



Administrative Department Procedure:

Section: Campus Safety

Topic: Return to Campus – COVID-19 - Social Distancing – Safety Guidelines

SUMMARY: Transitioning back to campus will require some changes in faculty, staff and student routines. This procedure will comply with CDC recommendations and guidelines to promote a safe campus environment.

We expect every member of our College community to commit to the safeguards outlined in this procedure that are intended to protect you and others.

PROCEDURE:

Maintain social distancing to at least 6 feet.

- Increasing the physical distance between individuals reduces transmission of the virus.
- **Everyone returning to campus should strive to maintain 6 feet separation to the fullest possible extent. The greater the physical distance from others, the lesser the risk of transmission.**
- This may include working or learning on a remote or “hybrid” basis, limiting meetings and gatherings, postponing non-essential meetings and events, reducing occupant density through staggered or extended schedules, removing seats from shared spaces, modifying circulation patterns and using outdoor venues instead of indoor facilities.

Face coverings and face masks will be required on all campuses.

- The spread of COVID-19 can be controlled when 80% of a population wears face coverings and face masks properly.
- **It is critical that all College community members wear face masks or coverings to protect others and yourself.**
- As a general guide, masks should cover both your nose and mouth, and you should not remove them during conversations.

Campus Safety

- **Failure to comply with the procedure regarding personal protective equipment (PPE), such as masks and face coverings, will result in one or more of the following measures: written warning, removal from class, probation, suspension and/or expulsion from the College. Employees will be subject to discipline for failure to comply with policies relating to PPE.**
- Students who are unable to wear a mask for medical reasons, which will be the only exemptions allowed, should contact the Interim Dean of Student Affairs for possible arrangements. Faculty and staff who want to seek a modification should contact the Human Resources Office to discuss their needs.

Clean your environment and your hands to create safe campus spaces for all

- Across the College community members must maintain responsible personal hygiene.
- To protect yourself, wash your hands for at least 20 seconds with soap and warm water or use hand sanitizer when touching public surfaces.
- Do not touch your mouth, nose or eyes, which can introduce the virus.
- Cover your face when sneezing or coughing (even when wearing a mask).
- Limit touching shared surfaces to reduce the spread of the virus.
- The College will increase cleaning protocols in high-traffic areas and high-touch surfaces.

Daily self-check monitoring

It is important everyone be responsible for monitoring their daily health for personal benefit as well as the safety of others on campus.

STUDENTS

- Daily self-administered health checks will be required of students and a questionnaire will be used for students to protect the health and safety of our campus community.
- Students should communicate directly with their professors should they not be able to attend class because of an illness.
- No student should report to campus for class who has who has a temperature of 100.4°F and above and has any of the symptoms related to COVID-19 (i.e., coughing, shortness of breath, difficulty breathing, new loss of taste or smell, etc.)
- Students will be required to wear face coverings, including while attending class, for any interactions with other students or faculty and staff, and while in common travel areas of all college buildings (e.g., hallways, conference rooms, bathrooms, entries and exits.)
- Student conduct guidelines, in particular regarding social distancing and PPE requirements, will be enforced.

EMPLOYEES

- Before and upon returning to work, employees must adhere to all College, state and national guidelines regarding personal health responsibility. No employee should report to campus who has a temperature above 100.4°F or has any of the symptoms related to COVID-19 (i.e., coughing, shortness of breath, difficulty breathing, new loss of taste or smell, etc.)
 - All employees are required to complete a **COVID-19 Daily Self Checklist** before coming to campus. If an employee answers YES to any of the questions, they are required to contact their supervisor for further instruction.
 - Healthy hand hygiene behaviors will be required.
 - If diagnosed with COVID-19, employees must remain at home and contact their supervisor for further instructions.
 - All employees must wear cloth face coverings, to the greatest extent practical, including for any interactions between co-workers or while in common travel areas of the office setting (e.g., hallways, conference rooms, bathrooms, entries and exits).
 - These cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. (Cloth face coverings are not surgical masks, respirators or other medical personal protective equipment).
 - Employees are not required to wear face masks while alone in personal offices.
 - Accommodations will be reviewed by Human Resources for employees requesting modification due to being in a high-risk population category if requested by the employee. This will be handled through the ADA accommodation process.
 - All employee meetings will continue to be held remotely as much as possible, with slow integration of small in-person meetings, where all current official safety and health guidance will be followed.
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