Returning to our work on campus

Guidelines and expectations

In place until further notice.

Additional updates and guidance will be issued as needed.

Updated August 7, 2020
Personal responsibilities for good hygiene

• **Stay home** if you’re sick or if you have any symptoms.

• **Go home** if you start feeling sick or start having symptoms. *(If you don’t have transportation available, a location will be provided to you on campus to quarantine until you can arrange transportation and leave campus.)*

• **Wash your hands** frequently. *(15-20 seconds is still recommended)*

• **Don’t touch your face.**

• **Don’t share equipment.** *(computers, phones, tools, etc.)*

• **Disinfect** your own personal high-touch surfaces and area at least twice per workday. Contact Purchasing for campus disinfecting supplies.

• In order to minimize the risk of transmitting COVID-19, you’re encouraged to use personal protective equipment and follow good personal hygiene practices **both on- and off-campus.**
Face masks are required on campus
This is a campus rule and follows the governor’s order. Here’s how to wear it correctly.

- To slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others, employees, students, and guests are required to wear face coverings on campus.
- The College will provide a cloth face mask to any employee in need of one. Contact Campus Patrol when you return to campus to obtain a mask.
- Wash your hands before putting on your face covering.
- Face coverings should:
  - fit snugly but comfortably against the side of your face, over your nose and mouth, and under your chin
  - be secured with ties or ear loops
  - include multiple layers of fabric
  - allow for breathing without restriction
  - be able to be laundered and machine-dried without damage or change to shape
  - be regularly washed depending on the frequency of use
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash their hands immediately after removing it.
Continue to practice social distancing

• **Work from home** whenever possible. *(work with your supervisor)*

• Schedule **staggered work shifts**. *(work with your supervisor)*

• **Stay six feet or more** apart. Avoid crowds.

• **Face shields** are required to be used by employees when social distancing is not feasible (such as when working in close proximity). Shields are provided to employees as needed.

• **Schedule meetings virtually**, even if attendees are on campus.

• Continue to **provide services using remote methods**.

• **Think about other services** that might be provided virtually.
What is SC4 doing to make things safer?

- **Frequent, additional disinfecting** of high-traffic areas and high-touch surfaces.
- **Dedicated entrances and exits** to each building and stairs have been designated with signs to reduce congestion and maintain social distancing.
- HVAC filters have been changed and systems checked to promote **clean air exchange**. Windows may be opened to allow fresh air when feasible.
- Additional **hand sanitizer stations** have been installed.
- Buildings will only be open when needed and **access has been restricted** to those who need to be there to minimize potential exposure.
- **Additional signage** has been posted to remind visitors of guidelines. **Everyone** – including vendors, students, and guests – is expected to follow posted guidelines.
- College business travel is **restricted**. Only essential off-campus travel is allowed and must be pre-approved.
Will people on campus be screened?

- **Symptom pre-screening is required** before entering buildings. Check with your supervisor or the SC4 website for the current process. Screening is updated periodically to ensure that the college is complying with local, state, and federal requirements.

- This requirement will be dependent on the level of COVID-19 spread in the local community.

- Direction from the **CDC, state government**, and the **St. Clair County Health Department** may also affect the level and types of screening.
What screening standards will be used?

• When entering an SC4 campus building, individuals will need to verify that they are currently symptom-free and are not under a current quarantine or self-isolation order from the county health department or another healthcare professional.

• A body temperature check (done with a non-touch thermometer) may also be required. Your personal temperature must be below 100.4°F to be allowed into the building.

• Any of these conditions (current symptoms, quarantine order, or elevated body temperature) will result in denied entry to all campus buildings.
How do I report confirmed cases?

Upon notification of a **positive COVID-19 diagnosis** from an employee’s health care provider or upon notice that a student in your classroom has tested positive for COVID-19, the following steps will be taken immediately:

1. If an employee or student tests positive they **must contact Campus Patrol** at (810) 989-5757 or extension 5757 to inform the College of the diagnosis and report locations **on campus** they have accessed within the last 48 hours.
2. Campus Patrol will immediately share this information with the Vice President of Human Resources.
3. Human Resources will immediately notify the St. Clair County Health Department.
4. **The St. Clair County Health Department has authority over reported cases and will direct the College’s response.** The college will cooperate and assist the Health Department as requested. The Health Department may advise no additional action, individual quarantine, class modification, monitoring, or other actions. The Health Department’s directions will be based on each specific situation and therefore cannot be predetermined.
5. The college will follow all Health Department directives and take all appropriate measures to safeguard the health and safety of those on campus including, but not limited to, **scheduling of deep cleaning** of campus facilities, **notification of individuals** possibly exposed, and **campus announcements**.
How might testing positive affect me?

• The College is prohibited from retaliating against employees or students who stay home or leave work or a class as the result of a COVID-19 diagnosis.

• The College is also committed to providing support to students to assist them with completion of their educational programs and to providing support and accommodations within the scope of the law to employees whenever feasible.
What if I need accommodations?

• If you - or a student you’re working with - need additional considerations or accommodations during this time:
  • **Employees**: Contact Vice President of Human Resources Bethany Mayea at blmayea@sc4.edu.
  • **Students**: Contact Vice President of Student Services Pete Lacey at placey@sc4.edu.
• **Masks are required.**

• **Face shields** may be required in addition to a face mask in some classrooms. If required, shields will be provided.

• A **face shield** (in addition to a mask) is required for faculty when working next to a student.

• Classes may be scheduled in unconventional rooms for classes (cafeteria, theater, library, etc.) to facilitate social distancing.

• **Audio-visual technology** will be added as needed to unconventional classrooms.

• **Discipline-specific measures** may be implemented as needs dictate.

• **Social distancing** will be implemented according to up-to-date health guidelines and in combination with other measures. Combination measures may reduce the recommended distance between individuals.

• Additional technology may be implemented to facilitate **social distancing** on campus.

• **Windows** may be opened when feasible.

• Classes may meet **outside** when feasible.

• **Inclusion** and **accommodation of all students** is expected when alternatives are implemented.
• Cloth masks will be provided to employees.
• Face shields are available to employees as needed.
• Face shields will be disinfected by the employee. Disinfectants will be provided for on campus disinfection. Cloth masks will be washed by the employee (see earlier slide: “Masks are required on campus”).
• Rooms will be disinfected frequently by physical plant employees.
• Equipment and tools are not to be shared. Procedures for disinfecting classroom equipment and tools will be developed in each discipline in collaboration with CAO.

• Student dismissal from class should be staggered to reduce congestion at the doorway and to facilitate physical distancing in halls.
• Seating charts and daily attendance records are recommended to facilitate health department follow-up if an illness is reported.
• Campus rules related to COVID-19 will be enforced in the same manner as other campus rules (ask to comply, if no compliance ask to leave and report to Student Services) Enforcement of rules must be unbiased and reasonable.
Room assignment timeline

• Final analysis for classroom assignments will begin the week of August 3 by CAO.

• Room assignments will be announced the week of August 10.

• **Room assignments will account for specialty spaces, enrollment, and technology.** Classes may be held in spaces faculty have not traditionally used and room assignments will utilize the space best suited for the enrollment (i.e. placing a class with 20 students enrolled in the cafeteria may be inefficient based on other needs at the time and if the 20 person class can be safely accommodated in another space). Physical distancing requirements depend on a combination of methods - not just measurement between individual spaces.
What if I see unsafe work conditions?

• The College is committed to maintaining a safe work environment for all employees. If an employee becomes aware of an unsafe work condition, they should contact their supervisor immediately to share their concerns.

• If the employee’s concerns are not resolved by working with their supervisor, the employee should report their concerns to Human Resources.
Why are we doing this?

• These guidelines and expectations have been developed in line with scientific recommendations from the Centers for Disease Control.

• They also ensure that SC4 is complying with federal, state, and local health regulations and orders.

• Our primary goal is to promote the well-being of SC4 employees, students, and campus visitors, while continuing to provide the education that will be even more critical as our community returns to work.

• The Campus Patrol team and Physical Plant supervisors have been designated as the College’s designee to monitor COVID-19 control strategies on campus. They will provide feedback to the COVID-19 management team who will assess the need for adjustments to this plan.
How do I get more information?

- **Contact your supervisor.** They may have additional guidelines and plans for your work area.
- **Contact Human Resources** for accommodations and other work-related issues.
- **Contact the Campus Health Clinic** operated by the St. Clair County Health Department, located in Main Building 211.
- **Check the St. Clair County Health Department website** at [www.scchealth.co](http://www.scchealth.co).
- **Check the Portal** for updates to these guidelines and expectations.
New – Campus Health Clinic

• Operated by the St. Clair County Health Department.
• Located in Main Building 211.
• Available services:
  • **COVID-19**: NP and/or nasal swab testing; disease investigation; isolation and quarantine guidance
  • **Vaccinations**: Administration of ACIP-recommended vaccinations
  • **Health screening**: STI testing and treatment; HIV testing and risk assessment; pregnancy testing and referral; sexual health education; Hepatitis C testing and case management
  • **Health consultations**: Naloxone distribution and consultation; outreach for referrals to community resources; Medicaid application assistance
  • **Public health presentations**: Assess, inform and educate on current health issues as requested