

Protocol for Working on College-Controlled Property

The guiding principles the College adopted in mid-March 2020- health and safety first, flexibility, compassion and clear communication - serve as our guide in this protocol.

A. INTRODUCTION

1. In alignment with Ohio Department of Health guidelines, employees will telework.
2. This protocol addresses the exception to telework, specifically, employees who have a **business necessity** to work on College-controlled property.
3. For purposes of this Protocol, “on-site” includes any College-controlled property.

B. PERMISSION TO WORK ON-SITE

1. Operational units/departments with a **business necessity** to be on-site
 - a. If the Vice President (VP) agrees there is a business necessity for a unit/department within their division to work on-site, a request for approval will be submitted to the Business Necessity Approval Committee (“Committee”), which consists of Rebecca Butler, Jennifer Anderson and Rick Hatcher.
 - b. If Committee approval is granted, notice will be provided to Facilities Management (FM) prior to the unit/department’s work on-site so that FM can assess the work area for safety and health considerations (i.e. Plexiglas, furniture/office configurations for social distancing, stocked sanitization supplies, enhanced cleaning, etc.). FM will communicate with the Committee on approved changes before the unit/department can work on-site.
 - c. Committee approval is required prior to the unit/department working on College-controlled property.
 - d. Notice of the approval for an operational unit/department to work on-site will be provided to CSPD.
 - e. Departments that have been explicitly authorized to work on-site on or before May 26, 2020 [Facilities Management (FM), the Columbus State Police Department (CSPD), Information Technology (IT), Bookstore and Business Services units and employees working/supporting approved summer academic labs] are excluded from the requirements of this section.
2. Individual employees with a **business necessity** to be on-site (i.e. to complete a specific task, make copies, access a necessary on-site resource, pick up mail, pick up something from their office, etc.)
 - a. The employee must contact their supervisor with their request to work on-site, including an explanation of the business necessity.
 - b. If the supervisor agrees that there is a business necessity, they shall pass the request to their VP for approval.
 - c. VP approval is required prior to the employee working on College-controlled property.

C. PROCESS FOR INDIVIDUAL EMPLOYEES APPROVED TO WORK ON-SITE

1. Individual employees who have been approved by their VP to work on-site will sign-in and sign-out at the Columbus State Police (CSPD) Department lobby in Delaware Hall, Room 048.
 - a. Instructions on the sign-in and sign-out process will be posted in the lobby.
 - b. Health and safety guidelines and sanitation supplies will be in the lobby.
2. A CSPD employee will provide access to the exterior door to the employee's work location.
3. Employee sign-in sheets will be reviewed periodically to ensure the College is staying at a low-density population.
4. Individual employees who have been approved by their VP to work at the Delaware campus will check-in and check-out with CSPD in the Administrative Building, Room 133.
5. Individual employees who have been approved by their VP to work at an RLC must contact CSPD at 614-287-2525 to make arrangements for access to the RLC.
6. Operational units/departments granted approval to work on-site pursuant to Section B (1) of this Protocol and departments that have been explicitly authorized to work on-site on or before May 26, 2020 [Facilities Management (FM), the Columbus State Police Department (CSPD), Information Technology (IT), Bookstore and Business Services units and employees working/supporting approved summer academic labs] are excluded from the requirements of this section.

D. AUTUMN 2020 ON-SITE ACCESS FOR FACULTY AND ACADEMIC STAFF

1. While the College continues to operate in a low-density format, it recognizes faculty and academic staff need access to campus to prepare for the Autumn 2020 semester and to retrieve items from their offices/workspaces.
2. For the process in place from July 27 through August 5, 2020 and from August 17 – 28, 2020, see the *Campus Access Process for Faculty and Academic Staff* memo dated July 20, 2020 from OAA Operations.

E. HEALTH AND SAFETY CONSIDERATIONS FOR ALL EMPLOYEES WORKING ON-SITE

1. All employees working on any College-controlled property shall comply with Columbus State's [*Guide for Employees Returning to the Workplace*](#).
2. Employees working on-site are required to immediately report any health or safety concerns to CSPD. Employees with health or safety concerns should not continue to work on-site until the concerns are addressed.
3. If workspaces are shared with other functional areas with different supervisors, it is the responsibility of the supervisors to communicate when employees are approved to be on-site in order to ensure low-density population.

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