresponding payments (including financial aid disbursements) will be determined by the Financial Aid Office's staff/department. Financial aid or other payment refunds are calculated on a pro-rata schedule as determined by federal and state regulations, and any related College policies. Any resulting debt will be reconciled with the account to prevent subsequent collection activity.
- If the student's date of death is after 60% of the term, no refunds are calculated.
- Calculations regarding financial aid refunds are calculated in adherence with Federal and State Financial Aid refund and return of aid policies.
- Calculations regarding other payments are calculated in adherence with federal and College policies.
- Outstanding fees associated with other departments on-campus (e.g., library or IT Equipment) are coordinated by the Financial Aid Office.
- All prepaid amounts are refunded unless doing so would require the College to make a refund to a government program. Any processing fees associated with the refund are waived. The Financial Aid Office staff/department will make these determinations in consultation with other College departments. After all adjustments have been made to fees, Financial Aid, and other charges, any remaining debt will be satisfied.
- If refund checks are processed, delivery of the refund check is coordinated with

the family or next of kin through the VPSA's Office.

- Questions from family or next of kin regarding refunds or charges will be coordinated through the VPSA's Office to maintain a central point of contact.
- Any equipment (i.e., laptops or calculators) loaned to a student should be recovered by the appropriate department. If the equipment cannot be recovered, those costs should be billed to the student's account.

#### **IV. OFF-CAMPUS DEATH OF A CURRENT STAFF EMPLOYEE (NON-FACULTY)**

##### **1. Roles and Responsibilities: Campus Community**

The Office of Human Resources (HR) should be contacted immediately when any member of the campus community ("reporter") becomes aware of a current staff employee death off campus. The reporter should be prepared to share as many details as are available, including:

- Deceased employee's name.
- Deceased employee's title, department, and division.
- Date and time of death (if known).
- Any information regarding emergency contact or next of kin.

##### **2. Roles and Responsibilities: Human Resources**

The Human Resources Director, or designee, may:

- Document the report and determine additional facts as necessary (including confirming the death with the associated coroner's office).
- Notify the department the employee worked in.
- Notify the President's Office.
- Contact the appropriate designees (family) as soon as possible.
- Serve as the primary contact with the designees and facilitate a campus visit, if desired.
- Prepare correspondence to appropriate designees to inform about any available death benefits.
- Complete required adjustments in the College's administrative systems.
- Release final payment to the employee's designee.

##### **3. Roles Responsibilities: Department (where the employee worked)**

- The Department head, or designee, shall notify department employees in writing, of the employee's death.

- The Department head, or designee, will act as the liaison between the department and HR.
- The Department head, or designee, shall complete an inventory and pack the employee's personal belongings.
- The Department head, or designee, will ensure that all college property loaned to the employee is returned (laptops, backpacks, printers, phone, keys, equipment, etc.).
- Prepares a form to separate the employee from employment.

#### **4. Roles Responsibilities: Media Liaison**

- The media liaison is responsible for the campus-wide notification via the media guidelines, below.
- The media liaison is responsible for all external media and communications.

### **V. OFF-CAMPUS DEATH OF A CURRENT FACULTY EMPLOYEE**

#### **1. Roles and Responsibilities: Campus Community**

When any member of the campus community ("reporter") becomes aware of a current faculty member's death, the Vice-President of Academic Affairs (VPAA) should be contacted as soon as possible. The reporter should be prepared to share as many details as are available, including:

- Deceased Faculty Member's name.
- Deceased Faculty Member's title, department, and division.
- Date and time of death (if known).
- Any information regarding emergency contact or next of kin.

#### **2. Roles and Responsibilities: Vice-President of Academic Affairs**

The Vice-President of Academic Affairs, or designee, shall:

- Document the report and determine additional facts as necessary.
- Notify the President's Office.
- Notify the Department Chair.
- Notify the Human Resources Department for benefits and payroll and remain in communication as necessary.
- Notify the media liaison.

#### **3. Roles and Responsibilities: Human Resources**

- Provide referrals if a department requests grief counseling.

- Contact the appropriate designees (family) as soon as possible.
- Serve as the primary contact with the designees and facilitate a campus visit, if desired.
- Prepare correspondence to appropriate designees to inform about any available death benefits and last payroll check.
- Ensure that all college property loaned to the employee is returned (laptops, printers, phone, keys, equipment, etc.).
- Keep in communication with VPAA on benefits and payroll issues.
- Release final payment to the employee's legally authorized designee.

#### **4. Roles and Responsibilities: College Department**

The Department Chair:

- Notifies, in writing, the employees in a department, in which the deceased employee worked, using the SAMPLE NOTICE 1 template.
- If it is unclear if next of kin has been notified, students in the deceased faculty member's class can be notified that class will not meet or will have a substitute via email. Once confirmed that next of kin has been notified, students in the deceased faculty member's class should be notified via email.
- Designates a department coordinator who will act as the liaison between the department and HR to complete an inventory and packing of the employee's personal belongings.
- Determines what equipment and supplies have been loaned to the faculty and ensures that all college property loaned to the employee is returned (laptops, printers, phone, keys, equipment, etc.).
- Department Coordinator (or Benefits) prepares a form to separate the employee from employment.

#### **5. Roles Responsibilities: Media Liaison**

- The media liaison is responsible for the campus-wide notification via the media guidelines, below.
- The media liaison is responsible for all external media and communications.

## **VI. OFF-CAMPUS DEATH OF FORMER EMPLOYEE (FACULTY OR STAFF)**

### **1. Roles and Responsibilities: Campus Community**

When any member of the campus community (“reporter”) becomes aware of an off-campus death of a former faculty or staff employee, the Office of Human Resources should be contacted as soon as possible. The reporter should be prepared to share as many details as are available, including:

- Deceased employee’s name.
- Deceased former employee’s title, department, and division when working at the campus.
- Date and time of death (if available).
- Any information regarding next of kin.

### **2. Roles and Responsibilities: Human Resources**

The Human Resources Director, or designee, shall:

- Document the report and determine additional facts as necessary.
- Notify the Office of the President and other VPs as appropriate.
- Notify the media liaison.
- Notify department where the employee formerly worked.
- Serve as the primary contact with the employee’s designee (family/next of kin), coordinate communication with other campus departments and facilitate a campus visit (e.g., if requested).
- The Benefits Manager, or designee, may make a referral when appropriate.

### **3. Roles and Responsibilities: Media Liaison**

- The media liaison is responsible for the campus-wide notification via the media guidelines and may include a campus announcement or other appropriate media notification.
- The media liaison is responsible for all external media and communications.

## **VII. MEDIA GUIDELINES**

The media liaison is responsible for all College communications, media management and social media.

- After the appropriate College administrators have managed activities related to a death per the previous portions of this protocol, the media liaison will work with the President’s Office (and appropriate administrators) to determine which details may be shared with the media and/or the campus community.

- If a campus announcement is deemed appropriate, the media liaison will work with the President's Office and appropriate administrators to officially notify the campus community. Additionally, faculty and staff/department may submit an item to the Briefing (and/or other media) regarding a memorial service or gathering.
- For some campus members, such as a long-term faculty, senior administrator or former president, the media liaison may send out a news release and work with the President's Office and other appropriate individuals on additional messaging or an appropriate external communication (e.g., a statement or news release).

## **ATTACHMENT A**

### **Standard List of Campus Recipients for Notification of a Student Death by the Vice President for Student Affairs Office**

In the event of a student death, the Vice President for Student Affairs Office will send formal notification/confirmation of the student's death to the following offices:

- President
- Vice President of Student Affairs
- Vice President of Academic Affairs
- Vice President of Business Affairs
- Media Liaison
- College Registrar's Office
- Academic Advising and/or Trio Program
- Financial Aid Office
- Student Success Center
- College Counsel
- Admissions
- Human Resources Department

Other offices/departments may also be notified as appropriate based on the individual situation.



## **ATTACHMENT B SAMPLE NOTICES**

### **SAMPLE NOTICE 1 EMPLOYEE**

Dear Campus Community,

It is with sadness that we report that [INSERT NAME] a(n) [INSERT POSITION, e.g., Associate Professor or Administrative Analyst/Specialist] from the [INSERT DEPARTMENT] recently passed away. [NAME] was employed at Bay Mills Community College for [INSERT YEARS] and will be missed.

Funeral arrangements are not yet final or are known/here are the details.

OPTIONAL: [NAME]'s family has requested, that in lieu of flowers, any donations may be sent to [INSERT CHARITY OR APPROPRIATE MEMORIAL REFERENCE]

### **SAMPLE NOTICE 2-STUDENT**

Dear Campus Community,

It is with sadness that we report that [INSERT NAME] a student in HER/HIS [INSERT YEAR ON CAMPUS] recently passed away. [NAME] was a [INSERT MAJOR OR UNDECLARED] at Bay Mills Community College and will be missed.

Funeral arrangements are not yet final or are known/here are the details.

OPTIONAL: [NAME]'s family has requested, that in lieu of flowers, any donations may be sent to [INSERT CHARITY OR APPROPRIATE MEMORIAL REFERENCE]

## **APPENDIX B: CONTINGENCY SITES**

BMCC has multiple sites outside of the main campus, which non-cloud services could be restored within 48 hours of reestablishing internet connectivity. Priority will be given to the most critical services first, followed by restoring the document archive system.

If the main Mikanuk classroom building is destroyed, classes would be moved to alternate sites. Weekend dates could be used if classroom space is utilized to the fullest. Evening classes would also be considered. Hybrid classes, which are a combination of online and on-campus classes, could next be employed. This allows classes to be scheduled in a one-time slot using the one classroom on alternating weeks.

Another option would be to make an agreement with the local intermediate school district (ISD) to offer campus courses at local high schools in the evenings using their classrooms. Daytime courses could be rescheduled to evenings, and multiple school district sites could be utilized if needed.

However, a more viable already tested option would be to convert all classes to completely online instruction. This option has been successfully implemented during the COVID-19 pandemic of 2020. The BMCC campus was closed in March of 2020 and all operations and courses were moved online. All instruction and college instruction were continued with employees working remotely from home. Employees returned to work on June 1 but the all Spring 2020 and Summer 2020 classes were held online. Students returned to on campus classes for the Fall 2020 semester with strict COVID protocols. Fall online classes continued without interruption.

BMCC could also move any or all of the administrative functions to any facility where internet service is adequate. All sites have at least 100 MB up/down capacity. BMCC has daily backups of its accounting and student record systems performed offsite.

BMCC is purchasing stand alone generators for all remote sites. This would enable the buildings to have functional capacity during power outages. Currently, the most likely issue causing campus closure would be severe weather causing power outages and adverse travel conditions.

## **APPENDIX C: COLLEGE INFORMATION TECHNOLOGY (I.T.) RECOVERY PLAN**

### **BMCC**

In the event of a disaster at the BMCC main campus site, any satellite site can be used to restore computer services. Site number one is located seven miles to the west of the main campus. This site has sufficient internet connectivity to conduct BMCC internet business if needed. Ten classroom computers have sufficient capacity to be converted to servers in the unlikely event of a widespread multi-building disaster at our main campus. If needed, additional computers can be purchased off-the-shelf and utilized from any satellite campus site. A backup generator will be purchased for this location.

A second recovery plan consists of purchasing services from a cloud service such as Amazon Web Services and restoring backed-up virtual servers to their virtual environment. The Empower student information system can be relocated at Comspec International, which is the vendor for Empower and also provides cloud services of their software.

A third recovery plan consists of utilizing BMCC laptops issued to faculty and staff to act as servers. All laptops purchased in the last three years for faculty and staff have sufficient resources to act as servers in an emergency. Our local internet service provider is Peninsula Fiber Network, with backhaul internet connections located in multiple sites 300 miles in circumference. Internet courses would be unaffected as they are hosted in the cloud.

A fourth option consists of funding our internet service provider to host services on their own in-house servers. With a secure virtual private network connection (VPN) loaded onto all BMCC client computers, we can access our servers from remote locations, including the homes of employees with high-speed internet connections.

### **THIRD PARTY VENDORS**

#### **Online vendors**

##### **eThink**

BMCC provides online internet courses with assistance from a third party vendor. BMCC has contracted with the eThink company to provide the Moodle Learning Management System (LMS) for its online courses which are hosted from a cloud based service. In the event of a disaster which renders the BMCC campus unusable, online courses would be minimally affected as eThink has full Disaster Recovery and other plans to maintain operation of the online instructional environment.

eThink by Open LMS has full Security plans including a Business Continuity (BC plan) and Incident Response plans, which refer to the routines and precautions undertaken by eThink by Open LMS in order to prevent, effectively mitigate, and recover from an adverse event which disrupts key operations.

Critical operations for eThink by Open LMS US-based clients are located within Amazon Web Service's US-East-1 / N. Virginia region and US-West-1 / N. California region. Together with AWS, eThink by Open LMS, has created prevention, contingency, and mitigation strategies to eliminate or reduce customer impact, or recover operations after an adverse incident.

eThink by Open LMS follows and implements AWS's own DDoS Resiliency Best Practices in order to protect our hosting environment and to mitigate denial of service, distributed denial of service and other attempts to penetrate or disrupt network infrastructure. This includes both load balancing and front-end scaling capabilities, as well as blacklisting.

## **Backups**

There are several types of backups running simultaneously on all client environments (note that specific times may vary per client):

1. Application data ("Moodledata" or "Appdata", which is general file storage) is backed up daily for 7 days and weekly for 4 weeks and stored in a separate location.
2. The application database utilizes MariaDB or Postgres through Amazon's high availability fully managed RDS instance with database level backups made every 15 minutes. We also take a full backup daily for 7 days and weekly for 4 weeks and store them for 1 month in a separate location.
3. Application http codebase, which does not change often, is backed up every 24 hours.
4. There are course backups run via the application itself scheduled weekly for off peak times (i.e. Sundays at 2am). These are snapshots of individual courses.
5. Moodle and Totara include a Recycle Bin for deleted content, allowing end users to restore content without administrator intervention.

All these items are stored on Amazon Web Service's distributed infrastructure and subject to their minimum file redundancy policy of 99.99% - Even our most low-access, oldest backups are guaranteed a 99.99% availability. Backup schedules and overall policy can be custom tailored to the specific backup requirements of individual clients but by default the retention of these items is as outlined above. Items 4 and 5 above are available to the client via the application front end and are also utilized regularly for

course content retrieval.

### **Business Continuity Contingency Planning Responsibility Flow**

In the event a major issue with our AWS hosting environment, eThink by Open LMS, has an internal list of primary contacts and responsibilities that include a recovery coordinator, technical recovery and client communication primary and secondary leads and multiple points of escalation. This plan also incorporates our existing emergency lines: (877) 509-5482 (US) or +44 2033180053 (UK).

Emergency Line - Emergency (site down) tickets are staffed 24x7x365 by our experienced engineers. This line is provided to all clients as a means of reporting issues or reaching eThink by Open LMS administrators in the event of a disaster. In the event of a major event impacting all clients, a message would be placed on this line notifying callers of appropriate next steps and expectations.

### **Other Software Vendors**

BMCC contracts with a number of third party software providers to provide a variety of software services. Each vendor has its own Disaster Recovery Plan and Business Continuity Plan. Most of the service providers provide services and storage offsite and remotely.

## **APPENDIX D: COLLEGE STUDENT RECORD PROTECTION POLICY**

Bay Mills Community College has established student records management policies that ensure the protection and security of student academic records. The Office of the College Registrar maintains in perpetuity the confidentiality, integrity, and security of all physical student academic records in its on-campus office and all digital records are maintained and secured offsite. Each administrative and academic department that maintains official records developed and implemented documented records management policies in accordance with the following BMCC Policies:

[100.104 BMCC Records Retention Policy](#)

[100.105 BMCC Records Retention Schedule](#)

Computer and paper backup recovery procedures are already implemented. Offsite immutable backups of critical systems occurs every evening. The paper backup consists of document storage online and physical storage at the West Campus site storage facility. Electronic student academic records are backed up nightly and as well as replicated to a disaster recovery site away from the main campus.

### **Safeguarding Student Records in the Event of College Closure**

In the event of permanent closure, BMCC will provide adequate protection of student records by making arrangements with the Michigan Department of Education (MDE) and/or the Higher Learning Commission to secure the records and afford students access to their records.

Questions or concerns regarding this policy should be directed to

Chet Kasper - Chief Information Officer/Title III Director  
BMCC Michael C. Parish Administration Building-Room 239C  
12214 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-3354 ext 8431  
[ckasper@bmcc.edu](mailto:ckasper@bmcc.edu)

*Policy effective beginning Fall 2021.*

## **APPENDIX E: BMCC COVID RESPONSE GUIDELINES**

### **Bay Mills Community College**

#### **COVID Response Guidelines**

BMCC has the responsibility to ensure the safety of all people on campus. BMCC will follow the Bay Mills Indian Community (BMIC) Covid Response Plan, as well as consult with outside agencies such as BMIC and the local health departments to make health & safety decisions. BMCC reserves the right to change these policies if necessary.

#### **General Guidelines**

##### **Symptom Screening**

- Before arriving on campus each day, students, employees, and guests should screen themselves for COVID-19 symptoms as identified by the Center of Disease Control (CDC). Please visit the CDC website for specific information about when to stay home if you are ill: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/daily-activities.html>

##### **Masks**

- Masks are required to be worn in all public areas, for all persons on campus.
- Students should arrive on campus with a mask and wear it properly at all times.
- Students and instructors are required to wear masks during all indoor classes.
- Employees are not required to wear a mask when alone in their office, however, masks should be worn when conducting a meeting in an office.
- Limited masks will be provided to students at hygiene stations placed at each entrance and at the receptionist desk.
- Faculty & Staff will prompt and remind students to wear masks at all times, while indoors.
- The mask policy is subject to change based on BMCC guidelines, health department recommendations, and current COVID-19 trends. BMCC reserves the right to be more stringent than those recommendations.

##### **Hygiene & Sanitization**

- Classrooms, public areas, and other common touch points will be sanitized throughout the day and cleaning will be performed nightly.
- Frequent hand washing is recommended.
- Hand sanitizer and hygiene stations are located throughout campus.

- Drinking fountains will be disabled, but bottle filling stations will be in use and will be sanitized regularly throughout the day.

### **Public Areas**

- Masks are required
- Practice social distancing and avoid congregating in hallways, restrooms, or other small spaces.
- Student seating & studying areas will be available.
- Coffee pots, microwaves, and other appliances will be available.

### **Classrooms**

- Masks will be mandatory for all persons in the classroom, including instructors or presenters.
- Instructors may dismiss any student who arrives in class without a mask or facial covering.
- Instructors may dismiss any student who is visibly exhibiting symptoms of illness, but will be flexible in alternative opportunities to attend class or complete assignments.
- Hand sanitizer will be provided at the entrance of the classroom.
- Students are responsible for disinfecting their work station before and after use. Disinfectant wipes will be provided in each classroom.
- Plexiglass dividers are available upon request to your instructor.
- Whenever possible, social distancing shall be maintained in the classrooms and labs.
- Workstations will not be assigned, but it would be wise for students to use the same workstation every class period.
- BMCC recommends group work to be conducted electronically whenever possible. When it is not possible, please reserve a space large enough to accommodate social distancing and masks must be worn.
- No food in the classrooms.
- Refrain from sharing items such as pens, papers, books, personal items, etc.

### **Food & Meals**

- Meals may be provided by BMCC in the lower level.
- Staff handling food will wear masks and gloves at all times.
- Students will wear masks in the lunch area, until seated. Students may remove



masks to eat. If the student leaves the table, they must put their mask back on.

- Hand sanitizer will be provided upon entering the cafeteria lunch room.
- Tables, chairs, and dispensers will be sanitized after the meal period.
- All social distancing guidelines will apply.

### **Guidelines for Students**

#### **Isolation Areas for Students**

- In the event a student is exhibiting symptoms and needs to leave campus, the entrance vestibules in the Mikanuk Building have been designated as isolation areas that students may use until transportation arrives.

#### **Staying Home or Self-Isolating when Appropriate**

- Generally, BMCC will suggest that students stay home and self-isolate when a student has been notified by a County Health Department (CHD) or a health provider.
- Instructors will be as flexible as possible with policies related to being absent from class or work.
- Students who are instructed to stay home by a County Health Department or other provider or self isolate should:
  - Notify their instructor immediately.
  - Take steps to attend class and/or submit assignments virtually.
  - Be aware of drop-dates and withdrawal dates should the student become unable to continue.
- Students are responsible for staying in contact with their instructor, and completing assignments and other class requirements.
- It is strongly recommended that students take the necessary steps and acquire the necessary technology to best be prepared to attend courses virtually. Please visit the Student Success Center or the TRIO Department for assistance with technology needs.

### **Guidelines for Faculty**

#### **Classrooms & Student Affairs:**

- Instructors should prompt any student or guest who arrives to class without a mask to obtain one at the front desk. Instructors may dismiss any student who arrives in class without a mask or facial covering.
- Instructors may dismiss any student who is visibly exhibiting symptoms of illness.

- In the event an instructor dismisses a student from class for those reasons, the instructor should be flexible in providing an alternative opportunity for the student to attend class virtually or complete assignments.
- If a student requests a plexiglass divider for their classroom workspace, please contact Human Resources with the classroom number and they will be delivered to the classroom.
- Online and on campus students who have a COVID-19 diagnosis and/or quarantine order from a health department or health provider, for themselves or their dependents, should be given alternative opportunities to complete coursework such as:
  - o Virtual attendance
  - o Extended due dates
  - o Alternate assignments
  - o The possibility to make up some missing labs, by appointment with instructor.
- If a student reports a diagnosis of COVID-19 or positive test results, please inform Human Resources.
- To reduce personal contact, virtual office hours are recommended to be offered as an option to all students.

### **Faculty Affairs**

- Generally, BMCC **suggests** employees stay home and self-isolate when appropriate. BMCC will be as flexible as possible with policies related to being absent from class or work.
- Faculty who are instructed to stay home, self isolate, or quarantine by their County Health Department or health provider should:
  - o Notify your supervisor immediately.
  - o Request a temporary remote work assignment to complete work remotely (must be approved by supervisor & President). During regular working hours, including class time and office hours, the employee must be available through Teams, by phone, and by email.
  - o Remote work requests will only be considered when there is a quarantine order by the health department or health provider.
  - o Work with the Department Chair and take steps to deliver courses virtually and ensure assignments are available via Moodle.
  - o If the employee becomes too ill to deliver courses virtually or otherwise

complete work remotely, they should contact the supervisor to discuss using paid leave options (short-term or personal) or Family Medical Leave, which is unpaid.

- o If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during regular working hours, including class time and office hours, the supervisor will require the employee to use paid leave options.
- If an immediate dependent of a faculty employee has been ordered to self-isolate or quarantine by a County Health Department or health provider which requires them be absent from work, the faculty employee should:
  - o Notify your supervisor immediately.
  - o Request a temporary remote work assignment to complete work remotely (must be approved by supervisor & President).
  - o Remote work requests for dependent care will only be considered when there is a quarantine order by the health department or health provider or a documented school or child care provider closure.
  - o Work with the Department Chair and take steps to deliver courses virtually and ensure assignments are available via Moodle.
  - o During regular working hours, including class time and office hours, the employee must be available through Teams, by phone, and by email.
  - If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.

### **Staff & Administration Guidelines**

- Staff & administration who are instructed to stay home, self isolate, or quarantine by their County Health Department or health provider should:
  - o Notify your supervisor immediately.
  - o Request a temporary remote work assignment to complete work remotely (must be approved by supervisor & President). The employee must be available through Teams, by phone, and by email during normal business hours.
  - o Remote work requests for dependent care will only be considered when there is a quarantine order by the health department or health provider or a documented school or child care provider closure.

- o If the employee becomes too ill to complete work remotely, they should contact the supervisor to discuss using paid leave options (short-term, vacation, or personal) or unpaid Family Medical Leave.
- o If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.
- If an immediate dependent of a staff & administration employee has been ordered to self-isolate or quarantine by a County Health Department or health provider which requires the employee to be absent from work the employee should:
  - o Notify your supervisor immediately.
  - o Request a temporary remote work assignment to complete work remotely (must be approved by supervisor & President).
  - o Remote work requests for dependent care will only be considered when there is a quarantine order by the health department or health provider or a documented school or child care provider closure.
  - o During regular business hours the employee must be available through Teams, by phone, and by email.
- If the employee is not completing remote assignments in a timely manner OR are repeatedly unavailable by Teams, by phone, or by email during normal business hours, the supervisor will require the employee to use paid leave options.

### **COVID-19 Positive Cases**

- Students or guests who test positive for COVID-19 or are placed under quarantine due to primary contact are asked to report that information to their instructor or to BMCC's Human Resources Department.
  - o Notifications will be made to students, faculty and staff of positive cases.
  - o Privacy of the COVID-19 positive person will be strictly upheld.
  - o Quarantine and isolation of impacted students will follow BMIC tribal guidelines and the recommendations of the Chippewa County Health Department.
  - o Cleaning and sanitation of facilities will follow Tribal and CDC guidelines.
  - o Plans and accommodations will be adjusted to incorporate distant/online learning and any other concerns that arise due to positive cases or persons presenting symptoms on campus.
- Employees should notify Human Resources in the event a student, employee, or

guest self-reports a positive test.

- Employees who test positive for COVID-19 or are placed under quarantine due to primary contact are required to report that to BMCC's Human Resources Department.

### **COVID-19 Testing & Vaccinations**

- Bay Mills Health Center conducts free testing and vaccination appointments, which are open to the public. Appointments can be obtained by calling 248-5527.
  - Other Chippewa County test\vaccination sites can be found here: <https://www.chippewahd.com/>
  - Luce & Mackinac County testing\vaccination sites can be found here: <https://www.lmasdhd.org/>

### **In Person Meetings & Other Activities**

- In-person meetings, gatherings, or other activities will be permitted, as long as Bay Mills Indian Community COVID response guidelines permit.
- In person meetings should be held in a space large enough to accommodate social distancing and masks must be worn.

### **In the effort to keep all students, employees, and guests safe, BMCC reserves its rights:**

- To update or change these guidelines as the current trends in cases and transmission rates change.
- To be more strict than the guidelines set by the Bay Mills Indian Community, County Health Departments, or the Center for Disease Control.
- To restrict students, faculty, staff, and guests from campus at any time.
- To change any and all policies without advanced notification

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