



## Return to Campus Policy

### Why this policy is important

As our communities stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, Clackamas Community College will begin the process of returning students, employees, and visitors to campus. The Return to Campus Policy establishes expectations for the personal behaviors required of students, employees, and visitors to prevent the transmission of the COVID-19 virus while engaging in on-site educational, work, and recreational activities.

### Who needs to know and understand this policy

This policy applies to all students, employees, and visitors to Clackamas Community College campuses.

### At a Glance

Topic	Date Effective/Revised
Purpose	August 4, 2020
COVID-19 Transmission Prevention Strategies	August 4, 2020
Personal Health Monitoring	
Physical (Social) Distancing	
Masks and Face Coverings	
Personal Hygiene	
Accountability for Prevention Strategies	August 4, 2020
Reporting Concerns or Policy Violations	August 4, 2020

### Related Documents or Policies

[Return to Campus Plan](#)

[Center for Disease Control Guidelines](#)

[Oregon Health Authority Guidelines](#)

[Association of Classified Employees Bargaining Agreement](#)

[Association of Full-time Faculty Bargaining Agreement](#)

[Association of Part-time Employees Bargaining Agreement](#)

[Employee Handbook](#)

[Employee Handbook for Administrative and Confidential Employees](#)

[Student Handbook](#)

## **Purpose**

The College is committed to providing a safe environment for students, employees, and visitors to campus. As part of this commitment, a cross-departmental team created the [Return to Campus Plan](#) to prepare the college community to return from the remote operations mandated by the state of Oregon in response to the COVID-19 pandemic.

The Return to Campus plan outlines strategies the College is implementing to provide a safe physical environment including increased sanitation, revised room capacity guidelines to support physical (social) distancing, and the procurement and provision of disposable face masks for students and employees.

A safe physical environment is only part of the plan, however. Maintaining a safe on-campus environment will also require individuals to change their behavior and participate to the extent they are able to in COVID-19 transmission prevention strategies.

The purpose of this Policy is to provide guidance to students, employees, and visitors to campus on the transmission prevention behaviors required for students, employees, and visitors while on campus.

## **COVID-19 Transmission Prevention Strategies**

According to the [Center for Disease Control \(CDC\)](#), there are several strategies individuals can adopt to aid in preventing the transmission of COVID-19 including: personal health monitoring, physical (social) distancing, wearing masks and/or face coverings and maintaining a high level of personal hygiene. While on campus, students, employees, and visitors will be asked to engage in all of these strategies to do their part in maintaining a safe and healthy campus environment.

### **Personal Health Monitoring:**

The best way to prevent the transmission of COVID-19 is to avoid contact with those that have already contracted the virus. Minimizing contact will require all students, employees and visitors to campus to monitor their personal health and refrain from visiting campus if they feel ill or have developed [symptoms of COVID-19](#).

To assist individuals in determining if they are healthy enough to come to campus, the College is requiring all students, employees, and visitors to campus to monitor their own health daily by completing the Daily Self-Health check-list before coming to campus.

The Daily Self Health checklist can be found [here](#) in the Return to Campus Plan or via the Rave Guardian application. To access the Rave Guardian application, follow these steps:

- Download the Rave Guardian app from the Apple Store or Google Play.
- Enter your phone number.
- Verify your phone number.
- Select COVID-19 for your location.
- Verify your contact information.

**Students, employees and visitors must not come to campus if sick.**

Any person who starts to feel sick while on campus should immediately go home. Students and employees must notify their instructor or supervisor immediately that they do not feel well and must return home.

Students, employees or visitors who develop or report primary COVID-19 symptoms:

- Should seek medical care and COVID-19 testing from their health provider or local public health authority.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine and other symptoms are improving.
- If the person has a negative viral test (and if they have multiple tests, all tests are negative), they should remain at home until 72 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at home until 72 hours after fever is gone, without the use of fever reducing medicine and other symptoms are improving.
- Any student, employee or visitor known to have been exposed to COVID-19 within the preceding 14 days should stay home and follow instructions from local public health authority and Clackamas Community College officials.

Additional health screening (temperature check, etc.) may be required by departments due to regulatory requirements or difficulty in maintaining social distancing. Students and employees will be advised of any additional health screening requirements prior to arriving on campus. Expected visitors should also be advised of any additional health screening requirements before arriving on campus.

**NOTE:** The College will report all positive COVID-19 cases in the campus community to Clackamas County Public Health.

When any member of the CCC community becomes ill with COVID-19, College Safety will work with Clackamas County Public Health to identify those with whom the individual has been in close contact and assess the significance of the exposure. Enhanced cleaning of facilities will occur as needed. A notice will also be sent to the College community regarding possible exposure.

Students unable to report to campus due to illness or exposure to COVID-19 should reach out to their instructors regarding their ongoing enrollment in class.

Employees unable to report to campus due to illness or exposure to COVID-19 should let their immediate supervisor know that they are unable to report to campus. Employees unable to report to campus to instruct or work may be eligible to use their sick leave or may qualify for protected leave through December 31, 2020 under the Families First Corona Virus Response Act (FFCRA). Employees who have questions regarding their pay or eligibility for protected leave under the FFCRA or who wish to apply for FFCRA should submit a [Service Desk ticket](#) to Human Resources.

### **Masks and Face Coverings:**

The College requires all students, employees, and visitors to wear face coverings at all times while in all buildings (except when alone in a private office), in shared spaces and all outside areas where physical (social) distancing is difficult to maintain, unless impractical due to a physical impairment or disability. Students, employees, and visitors are required to provide their own face coverings. A limited supply of face coverings will be available on campus for those forgetting to bring their own.

General guidance regarding the types and use of face coverings, surgical masks, N95 respirators and clear face shields can be found in the [Return to Campus Plan](#).

Disposable face covering procurement is coordinated through Campus Services. For students, employees or visitors forgetting their face coverings, disposable face covering are available by contacting College Safety at 503-594-6650 or stopping by the College Safety office located in McLoughlin Hall, room 113.

Students may also obtain a disposable face covering at the Associated Student Government office in the Community Center.

Departments on campus will also have a limited supply of face coverings available.

Students who cannot wear face coverings due to personal health conditions should follow the process established by the Disability Resource Center for requesting a reasonable accommodation by contacting the DRC at [drc@clackamas.edu](mailto:drc@clackamas.edu) or 503-594-6357. A summary of the reasonable accommodation process for students can be found [here](#).

Employees who cannot wear masks or face coverings due to personal health condition should reach out directly to Director of Human Resource Operations, Vicki Hedges at [vickidu@clackamas.edu](mailto:vickidu@clackamas.edu) or submit a [Service Desk ticket](#) to Human Resources. Human Resources will assist the employee in submitting a request for reasonable accommodation related to the use of masks or face coverings.

### **Physical (Social) Distancing:**

Physical (social) distancing is a cornerstone of our college community's return to campus. To minimize the spread of COVID-19, all students, employees, and visitors must observe physical (social) distancing requirements while on campus work to ensure minimum of 6-foot physical (social) distancing.

Physical (social) distancing solutions may differ from building to building and will likely depend on how many people are expected to return to campus versus continuing to work or study from home. Detailed physical (social) distancing guidelines are included in the [Return to Campus Plan](#). Highlights of physical (social) distancing guidelines are found below:

Students, employees, and visitors are expected to:

- Maintain at least 6 feet of distance between themselves and others;
- Limit elevator usage to one (1) person per elevator car;
- Follow traffic and directional signage in buildings and in stairwells;
- Wear masks and/or face coverings.

In classrooms, students and faculty will:

- Adhere to room capacity guidelines;
- Wear masks and/or face coverings;
- Faculty will wipe down lectern, etc. at the start and end of every class;
- Students will wipe down seats, desks or work areas at the start and end of each class.

In general work spaces, employees will:

- Avoid, when possible, face-to-face meetings. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct college business as much as possible, even when participants are in the same building;

- If meeting in-person: choose a large room, maintain 6 feet distance while in the meeting space, limit participants to no-more-than ten (10) persons, wear masks or face coverings and avoid person-to-person contact such as hand-shaking;
- Do not congregate in offices, workrooms, copy rooms, classrooms, or other areas where people typically socialize.

In meeting rooms, students, employees, and visitors will:

- Adhere to room capacity guidelines;
- Bring and manage their own whiteboard markers and erasers;
- Ensure physical distancing guidelines are maintained;
- Wear masks and/or face coverings;
- Wipe down contact surfaces before and after every meeting.

Personal Work Space/Offices:

It is the employee's responsibility to disinfect their work desk surface, keyboard, telephone, and other items. Consideration should be given to the following:

- Minimize objects on desk tops to facilitate regular disinfecting;
- Remove or tape off visitor chairs if office size is not sufficient to provide minimum social distancing; and
- Employees alone in an office do not need to wear a mask. However, they should immediately don a mask or face covering if meeting with others or in circumstances where physical distancing cannot be maintained.
- Instruct visitors that they should have conversations with office occupants from the doorway and should not enter individual offices.

All students, employees, and visitors should leave the campus as soon as possible following the end of class or completion of work or recreational activities.

### **Personal Hygiene:**

Students, employees, and visitors, should follow these personal hygiene practices to help prevent the transmission of COVID-19:

- Frequent hand washing: individuals should wash their hands often with warm, soapy water for at least 20 seconds or by using an alcohol-based hand sanitizer (handwashing with alcohol based hand sanitizer is not recommended before eating, preparing or serving food and after using the restroom).
- Respiratory etiquette: Individuals should cover their mouth and nose with a tissue when they cough or sneeze and then throw used tissues in the trash. Anyone who doesn't have a tissue should cough or sneeze into their elbow, not their hands.
- Individuals should avoid touchpoints such as doorknobs, light switches, desks, desktop peripherals, remote controls, and/or use disposable wipes before each use. Avoid the use or borrowing of other people's phones, desks, offices, or equipment.

### **Accountability for COVID-19 Prevention Strategies**

The health and safety of the College Community is dependent on adherence to the COVID-19 prevention strategies outlined in this Policy.

Students failing to comply with the prevention strategies in this policy may be referred to the Conduct Team for possible disciplinary action under the [CCC Student Code of Conduct and](#)

[Disciplinary Policy](#), which states: “Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others” are grounds for disciplinary action (Section B.14 of the Student Code of Conduct section of the [Student Handbook](#)).

Employees failing to comply with the Return to Campus Policy may be subject to disciplinary action in accordance with the terms outlined in their respective Association Agreement or Employee Handbook.

### **Reporting Concerns or Policy Violations**

Individuals who refuse to wear a mask or face shield while on campus may be referred to remote-only service.

To report incidents of non-compliance with any part of this Policy, please contact your instructor, or immediate supervisor. You may also reach out to College Safety at x6550 or 503-594-6650, Human Resources via the [Service Desk](#), or via the Rave Guardian application. To access the Rave Guardian application, follow these steps:

- Download the Rave Guardian app from the Apple Store or Google Play.
- Enter your phone number.
- Verify your phone number.
- Select COVID-19 for your location.
- Verify your contact information.