

STORMER SAFE + READY

MATC's Plan for Safety and Learning During COVID-19

Fall 2020 Edition 1.6 - Released October 5, 2020 - *Effective October 5, 2020 unless otherwise noted*



At Milwaukee Area Technical College, the health and safety of our students, faculty, staff and administrators is our top priority. MATC is listening to the needs of our students, employees and community in preparing for the months ahead.

This Fall plan reflects our health and safety priority – and our work to meet needs in these key areas:

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PLANNING FOR POSSIBLE CHANGES

This document reflects our plans as of October 5, 2020. **MATC is committed to monitoring the spread of COVID-19 and its impact on the community we serve and making adjustments to our plans based on this information.** The plan will be updated and the updated plan will be shared as any such changes are made.

CLASSES OFFERED ONLINE/VIRTUALLY, IN PERSON OR A MIXTURE OF BOTH (Hybrid/Blended)

MATC continues to improve our classes – offered in flexible ways to meet student needs. Students shared feedback about their Spring experience and we listened. We are offering:

- Enhanced online and virtual options with interactive technology and stronger communication tools (about 60% of classes)
- Courses that mix face-to-face and virtual learning (about 10% of classes)
- Fully in-person courses tied to career-specific hands-on skills where needed – with safety measures that meet and exceed Centers for Disease Control and Prevention (CDC) standards (about 20% of classes)
- The remainder of classes, such as apprenticeships and clinicals, take place off campus and may take place in person or online based on program requirements (less than 10% of classes)

The college is offering options in semester-long and eight-week formats. Based on changing health conditions and public health recommendations and requirements, course type, location, dates or times may need to be changed. **Students enrolled in courses will be notified if changes are made.**

Ready to register? Visit matc.edu/register or see the registration section of this plan on page 3.

Looking for specific course types? You can search in Self Service or INFOnline for online, blended or hybrid courses.

Online classes are taught fully online. Students work on the class on their own schedule but adhere to due dates listed on the course syllabus. If an online course includes a scheduled meeting time with “VIRT” listed as the classroom, this means that students are required to attend **virtual** live lectures at a set date and time.

Hybrid classes are presented with a mix of online and in-person instruction, with 50% or more of the course happening online.

Blended classes are presented with a mix of online and in-person instruction, with 50% or more of the course happening in person.

For **in-person** classes, we've installed more safeguards, sanitation stations and signs to help people follow proper social distancing and other U.S. Centers for Disease Control and Prevention (CDC) protocols.

What hasn't changed? Our commitment to provide students a high-quality education from experienced instructors. Earn a high-quality, affordable degree and land a high-paying job right away – or complete your first two years of college and finish at a four-year university. MATC offers 170+ degree, diploma and certificate programs with industry-experienced instructors who make sure you're ready to work on day one. We also connect you to 35+ four-year transfer partners, including our guaranteed admission agreements with Marquette University, UW-Madison, UW-Milwaukee and UW-Parkside.

Concerned about costs? Connect with Financial Aid at finaid@matc.edu or **[Student Accounts through Self Service](#)** to make an affordable payment plan. MATC also offers **[scholarships](#)** for eligible students. For emergency resources, visit our **[coronavirus resources page](#)**.

SERVICES AVAILABLE ONLINE AND IN PERSON

STANDARD OFFICE HOURS

8 a.m.-6 p.m. Monday through Thursday and 8 a.m.-4 p.m. Friday, unless noted otherwise below

For additional information, visit matc.edu/fall.

SERVICE	ONLINE	IN PERSON
EXPLORE	MATC offers 170+ career-ready associate degree, technical diploma and certificate programs organized into seven Academic & Career Pathways. Students can see all program descriptions online or explore by Academic & Career Pathway: Business & Management; Community & Human Services; Creative Arts, Design & Media; General Education; Healthcare; Manufacturing, Construction & Transportation; and STEM. Students with questions who want to talk to someone can join an MATC Live! virtual information session or request info and a recruiter will be in touch within one business day. Students also can call 414-297-MATC (6282).	Our recruiters will visit high schools and community organizations as soon as it is safe to do so based on whether schools are in session. Tours may be available if health and safety permit. See matc.edu/visit for more information.
APPLY	Students can visit matc.edu/apply to start a degree or diploma program, to start a certificate, or to just take a class to brush up on their skills or meet four-year university requirements. Students also can call 414-297-MATC (6282).	Downtown Milwaukee Campus , Room S115. Mequon Campus , Room A110: 8 a.m.-4 p.m., Monday-Friday. Oak Creek Campus , Room A106. West Allis Campus , Room 114: 8 a.m.-4 p.m., Monday-Friday. Walker's Square Education Center
FINANCIAL AID	Students can learn about financial aid, scholarships, payment plans and more at matc.edu under Costs, Scholarships and Aid . Current students can see their financial aid status or create a payment plan by logging into selfservice.matc.edu . Students also can call 414-297-MATC (6282).	Downtown Milwaukee Campus , Room S115. Mequon Campus , Room A110: 8 a.m.-4 p.m., Monday-Friday. Oak Creek Campus , Room A106. West Allis Campus , Room 114: 8 a.m.-4 p.m., Monday-Friday. Walker's Square Education Center
REGISTER/ ACADEMIC ADVISING	MATC students can visit matc.edu/register to register for classes. This webpage also lists virtual sessions to help answer questions.	Downtown Milwaukee Campus : Room S203 Mequon Campus : Room A108 Oak Creek Campus : Room A121 West Allis Campus : Room 103
ACADEMIC AND CAREER PATHWAY OFFICES	Students needing to talk to someone can contact their Pathway team . If you are not sure which Pathway, students can start with the Pathway locator tool or call 414-297-MATC (6282).	Pathway offices can connect you to tutoring, writing and other academic support; finding child care, food, housing or transportation; setting and achieving goals; and more. Downtown Milwaukee Campus : <i>Business & Management; Community & Human Services; Manufacturing, Construction & Transportation; STEM:</i> T Building, Room T200 <i>Creative Arts, Design & Media; General Education:</i> Foundation Hall, Room FH208 <i>Healthcare Pathway:</i> H Building, Room H116 Mequon Campus : Room A110 Oak Creek Campus : Room A121 West Allis Campus : Room 103

SERVICE	ONLINE	IN PERSON
<p>TUTORING/ACADEMIC SUPPORT</p> 	<p>NetTutor, an online tutoring service provided by MATC, the Online Writing Center and Online-Drop-In Tutoring are options for students. Detailed information about tutoring services and hours is posted at https://guides.matc.edu/Tutoring_Services/overview.</p>	<p>The Academic Support Centers and Tutoring Services Office are open; staff and tutors will be available in person, and available for Online-Drop-In Tutoring. To request a tutor in a specific course, students can call 414-297-6791.</p> <p>Hours (subject to change) Monday-Thursday 7:45 a.m.-8 p.m. (Tutoring Services Office closes at 5 p.m.), Friday 7:45 a.m.-4 p.m.</p> <p>Academic Support Center Locations: Mequon Campus, Room A282, within the Learning Commons; closes at 6 p.m. Monday-Thursday. Oak Creek Campus, Room A208. West Allis Campus, Room 249. Downtown Milwaukee Campus Writing Center, Room C270 closed; visit Room C271. Math-Science Center, Room C271. Computer Production Center, Room M273. Communication Center, Room C278 closed; visit Room M273. Tutoring Services Office, Room C286. For most current information, see https://guides.matc.edu/Tutoring_Services/overview.</p>
<p>PROFESSIONAL COUNSELING</p>	<p>MATC offers professional counselors to provide short-term support to students with mental health needs and concerns. While we are operating remotely during the pandemic, students can contact us via email at counseling@matc.edu or call 414-297-7710. We will respond by the next business day. For any emergency/crisis situations, individuals are to call 911 right away.</p>	<p>See virtual options.</p>
		

SERVICE	ONLINE	
TECHNOLOGY ACCESS	<p>In response to COVID-19, MATC realizes that some students lack access to the technology necessary to participate in classes remotely. MATC has created several resources to connect with for virtual and online learning.</p> <p>Financial Aid Technology Allowance Included in students' cost of attendance this year is an allowance for technology-related expenses. Students who are eligible for financial aid and have funds available after tuition and fees have been paid may utilize any remaining funds for technology-related expenses including computers, Chromebooks or Wi-Fi connectivity.</p> <p>Laptops and Wi-Fi Available If students have no other option to access Fall classes online, a limited number of Chromebooks and Wi-Fi hotspots are available. For more information, visit matc.edu/coronavirus/resources.</p> <p>Remote Access to Computer Labs MATC is making the technology and software available from anywhere! For remote computer access using any Mac, PC or Chromebook, start by going to http://rca.matc.edu.</p> <ul style="list-style-type: none"> • Then, select “VMWare Horizon HTML ACCESS” • Log in with your MATC username and password • Click “DR-LabStats1” to launch a virtual Windows 10 Desktop • In the virtual desktop, double click on the LabStats shortcut • Select desired computer lab after the webpage opens and follow the instructions. If your lab isn't listed, then: <ul style="list-style-type: none"> – For faculty, contact the HelpDesk, 414-297-6541 or helpdesk@matc.edu, and submit a HelpDesk Request with the Room Number and Class Roster/Code. – For students, contact the instructor or the MATC IT HelpDesk, 414-297-6541 or helpdesk@matc.edu. <p>For additional information: labstats.com/blogs/faq-for-the-remote-access-dashboard/ (Frequently Asked Questions).</p>	
SERVICE	ONLINE	IN PERSON
LIBRARIES	<p>The MATC Libraries' online resources and services can be accessed at book.matc.edu, including the Ask A Librarian service and a listing of Frequently Asked Questions (FAQs). Library assistance is available virtually for the Downtown Milwaukee and Oak Creek campuses on Saturdays, 9 a.m.-noon, via the Ask A Librarian service.</p>	<p>All MATC Libraries are open Monday through Friday; hours are subject to change. For hours and new procedures, see https://guides.matc.edu/fall2020.</p>



SERVICE	IN PERSON	
FOOD SERVICE	<p>The campus cafés offer takeout-food only. Place your order with the cashiers. Please observe signs about social distancing and traffic flow. Also, online ordering is available for food service on the Downtown Milwaukee Campus at toasttab.com/matcdowntowncampuscafe and the Oak Creek Campus at toasttab.com/matc-oak-creek-6665-s-howell.</p> <p>Hours: Downtown Milwaukee Campus Café, Monday-Friday, 7 a.m.-2 p.m. Campus Café Express, on the H Bridge, Monday-Thursday, 8 a.m.-2 p.m. Oak Creek Stormer Café, Monday-Friday, 8 a.m.-2 p.m. Mequon Stormer café, Monday-Thursday, 8 a.m.-2 p.m. West Allis Stormer Café is closed.</p> <ul style="list-style-type: none"> • Buffet-style services will not be available • Bottled beverages are available; food service staff will pour self-service beverages • Vending machines will be available to purchase snacks and beverages • Social distancing guidelines observed when using vending machines – hands must be washed or sanitizer used before and after using the vending machine • Campus Meal Plans will be available for purchase with financial aid funds through the Bookstore online, or in person from the Spirit Shop during its limited open hours. For payment with cash or credit card, visit any food service cashier, in person. • Catering services will be available following COVID-19 guidelines 	
SERVICE	ONLINE	IN PERSON
BOOKSTORE	<p>Textbook orders must be placed online at bookstore.matc.edu. Books will be shipped to students within one business day in most cases; there is no in-person pickup.</p>	<p>To purchase needed supplies such as backpacks, kits, thumb drives, etc., students can visit the following locations, which will have limited hours. Please call for specific hours.</p> <ul style="list-style-type: none"> • Downtown Milwaukee Campus Spirit Shop, S Building, 3rd floor (414-297-6811); Bookstore closed • Mequon Bookstore (262-238-2293) • Oak Creek Bookstore (414-571-4619) • West Allis Bookstore (414-456-5357) <p>These supplies also are available for purchase online. Textbook orders must be placed online (see information at left).</p>
SERVICE	IN PERSON	
CHILD CARE CHILDREN'S CENTERS	<p>MATC Children's Centers at all four campuses are open. Hours of operation are 6:30 a.m.-5:15 p.m. weekdays at the Downtown Milwaukee Campus. Hours at regional campuses will be based upon need. Class sizes are limited. All children must be pre-registered for services. The Children's Centers follow all health and safety guidance. Students needing child care for daytime face-to-face classes, virtual classes or online work should contact the MATC Children's Center, on the campus of their choice, for information and to register their child.</p> <p>Downtown Milwaukee Campus, 414-297-7322 Mequon Campus, 262-238-2456 Oak Creek Campus, 414-571-4690 West Allis Campus, 414-456-5419</p> <p>For enrollment information, students can email frankiml@matc.edu.</p>	
SERVICE	IN PERSON	
ATHLETICS AND FITNESS	<p>All Fall sports with the exception of women's tennis have been moved to the Spring semester per the NJCAA. Men's and women's soccer is canceled for the 2020-21 school year with the department's goal to bring back both programs in 2021-22. Our student-athletes will continue to work out with their particular sport during the Fall semester. Students with questions can contact the head coach.</p> <p>No fitness facilities will be open to the college community with exceptions for CPR classes to be held.</p>	

CAMPUS ACCESS FOR STUDENTS AND EMPLOYEES

For Students

- All students must complete a health form before entering a campus at affirm.matc.edu. If there is a change in any of the answers provided after the form is completed, students must report this to studentcovidresponse@matc.edu.
- All students entering an MATC campus must complete a temperature check and ID scan **each time** they enter the building.
- Students must bring their student ID and will swipe or tap their ID at entry. The swipe or tap will indicate whether a student completed the health form. If the student did not complete the health form, a laptop will be available to help the student complete the form. **Students will not be able to access an MATC campus without having completed this form.**
- **No ID?** The college has an online ID request form with a photo submission tool at <http://www.matc.edu/student-life-resources/student-life/stormer-pass.html>. There is an ID station at each MATC campus (see list on page 8); students will be permitted to complete the health form at entry (or show that it was already completed by visiting affirm.matc.edu) and proceed to the ID station.
- Students with a course on campus in Fall will also complete required training to ensure they are familiar with health and safety protocols.

For Employees

- All employees must complete a health form before entering a campus at affirm.matc.edu. If there is a change in any of the answers provided after the form is completed, employees must report this to employeecovid@matc.edu.
- All employees entering an MATC campus must complete a temperature check and ID scan **each time** they enter the building.
- All employees are required to complete training on COVID-19 safety prior to returning to campus. This will be assigned to employees via SumTotal.
- The training is presented in two parts:
 - (1) COVID-19: How to Be Safe & Resilient
 - (2) Check Your Understanding: How to Be Safe & Resilient
- To access the training and other important information, employees visit the [Safety During COVID-19 dashboard](#) in SumTotal. They can reach out to Nick Brayton in Human Resources at braytonn@matc.edu with any questions pertaining to the required training.

For more information on safety and health protocols, see page 8.

Entrances

The following entrances will be open for Fall 2020 as of the publication date of this plan. Please note that specific entrances are for employees only; employees should use those entrances.

Downtown Milwaukee Campus

- M Building, Entrance 2
- M Building, Entrance 7 (Approved Employees and Contractor Access Only)
- C Building, Entrance 1
- C Building, Entrance 5 (Employees With Card Access Only)
- S Building, Main Entrance
- T Building, Entrance 1
- T Building, West Entrance (Employees With Card Access Only)
- H Building, Main Entrance
- H Building, Child Care Entrance (Child Care Staff and Families Only)
- H Building, Lot Entrance (Employees With Card Access Only)
- FH Building (Employees With Card Access Only)
- HEC Building, Main Entrance

Mequon Campus

- Main Entrance 1
- Entrance 3
- Entrance 7 (Employees With Card Access Only)
- Entrance 9

Oak Creek Campus

- Main Entrance 1
- ECAM Entrance 7
- Entrance 10 (Employees With Card Access Only)
- Aviation Center (Approved Faculty, Staff and Students Only)
- Loading Dock Entrance (Employees and Contractors Only)

West Allis Campus

- Main Entrance 1
- A Building (Approved Faculty, Staff and Students Only)
- 1205 Building (Approved Faculty, Staff and Students Only)
- Child Care (Child Care Staff and Families Only)
- Alley Entrance/Loading Dock (Employees and Contractors Only)

Walker's Square Education Center

- Main Entrance

Elevator Access

Elevators are restricted to a specific number of riders as indicated on signage. Due to capacity, we ask individuals who can to please use the stairs.

Parking and Public Transportation

Students enrolled in six or more credits can obtain a **U-PASS** for access to the Milwaukee County Transit System. Students pick up a U-PASS at any on-campus ID station inside the Student Life office:

- Downtown Milwaukee Campus, S Building Atrium
- Mequon Campus, Room A102
- Oak Creek Campus, Room A107
- West Allis Campus, Room 133

The Downtown Milwaukee Campus shuttle runs Monday-Friday, 6 a.m.-9:30 p.m., with capacity limits to ensure social distancing. Riders must wear a mask.

Student parking fees for the Fall semester have been discounted by 50%. Additionally, the daily in/out rate of \$1.50 will be waived for all students with a valid permit. Students can purchase permits for Fall 2020 in person from any MATC cashier for \$12.50. Spring semester parking permits will be sold later.

Parking for students with permits will be available at the following locations:

- **Downtown Milwaukee Campus** -
8th & State Street (no charge); Highland Avenue Parking Structure, formerly known as Bradley Center Parking Structure, (no charge); Brewery (no charge).
- **Oak Creek Campus** - Students can park in any student lot with a permit.
- **Aviation Center** - Rear lot with student permit.
- **Mequon Campus** - Students can park in any student lot with a permit.
- **West Allis Campus** - Students can park in any student lot with a permit.

Employees were invited to apply for parking in the July 20 issue of *The Week Ahead*.

Parking locations will be determined when permits are issued.

HEALTH AND SAFETY PROTOCOLS

- All employees and students entering a campus must complete the temperature check and ID scan **each time** they enter the building
- Masks must be worn on campuses at all times by employees, students and contractors; this includes outdoor spaces when social distancing cannot be maintained. A face shield is an additional protection option (available upon request) but is not a substitute for a mask.
- Building access is limited to designated, staffed entrances (see entry procedures on page 7)
- Individuals' temperatures are taken (see entry procedures on page 7)
- Employees and students complete training prior to entering campus as required (see entry procedures on page 7)
- Classes are taught following social distancing and protective equipment guidelines including a mask that covers the nose and mouth
- Enhanced OSHA-compliant cleaning protocols are used
- Plexiglass barriers in high-traffic areas and hand sanitizer stations have been installed
- Cleaning wipes and antibacterial stations are made available throughout the college; employees and students are asked to use these and wipe down areas they touch
- Procedures are used to report positive tests and for contact investigation; contact form is at matc.edu/coronavirus

Students

Students are not to return to campus if they feel ill. They are to contact their instructor prior to the start of class to report their absence.

Students will be required to comply with the above safety protocols. Masks will be provided or students can choose to wear their own appropriate mask that complies with the **MATC Student Code of Conduct**. As noted above, a face shield is an additional option for protection but is not a substitute for a mask that covers the nose and mouth. Students will not be permitted to return to campus for class if they do not take these required steps. **Students can contact their [Academic & Career Pathway office](#) or instructor if they have any questions.**

Student Accommodation Services

Students who have underlying medical conditions or a mental health diagnosis that may be affected by COVID-19 should contact Student Accommodation Services to apply for accommodations, 414-297-6750, accommodationservices@matc.edu.



Employees

Personal Protective Equipment (PPE)

To avoid duplication and ensure the best possible process, please consider requesting PPE as a department. The department leader [can make a request for their entire department with Facilities Management](#). This includes masks, gloves, hand sanitizer, disinfecting wipes or any other requests for specific protective items. Face shields are available upon request and required in some areas (such as food service).

Accommodations for Employees

As schedules are determined for needed employees to return to campus, individuals needing accommodations as a result of a qualifying COVID-19 reason should contact the Benefits Department at benefits@matc.edu to start the request for accommodation process. This includes those who are immunocompromised or have child care needs.

Employees are to reach out to their supervisor with any additional questions about their first day back to campus.

For more information about MATC Protocols & Procedures during COVID-19, employees can visit the [Human Resources COVID-19](#) page on myMATC.

FINANCIAL PLANNING

MATC's budget is driven by student enrollment for revenue and by fiscal management for expenses. To meet or exceed our enrollment goal will require innovative enrollment and retention strategies.

Managing costs in the upcoming 2020-21 fiscal year will be critical.

With 90% of our budgeted expenses dedicated to employee wages and benefits, we have implemented an external hiring freeze. Rare exceptions would be made for roles considered critical and positions fully funded by grants. We have reduced discretionary spending – which makes up the remaining 10% of MATC's operating expenses – to the lowest levels possible. This includes a significant reduction of budgeted travel expenses.

The budget reflects the likely scenario that state support to the technical college system will be reduced because of decreases to state revenues.

In addition, MATC is offering an additional opportunity for eligible employees to select a Voluntary Separation Incentive Payment (VSIP). The next offering will be effective December 18 and eligible employees were notified in early August. Election forms will be due by November 2.

The college will use enrollment data to inform whether additional cost-saving measures are needed. Enrollment is the single most important driver for MATC's budget.

All employees should share with others the importance, value and quality of the education MATC offers, and aid enrollment and retention efforts. All employees must consider the realities our students are experiencing so we can best serve them.

MATC's leadership team is monitoring enrollment daily, while considering additional cost-saving measures that may need to be put in place if enrollment goals are not achieved.