

Delgado

COMMUNITY COLLEGE

Return to Work Plan

COVID-19

WORKING COPY



2020



Executive Summary

On March 13, 2020, as a result of COVID-19, Delgado Community College quickly shifted all face-to-face courses to alternative instructional delivery and staff were transitioned to working remotely as ordered by Louisiana Governor John Bel Edwards.

Currently, we remain under the Public Health Emergency declared by Proclamation Number 25 JBE 2020 in response to the threat posed by COVID-19. However, the initial Stay at Home Order issued by the Governor on March 23 and extended on April 30 will be relaxed on May 15, 2020. Therefore, we must begin the process of safely returning employees and students. In order to do this properly, appropriate safety measures that are in compliance with Center for Disease Control (CDC) recommendations must be implemented. The College will continue to monitor the safety recommendations of CDC, state, and local officials, and is prepared to make the necessary adjustments as recommended by these entities.

Delgado Community College has proven itself to be resilient time and time again, and although COVID-19 is a crisis of global and national proportions, Delgado is emerging stronger as a valued leader in the higher education landscape. We have collaborated in ways unimaginable, and we have worked diligently during this catastrophic pandemic to maintain the academic and business continuity of the College.

The health and safety of faculty, staff, and students remain our highest priority, and to that end, the following multi-phased plan was developed in consultation with Delgado Vice Chancellors, Executive Deans, Facilities Planning Department, Human Resources Department, as well as healthcare professionals and external experts. This plan provides the approach along with the protocols the College will have in place to ensure the safe return of all.



COVID-19 Return Strategy Phase I – Preparation and Planning

Phase I: Preparation and Planning (April 22 - May 1, 2020)

- An assessment of proper cleaning inventory as indicated by CDC guidelines will be conducted. This inventory should be sufficient for every location of the College for the next 6-8 months. *(Completed)*
- Assessment of PPE inventory required to be worn by cleaning staff at all times. At a minimum housekeeping staff must have daily PPE and based on CDC guidelines (gloves and face masks, and *gowns optional*). *(Completed)*
- Any supplies needed will be ordered by April 30, 2020. *(Completed)*
- A written plan for cleaning and disinfecting all buildings, classrooms, labs, offices, hallways, restrooms, water fountains and elevators will be developed. Also, included in this plan will be a list of those high traffic areas throughout the College and the frequency by which these areas will be cleaned. *(Completed)*
- All housekeeping staff will be trained on the proper techniques for cleaning and disinfecting per CDC guidelines. This will be a mandatory training for every member of the housekeeping team and will be conducted by May 1, 2020. Sign in sheets will be required with a copy of the training materials. *(Completed)*
- Cleaning staff will also be provided with training related to the proper protocols of wearing and removing PPE. *(Completed)*
- Executive Deans of each site will determine the entrance points and exit points for staff in preparation for return to work. *(Completed)*
- Protocols for taking temperature and usage of wellness form upon entry will be developed. *(Completed)*
- A plan for next steps if an individual has a temperature or information on the form indicates a risk will be developed. *(Completed)*
- Department heads will develop a plan for staff to return to work. This plan must be prepared by executive deans in consultation with department heads who reside on each campus. *(Completed)*
 - This plan must address how staff will return in a staggered approach with work from home strategies. The intent is that all employees will be given fixed work schedules. The goal is for the College to know who will be on campus, in what areas and at what times.
 - Plan must also include social distancing measures.

Actions needed for implementation of Phase 1

Action	Date Concluded	Responsible Party
100% of all housekeeping staff will be trained on proper cleaning protocols as provided by CDC guidelines. Goodwill staff will be trained as well and will follow training session topics directed by the College's building services department. This will be evidenced by sign in sheets and training materials attached (<i>See Attachment A - CDC Cleaning Guidelines & Attachment B Training Session and sign in sheets</i>).	5/1/2020	Dion Mays
100% of all housekeeping staff will be trained on the proper wearing and disposing of PPE this will be evidenced by sign in sheets with training materials attached (<i>See Attachment B</i>).	5/1/2020	Dion Mays
Inventory of cleaning supplies and PPE. This will be evidenced inventory logs (<i>Attachment C</i>).	4/30/2020	Dion Mays
Each location of the College will have sufficient cleaning supplies and PPE as evidenced by inventory logs relevant to each site	5/1/2020 (initial cleaning supplies) 5/8/2020 (cleaning supplies for other phases)	Dion Mays
<i>A written plan of the initial sanitizing and disinfecting of all classrooms, offices, hallways, restrooms, water fountains, door knobs and elevators of every location (See Attachment D)</i>	5/1/2020	Dion Mays
<i>A written plan related to the frequency of cleaning high traffic areas of the College once staff return as well as a plan for the cleaning once faculty, staff and students return (See Attachment D).</i>	5/1/2020	Dion Mays
<i>Plan for facilities staff to check all facilities, electrical, plumbing, roofs, required maintenance checks, etc. on May 4. (See Attachment E).</i>	5/1/2020	Jim Royer
<i>A return to work plan provided by every Executive Dean to Facilities. This plan may indicate when students will report for hands on training (See Attachment F).</i>	5/1-5/8/2020	Executive Deans
<i>Develop temperature testing protocols and points of entry protocols that will be used for phase 3</i>	5/8/2020	Executive Deans
<i>Wellness Form</i>	5/1/2020	Done
<i>Process for staff who exhibit risk factors</i>	5/6/2020	Carla Major



COVID-19 Return Strategy
Phase II – Cleaning and Disinfecting all Campuses and Sites
May 4 – May 22, 2020

- This phase consists of the actual cleaning and disinfecting of every location of the College.
- See Cleaning Status Report (Attachment H)

Actions needed for implementation of Phase 2 are based on the plan addressed in phase 1 of this plan



COVID-19 Return to Work Protocol Phase III – Employees Return May 25, 2020 – May 30, 2020

Phase III of the College's plan is intended to align with Phase 1 of Governor John Bel Edwards, Mayor Latoya Cantrell, and Jefferson Parish President Cynthia Lee Sheng's plans. All guidelines will be strictly enforced in accordance with the guidelines and mandates as set forth by state and local officials.

During this phase, the Stay at Home Order is "relaxed" and limitations on occupancy, social distancing, requirements for personal protective equipment, and daily disinfecting will be implemented. During this phase, high risk employees (individuals with serious medical conditions or individuals prone to contract this disease) should continue to work from home. Additionally, individuals who can perform optimum work productivity from home should continue to do so. Additional flexibility will be required during this time as circumstances may continue to change rapidly.

The following includes the daily check-in protocol for all Delgado Community College employees for the COVID-19 Return to Work.

PHASE III SAFETY MEASURES

The health and welfare of our employees remains our highest priority. In returning employees to the workplace, specific safety measures, in compliance with recommendations from the Center for Disease Control (CDC), must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19.

- **Facial Coverings** – A mask, scarf, bandana or other such facial covering shall be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms and restrooms. Employees are encouraged to bring their own, but supplies will be available for those unable to do so. Although preferable to wear a facial covering at all times, employees assigned to a private office or individual cubicle may remove the facial covering while working alone within their designated work space; however, if a co-worker enters that office the mask must be worn. The facial covering should fully cover the mouth/nose area and may not contain images or text that are inappropriate or may be offensive to others.

Phase III – May 25 - 30, 2020 (continued)

- **Physical Distancing** – Employees are required to maintain a minimum distance of 6 feet from others at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees. In such meetings, face coverings must be utilized and the meeting space sufficient to satisfy the 6-foot distancing rule. Preferably telephones, teleconferences and video conferencing should be used.
- **Personal Hygiene** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered. Civil Service will soon provide a training video on this issue.

Phase III Work Access

- There can be no more than 20% of office staff on a daily basis.
- Supervisors should make considerations for employees who cannot return to work because of health issues or childcare situations.
 - Supervisors should consider allowing those that cannot easily work from home to be among the first to return to work.
 - All employees must have a fixed schedule.
 - Supervisors must maintain a log of attendance of staff.
- All employees must check-in at the designated entry points *in the Phase III College-Wide Entry Points Chart*. At the entry point, temperature will be taken and a wellness questionnaire must be completed.
 - Out of an abundance of caution for their safety and that of others, any employee with a temperature of 100.4 and above will not be allowed access.
These individuals will be referred to Human Resources.
 - Cleared employees will receive a wrist band that must be worn throughout the workday to denote clearance.
- All gathering spaces such as lunch rooms or break rooms will be closed and strictly enforced.
- All employees must adhere to the safety guidelines listed above.
- No visitors are allowed on campus during this time.
- A minimum of twice daily cleaning and disinfecting must be conducted. High traffic areas such as restrooms, railings of stairwells, elevators and other areas outlined in the cleaning plan will be cleaned and sanitized a minimum of 4 times daily.

Phase III – May 25 - 30, 2020 (continued)

Phase III College-Wide Points of Entry

As we begin to return during this phase, the following chart identifies specific checkpoints at each campus/site. Those employees that have been deemed essential to the continuity of the College operations must adhere to the entry checkpoints and times below. Please note that in Phase III check-in time is 7:30 a.m. - 9:30 a.m. at designated locations on each campus/site. Additional times may be provided as we progress through the summer and fall.

PHASE III COLLEGE-WIDE POINTS OF ENTRY		
Campus/Site	May 25-30 M-F	Location/Entry Points (Check-in)
		7:30 a.m. – 9:30 a.m.
City Park Campus 7:30 a.m. – 4:30 p.m.	OPEN Daily	City Park Campus <ul style="list-style-type: none"> • Buddy Bolden Way (Access to Buildings 1,6 & 37) • Orleans Avenue (Eastside of Building 1, gate area) • Orleans Avenue (Between Buildings 4 & 10) • Navarre Avenue (Gate between Building 2 westside & WYES)
Jefferson Site 7:30 a.m. – 4:30 p.m.	OPEN Daily	Jefferson Site <ul style="list-style-type: none"> • Blair Drive (Gate closest to Building eastside)
Maritime Center 7:30 a.m. – 4:30 p.m.	OPEN Daily	Maritime Center <ul style="list-style-type: none"> • Gentilly Blvd. (Second Gate)
River City Site 7:30 a.m. – 4:30 p.m.	OPEN Daily	River City Site <ul style="list-style-type: none"> • Driveway (On the northside of the site)
School of Nursing 7:30 a.m. – 4:30 p.m.	OPEN Daily	School of Nursing <ul style="list-style-type: none"> • Perdido Street Parking Garage (1st floor entrance)
Sidney Collier Site 7:30 a.m. – 4:30 p.m.	CLOSED	Sidney Collier Site <ul style="list-style-type: none"> • Louisa Street
West Bank Campus 7:30 a.m. – 4:30 p.m.	Tuesday & Thursday	West Bank Campus <ul style="list-style-type: none"> • General Meyer @ Hunley Street

Phase III – May 25 - 30, 2020 (continued)

- In Phase III, not all sites will be accessible at all entry points initially, nor will all employees report to work simultaneously.
- **Additional faculty and staff will be permitted to return as local and state restrictions are lifted.**

Phase III Computer Checks

- Upon return to work in Phase III, the user should connect the device, hard-wired, to Delgado's network as college-issued laptops/tablets are automatically enrolled in a process to receive updates, be scanned for viruses, etc. If a problem is encountered once plugged into Delgado's network, then please contact the OIT Helpdesk and schedule an appointment at dcchelpdesk@dcc.edu. During the return-to-work phase, the appointment can be scheduled M-Th.
- Off-site / remote client workstations are required and continue to receive Endpoint protection policies, anti-virus updates, scans and real-time protection through Microsoft Defender.
- Delgado computer devices have all been onboarded to this Microsoft Advanced Threat Protection (ATP) which ensures protection for all on-site and off-site remotely connected client workstations
 - ATP does automated investigations
 - Threats are automatically detected and remediated

Actions needed implementation of Phase 3

Action	Date Concluded	Responsible Party
Names of Officers or key staff assigned to those entry points included in (<i>Attachment G</i>) Collegewide Points of Entry	5/8/2020	Warren Riley
Training provided to the officers/key staff tasked with monitoring entry point on how to use the infrared monitor and written wellness form.	5/12/2020	Brian Rosenthal
Process for college computer and laptops (<i>See attachment H</i>)		Departments
Checkpoints for facility entrance (<i>Attachment G</i>)		Executive Deans
Wellness Form (<i>Attachment H</i>)		Carla Major



COVID-19 Return to Work Protocol Phase IV – Students and Additional Employees Return June 1, 2020* - August 9, 2020

**A minimal number of students return to campus starting May 25, 2020, to complete academic requirements, as coordinated by Instructors, Division Deans and the Interim Vice Chancellor for Academic Affairs and College Provost.*

This phase is designed to allow students who must complete spring 2020 hands-on coursework, continuing prospective students who must complete fall registration steps, as well as additional employees to return to campus. Students will be allowed on campus in a structured manner, and phase IV of Delgado’s plan aligns initially with phase 1 and subsequently with phase 2 of Governor John Bel Edwards, Mayor Latoya Cantrell and Jefferson Parish President Cynthia Lee Sheng’s plans. During this phase, all guidelines will be strictly enforced in accordance with the guidelines and mandates as set forth by federal, state and local officials.

EMPLOYEES IN PHASE IV

In Phase IV, employees continue to follow required safety measures and protocols, but also adhere to the summer schedule’s four-day workweek beginning Monday, June 1st and ending Friday, July 31st, 2020. During the summer schedule, the work hours for employees are 7:30 a.m. until 6:00 p.m. Monday through Thursday. The College reverts back to the regular Monday through Friday 8:00 a.m. – 4:30 p.m. schedule on Monday, August 3, 2020. Any deviation from this schedule must be pre-arranged with the supervisor, and should be documented in writing within the employee’s department in the event of an audit. Employees continue to work onsite with limited hours and in limited numbers, and they are expected to follow their supervisor’s expectations and perform their approved on-site and/or remote work schedule in line with the summer four-day workweek. When on campus, employees are expected to adhere to the established safety guidelines and protocols.

PHASE IV EMPLOYEE SAFETY MEASURES

The health and welfare of our employees remains our highest priority. In returning employees to the workplace, specific safety measures, in compliance with recommendations from the Center for Disease Control (CDC), must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19.

Phase IV – June 1 - August 9, 2020 (continued)

- **Facial Coverings** – A mask, scarf, bandana or other such facial covering shall be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms and restrooms. Employees are encouraged to bring their own, but supplies will be available for those unable to do so. Although preferable to wear a facial covering at all times, employees assigned to a private office or individual cubicle may remove the facial covering while working alone within their designated work space; however, if a co-worker enters that office the mask must be worn. The facial covering should fully cover the mouth/nose area and may not contain images or text that are inappropriate or may be offensive to others.
- **Physical Distancing** – Employees are required to maintain a minimum distance of 6 feet from others at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees. In such meetings, face coverings must be utilized and the meeting space sufficient to satisfy the 6-foot distancing rule. Preferably telephones, teleconferences and video conferencing should be used.
- **Personal Hygiene** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered. Civil Service will soon provide a training video on this issue.

Phase IV Employee Work Access

- There can be no more than 50% of office staff on a daily basis.
- Supervisors should make considerations for employees who cannot return to work because of health issues or childcare situations.
 - Supervisors should consider allowing those that cannot easily work from home to be among the first to return to work.
 - All employees must have a fixed schedule.
 - Supervisors must maintain a log of attendance of staff.
- All employees must check-in at the designated entry points in the Phase IV College-Wide Entry Chart. At the entry point, temperature will be taken.
- Out of an abundance of caution for their safety and that of others, any employee with a temperature of 100.4 and above will not be allowed access. These employees will be referred to Human Resources.
- Through June 21, upon entry a wellness questionnaire must be completed. Starting June 22, upon entry the employee will be asked by the check-in officer or personnel if the employee is feeling well that day or experiencing any symptoms. If employees indicate they are feeling ill, this will be documented by the check-in individuals and the employees will not be permitted entry.

- **Phase IV – June 1 - August 9, 2020 (continued)**

- Cleared employees will receive a wrist band that must be worn throughout the workday to denote clearance.
- If an *employee* is ill or is denied entry due to fever or illness, it is the employee's responsibility to notify the supervisor of the nature of the absence immediately. Appropriate action may be taken for failure to contact the supervisor within the specified time frame. See the [Employee Handbook's Employment Standards Section on "Absence."](#) Employees diagnosed with COVID-19 must immediately contact their supervisor and the Office of Human Resources.
- All gathering spaces such as lunch rooms or break rooms will be closed and strictly enforced.
- All employees must adhere to the safety guidelines listed above.
- Employees' visitors are not only allowed on campus during this time.
- A minimum of twice daily cleaning and disinfecting must be conducted. High traffic areas such as restrooms, railings of stairwells, elevators and other areas outlined in the cleaning plan will be cleaned and sanitized a minimum of 4 times daily.

Employee Computer Checks

- Upon *first* return to work in Phase IV, the user should connect the device, hard-wired, to Delgado's network as college-issued laptops/tablets are automatically enrolled in a process to receive updates, be scanned for viruses, etc. If a problem is encountered once plugged into Delgado's network, then please contact the OIT Helpdesk and schedule an appointment at dcchelpdesk@dcc.edu during Monday through Thursday.
- Off-site / remote client workstations are required and continue to receive Endpoint protection policies, anti-virus updates, scans and real-time protection through Microsoft Defender.
- Delgado computer devices have all been onboarded to this Microsoft Advanced Threat Protection (ATP) which ensures protection for all on-site and off-site remotely connected client workstations
 - ATP does automated investigations
 - Threats are automatically detected and remediated

STUDENTS IN PHASE IV

PHASE IV STUDENT SAFETY MEASURES

The health and welfare of our faculty, staff and students remain our highest priority. Specific safety measures, in compliance with recommendations from the Center for Disease Control (CDC), must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19.

Phase IV – June 1 - August 9, 2020 (continued)

- **Facial Coverings** – A mask, scarf, bandana or other such facial covering shall be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, kitchens, break rooms, meeting rooms and restrooms. Students are encouraged to bring their own, but supplies will be available for those unable to do so. The facial covering should fully cover the mouth/nose area and may not contain images or text that are inappropriate or may be offensive to others.
- **Physical Distancing** – Faculty, staff and students are required to maintain a minimum distance of 6 feet from others at all times. There should be no more than two people in an elevator at one time. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees.
- **Personal Hygiene** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered. Civil Service will soon provide a training video on this issue.

Phase IV Instructional Access

- All students must check-in at the designated entry points in the Phase IV College-Wide Entry Chart. At the entry point, each student's temperature will be taken.
- Out of an abundance of caution for their safety and that of others, any student with a temperature of 100.4 and above will not be allowed access.
- Through June 21, upon entry a wellness questionnaire must be completed. Starting June 22, upon entry the student will be asked by the check-in officer or personnel if the student is feeling well that day or experiencing any symptoms. If students indicate they are feeling ill, this will be documented by the check-in individuals and the students will not be permitted entry.
- Cleared students will receive a wrist band that must be worn throughout the workday to denote clearance.
- Students must immediately notify their instructors and/or the department personnel they planned to meet that day regarding their illness or denial of entry due to fever or illness at the check-in points.
- All gathering spaces such as game room, food services, or break rooms will be closed and strictly enforced.
- All students must adhere to the safety guidelines listed above.

Phase IV – June 1 - August 9, 2020 (continued)

Phase IV Dean Responsibilities

Deans will develop a schedule and a plan for the delivery of instruction.

- This plan must be approved in advance by Vice Chancellor for Academic Affairs and must include the course, building, room number, number of students which cannot exceed 10 at one time depending on space and the process for socially distancing students.
- In an effort to ensure social distancing, the room will be set up to allow 6 feet of social distancing to meet this requirement in advance of the class.
- Facilities staff will be required to clean those instructional spaces at the end of each class.
- Daily attendance logs must be maintained by the instructor.
- Masks must be worn by instructor and students during the class.

Instructional Continuity Plan for Fall 2020

The Vice Chancellor for Academic Affairs will appoint an Instructional Continuity Task Force to develop a plan that ensures, regardless of the COVID-19 scenario, that Fall 2020 Semester academic instruction is not interrupted. This plan will be approved in advance by the Chancellor. *(See Attachment I, Fall 2020 Instruction Guidelines, Instructional Continuity Task Force.)*

PHASE IV COLLEGE-WIDE POINTS OF ENTRY

EMPLOYEES

In Phase IV, employees will check-in between 7 a.m. and 9:30 a.m. Monday through Thursday at the designated checkpoints in the **Phase IV College-Wide Entry Points Chart** on the next page. An employee arriving after 9:30 a.m. at any location must check in at the campus/site's Campus Police Office, unless other prior check-in arrangements have been made within the employee's department.

CONTINUING AND PROSPECTIVE STUDENTS

If continuing or prospective students arrive between 7 a.m. and 9:30 a.m., they will check in at one of the designated checkpoints in the **Phase IV College-Wide Entry Points Chart** on the next page. However, on the City Park Campus Navarre Avenue checkpoint (Building 2) will remain open until 3 p.m. for continuing or prospective students with appointments. Additionally, the Campus Police Office on City Park Campus will remain open the entire day from 7:00 a.m. – 6 p.m.

If a class or a continuing/prospective student's appointment is scheduled after 9:30 a.m. at any location, the Dean and/or appropriate Vice Chancellor will work with Campus Police on designating a checkpoint area outside of the building in which the class or appointment will be held. It is very important that the schedule is prepared in advance so that the checkpoints can be properly staffed.

Phase IV – June 1 - August 9, 2020 (continued)

PHASE IV COLLEGE-WIDE POINTS OF ENTRY		
Campus/Site	*M-Th (6/1-7/31) M-F (After 7/31)	Location/Entry Points
7:00 a.m. – 6 p.m. (June 1 – July 31) 8:00 – 4:30 (After July 31)		7:00 a.m. – 9:30 a.m.**
City Park Campus	OPEN Daily	City Park <ul style="list-style-type: none"> • Buddy Bolden Way (Access to Buildings 1,6 & 37) • Orleans Avenue (Eastside of Building 1, gate area) • Orleans Avenue (Between Buildings 4 & 10) • Navarre Avenue (Gate between Building 2 westside & WYES) <i>**Open 7:00 a.m. – 3 p.m. for students and visitors</i> • <i>Campus Police (Building 10)</i> <i>**8:00 a.m. – 4:30p.m.</i>
Jefferson Site	OPEN Daily	Jefferson Site <ul style="list-style-type: none"> • Blair Drive (Gate closest to Building eastside)
Maritime Center	OPEN Daily	Maritime Center <ul style="list-style-type: none"> • Gentilly Blvd. (Second Gate)
River City Site	OPEN Daily	River City Site <ul style="list-style-type: none"> • Driveway (On the northside of the site)
School of Nursing	OPEN Daily	School of Nursing <ul style="list-style-type: none"> • Perdido Street Parking Garage (1st floor entrance)
Sidney Collier Site	OPEN Daily	Sidney Collier Site <ul style="list-style-type: none"> • Louisa Street
West Bank Campus	OPEN Daily	West Bank Campus <ul style="list-style-type: none"> • General Meyer @ Hunley Street

**A minimal number of students return to campus starting May 25, 2020, to complete academic requirements, as coordinated by Instructors, Division Deans and the Interim Vice Chancellor for Academic Affairs and College Provost.*

Phase IV – June 1 - August 9, 2020 (continued)

Phase IV Student Access to Additional Services and Activities

Continuing and prospective student access to additional services and activities begins June 1 with the following requirements in place:

- Students will be allowed on campus only through previously set up appointments and arrangements coordinated by the department responsible for providing the service or activity.
- All students must check-in at the designated entry points in the Phase IV College-Wide Entry Chart. At the entry point, each student's temperature will be taken.
- Out of an abundance of caution for their safety and that of others, any student with a temperature of 100.4 and above will not be allowed access.
- Through June 21, upon entry a wellness questionnaire must be completed. Starting June 22, upon entry the student will be asked by the check-in officer or personnel if the student is feeling well that day or experiencing any symptoms. If the students indicate they are feeling ill, this will be documented by the check-in individuals and the students will not be permitted entry.
- Students must immediately notify their instructors and/or the department personnel they planned to meet that day regarding their illness or denial of entry due to fever or illness at the check-in points.
- Cleared students will receive a wrist band that must be worn throughout the day to denote clearance.
- Social distancing and wearing of face coverings will be enforced, and all gathering spaces will be closed.
- Facilities staff will be required to clean following use.
- Daily attendance/use logs must be maintained by the responsible department.
- All students must adhere to the safety guidelines listed above.

Other Requirements

- A minimum of twice daily cleaning and disinfecting must be conducted. High traffic areas such as restrooms and other areas outlined in the cleaning plan will be cleaned and sanitized a minimum of 4 times daily.

Adjustments to this phase will be made following state and local guidelines, which will allow visitors to the campus. A visitor is not a continuing or prospective student. This will be done by appointment only, and all visitors will receive a temperature and wellness check.