

Subject: Employee Guidance for Campus Re-Entry

Date: Friday, May 22, 2020 at 5:27:33 PM Eastern Daylight Time

From: Marketing and Communications

To: Marketing and Communications

As the state of Ohio begins to re-open, Columbus State will continue on its path of a phased, responsible re-entry to campus. This will be an exercise in patience and care for one another, and we will need open minds and spirits that embrace new ways of doing things. Fortunately, as a learning community, that's what we do.

As unfamiliar as some of these processes will seem at first, please know many of your colleagues have committed careful research and consultation to help our College navigate this new environment safely and in compliance with state and federal guidelines. Thank you for your partnership.

Operating Status and Teleworking

Summer classes start on Tuesday, May 26, and we will remain in our current remote operating status through the semester, meaning employees are expected to continue to telework unless they are one of the few units that have operated on campus throughout the pandemic. Those include Columbus State Police Department, Facilities Management, Information Technology, the Bookstore, and some Business Services units. Additionally, a small number of in-person classes and labs will be held on our campuses in programs in which online instruction is not possible.

All other offices, departments and individual employees should avoid coming to College locations if at all possible. If you do have to come to campus, there are new processes you must follow to help us keep each other safe and healthy. You'll find them in [Protocol for Working on Campus Summer 2020](#), which addresses how to approve and manage exceptions to teleworking in cases of business necessity. You'll find additional detail in the Columbus State [Guide for Employees Returning to the Workplace](#), which establishes expectations for employees who come to campus. A few important items to note:

College Access Protocol

Offices and departments that have a business necessity for returning to campus may return only with explicit approval. Your supervisor will have more information.

Individuals who need to return to campus for a business necessity should:

- get permission from your supervisor and approval from your vice president;
- fill out the health assessment form before you come to campus each day;
- and check in and check out with campus police, who will let you into your building. Exterior building doors will be locked for everyone.
- Wear a facial covering and keep your work area clean.

Health Screening

The state requires all employees to complete a self-assessment of their health each day before coming to a College location. This assessment is critical in helping public health officials spot clusters of infection early and implement contact tracing so outbreaks can be contained. We understand this is a sensitive matter; know that all data will remain confidential and secure. HR business partners will have exclusive access to the data and will access it if there are indications of employee illness. The [screening form](#) can be completed online and can be found [here](#). Contact your HR business partner if you have any questions or concerns.

Facial Coverings

If you are on campus, including any college learning location, you are required to wear a facial covering at all times. If you don't have a facial covering, the College will supply you with one while supplies last, but you are encouraged to bring your own. Details about appropriate facial coverings are provided in the [Guide for Employees Returning to the Workplace](#).

Campus Navigation and Directional Signs

When you come to campus, expect traffic patterns to be different. Parking lots, building entrances and paths in, out and through campus buildings will be restricted intentionally to centralize areas for physical distancing, cleaning and disinfection, and security. Navigating campus and campus buildings will be more like navigating the grocery store. Watch for directional signs, floor decals and other visual prompts telling you which stairwells, floors, elevators and restrooms are open, and which direction you should be traveling.

The latest information about the College's response to the pandemic and our collective efforts to stay both productive and safe can be found at <https://www.csc.edu/about/coronavirus/>. Thank you for your commitment to our students and to each other.