

STORMER SAFE + READY

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

Spring 2021 Edition 1.2 - Released February 1, 2021 - Effective February 1, 2021 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 Spring 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 February 1, 2021. **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 experience and we listened. We are offering:

- Enhanced online and virtual options with interactive technology and stronger communication tools (about 60% 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)
- Courses that mix face-to-face and virtual learning (about 10% 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, 12-week 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.

Looking for specific course types? You can search in Self Service (selfservice.matc.edu) 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 40+ four-year transfer partners, including our guaranteed admission agreements with Marquette University, UW-Madison, UW-Milwaukee and UW-Parkside.

SERVICES FOR STUDENTS

GENERAL SERVICE HOURS

8 a.m.-6 p.m. Monday through Thursday and 8 a.m.-4 p.m. Friday

MATC's new, virtual services page is now live at matc.edu/gethelp, where students can connect to teams and services including

- Admissions
- Advising
- Athletics
- Bookstore
- CareerHub
- Children's Centers (child care)
- Counseling
- Dual Enrollment/Dual Credit
- Financial Aid
- IT HelpDesk
- Judicial Affairs
- Library
- Ombudsperson
- Online Learning
- Pathways
- Registrar's Office
- Student Accommodations
- Student Accounts/Cashier
- Student Life
- Student Resources
- Tutoring/Academic Support

We encourage students to use these virtual services whenever possible so we can limit the spread of COVID-19, and prioritize the health and safety of MATC students and employees. If unable to do so, limited staff will be on campuses to connect students virtually with the services listed above during the same service hours:

Downtown Milwaukee Campus, S Building Entrance

Mequon Campus, East Entrance 3

Oak Creek Campus, Main Entrance 1

West Allis Campus, Main Entrance 1

Taking a class on campus? Check out these [on-campus services](#).

Limited in-person resources will also continue to be available on campus for the following:

Academic Support Centers (ASC)/Computer Labs

Spring semester hours beginning Tuesday, January 19:

Downtown Milwaukee: Math-Science Center, Room C271

Monday-Thursday 7:45 a.m.-8 p.m.

Friday 7:45 a.m.-4 p.m.

Downtown Milwaukee: Computer Production Center, Room M273

Monday-Thursday 7:30 a.m.-8 p.m.

Friday 7:30 a.m.-4 p.m.

Mequon ASC, Room A282 (within the Learning Commons)

Monday-Thursday 7:45 a.m.-6 p.m.

Friday 7:45 a.m.-4 p.m.

Oak Creek ASC, Room A208

Monday-Thursday 7:45 a.m.-6 p.m.

Closed Friday

West Allis ASC, Room 249

Monday-Thursday 7:45 a.m.-6 p.m.

Friday 7:45 a.m.-4 p.m.



Limited in-person resources will continue to be available on campus for the following:

Child Care (Children's Centers)

Hours:

Downtown Milwaukee Campus: 6:30 a.m.-5:15 p.m.

Mequon Campus: 7:30 a.m.-4:30 p.m.

Oak Creek and West Allis campuses: 7 a.m.-5 p.m.

Downtown Milwaukee Campus 414-297-7322

Mequon Campus 262-238-2456

Oak Creek Campus 414-571-4690

West Allis Campus 414-456-5419

Food Service

Downtown Milwaukee:

- Campus Cafe is open 7 a.m.-2 p.m. Monday through Friday and offers takeout-food only. Order in person or online at toasttab.com/matcdowntowncampuscafe.
- Campus Cafe Express, located on the H Bridge, is open 8 a.m.-2 p.m. Monday through Thursday.

Mequon cafe is open 9 a.m.-1 p.m. Monday through Thursday.

Oak Creek cafe is open 8 a.m.-2 p.m. Monday through Friday.

West Allis cafe is closed this semester.

- 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



Limited in-person resources will continue to be available on campus for the following:

Libraries

For the most current hours, visit: <https://guides.matc.edu/hours>

Downtown Milwaukee Campus, Room M377

Mequon Campus, Room A282

Oak Creek Campus, Room A202

West Allis Campus, Room M213

Technology Access

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.

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.

Chromebooks and Wi-Fi Available

If students have no other option to access classes online, a limited number of Chromebooks and Wi-Fi hot spots are **available**. For more information, visit matc.edu/coronavirus.

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>

1. Then, select "VMWare Horizon HTML ACCESS"
2. Log in with your MATC username and password
3. Click "DR-LabStats1" to launch a virtual Windows 10 desktop
4. In the virtual desktop, double click on the LabStats shortcut
5. Select desired computer lab after the webpage opens and follow the instructions. If your lab isn't listed, then:

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**.

For additional information: <https://labstats.com/blogs/faq-for-the-remote-access-dashboard> (Frequently Asked Questions).



CAMPUS ACCESS FOR STUDENTS AND EMPLOYEES

For Students

- All students must complete a health form before entering a campus at affirm.matc.edu. A new form must be completed for Spring semester even if one was completed for Fall or Winterim. 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 7); 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 Spring 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. A new form must be completed for Spring semester even if one was completed for Fall or Winterim. If there is a change in any of the answers provided after the form is completed, employees must report this to employeeecovid@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 7.

Entrances

The following entrances will be open for Spring 2021 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 (Employees With Card Access Only)
- C Building, Entrance 5 (Employees With Card Access Only)
- S Building, Main Entrance (Access to Virtual Services)
- 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 (Employees With Card Access Only)
- Entrance 3 (Access to Virtual Services)
- Entrance 7 (Employees With Card Access Only)

Oak Creek Campus

- Main Entrance 1 (Access to Virtual Services)
- 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 (Access to Virtual Services)
- 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, Room S303
- Mequon Campus, Room A102
- Oak Creek Campus, Room A107
- West Allis Campus, Room 133
- Hours vary, call 414-297-6229

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 Spring 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 Spring 2021 in person from any MATC cashier for \$12.50.

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).
- **Mequon Campus** - Students can park in any student lot with a permit.
- **Oak Creek Campus** - Students can park in any student lot with a permit.
- **Aviation Center** - Rear lot with student permit.
- **West Allis Campus** - Students can park in any student lot with a permit.

Employees were invited to apply for parking in the October 12, 2020, 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. You must put on your mask before entering campus.
- Building access is limited to designated, staffed entrances (see entry procedures on page 6)
- Individuals' temperatures are taken (see entry procedures on page 6)
- Employees and students complete training prior to entering campus as required (see entry procedures on page 6)
- 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 come to campus if they feel ill, if they are experiencing COVID-19 symptoms, or if awaiting test results. 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 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 offered an additional opportunity for eligible employees to select a Voluntary Separation Incentive Payment (VSIP). The offering was effective December 18, 2020.

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.