Highlights for Employees Returning to the Workplace

CAMPUS ACCESS

While the college continues to operate in an extreme low-density model, it recognizes staff and faculty who are assigned to deliver services and instruction remotely, may need access to be on-site. The following protocols are in place to ensure requests for campus access have been approved and details the steps employees must follow in order to manage risk.

1. Access Types – as part of the access request process, there are three (3) types of access requests for employees to be on campus (Recurring/Temporary/Transaction) which are described in the table below.
2. Approvals – Will be based on the type of access that the employee is requesting.
3. Check Ins – Are completed by filling out the contact tracing webform. Sign-ins are not required at the CSPD.
4. Approval and Auditing – All required approvals will be emailed to covid19campusaccess@cscc.edu and will be added to a worksheet that can be made available to supervisory staff, facilities, CSPD, in order to ensure risk of exposure is being managed properly.
5. Requirements for Approved Requests – Employees will continue to adhere to established requirements outlined below.

Campus Access Request Requirements:

Access Request Type	Description	Process
Recurring Employee Access to Campus	Business units and individual employees who have received VP-level approval to be on campus during the COVID-19 pandemic and have associated protocols/procedures in place to ensure employee safety. Examples of Approvals: • Police and Public Safety • Facilities Services (including Mail Services) • Business Services (Payroll, Bookstore) • IT Support • Specific Administrative Personnel • Faculty and instructional support personnel for in-person courses & services	If VP Approval has already occurred, and safety plans/protocols have been put in place: Complete Daily Health Assessment Complete Contact Tracing Form (this replaces the employee check-in at the CSPD.) Follow Safe Work Practices If VP Level Approval has **NOT** occurred: Email supervisor with request to work on-site – including the rationale for on-site work being a necessity. Approval will need to be in place 48 hours in advance of the scheduled on-site time. VP Level Approval for the recurring on-site work will be emailed to: covid19campusaccess@cscc.edu Follow the Daily Health Assessment and Contact Tracing steps above.
Individual Employee – Temporary Access to Work Space	Faculty and Staff who are requesting campus access on a **temporary, non-recurring** basis (greater than 30 minutes in duration) in order to support operations/functions of the college that they	Submit Email approval to supervisor at least 48 hours prior to requested on-site time. Email Will Include: • Employee Name • Campus/Building/Office for access • Date and Time frame for access

	are incapable of delivering from their assigned remote, telework environment.
	
	This would include:
	• Temporary access to an employee's work location to access their office or materials in their office space.
	• Access to campus that is outside of job duties and cannot be delivered remotely.
	    o Volunteer duties at Mid Ohio Market (MOM)
	    o Volunteer welcome team duties
		• Reason that access is required
		
		Supervisor will ensure that density in space is appropriate and any additional safety protocols. (Staggered start times, protocols when in the office space, etc.)
		Supervisor will receive Director-Level approval as required by the specific department.
		
		Approved request should be forwarded to: covid19campusaccess@cscc.edu
		The Campus Access Temporary Approval List will be updated with particular details about the visit and will trigger email being sent out reminding the employee to adhere to safety protocols.
		This Access List will be updated daily and will be centrally available.
		
		Employee will follow directions in approval email:
		Complete Daily Health Assessment
		Complete Contact Tracing
		Follow Safe Work Practices

Employee Transaction Access (ETA) Requests	Faculty and Staff who are requesting access to pick-up, drop-off or conduct a no or low-contact transaction with an expected on-campus visit of less than 30 minutes. This must be completed during work hours. The employee transactions, and the spaces where they are to occur, will have plans related to sanitization, social distancing, and scheduling. Access is solely for the purpose of engaging with that specific service. Examples Include: • Drop/Off Pickup of Technology for College Employees • Employee pickup of mail/packages from mail services • Bookstore employee transactions These employee transactions will have plans related to sanitization, social distancing, and scheduling and access is solely for the purpose of engaging with a specific service.	Receive access instructions or scheduled appointment from service area with which you are conducting the low/no contact transaction. (Email from IT, Appointment request from Bookstore, etc.) Notify supervisor of appointment for the transaction prior to leaving telework location. Follow specific instructions received from the service area (eg – Parking location, building access, etc.) Complete Daily Health Assessment Complete Contact Tracing Follow Safe Work Practices

DAILY MONITORING and CONTACT TRACING
Employee Responsibility

A. *HEALTH ASSESSMENT:*

Required daily self-monitoring will consist of checking your temperature and completing a confidential COVID – 19 screening before you leave for work. This applies to all College employees who must report to the campus, any College-controlled property, or to an off-site approved location for work (such as for training or an off-site meeting). IF YOU ARE TELEWORKING, YOU NEED NOT COMPLETE.

1. Complete the on-line assessment, "COVID-19: Screening Form": https://web.cscc.edu/forms/covid19_screen_emp.php.
   a. Complete all required steps, including a CURRENT phone number to contact if you are asked.
   b. If your responses result in an instruction to stay home and not proceed to work on campus or to any College-controlled property, you are to do so until contacted by Human Resources.
2. Should you go to work and realize you did not complete the assessment, you will need to leave campus and complete the assessment before checking in at the police station or going to your work area.

B. *CONTACT TRACING*

All College employees who must report to the campus, any College-controlled property, or to an off-site approved location for work (such as for training or an off-site meeting) MUST sign in electronically once they arrive at the location. Employees may enter their location multiple times within one day which will assist in real-time the tracing of all employees. The link may be found at http://web.cscc.edu/forms/contact_tracing.php. IF YOU ARE TELEWORKING, YOU NEED NOT COMPLETE.

EMPLOYEES WHO MAY BE AT HIGHER RISK
According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include older adults (aged 65 years and older), chronic lung disease, serious heart conditions, etc. Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that they believe places them in a higher risk group, and who wish to seek interim ADA Reasonable Accommodations related to returning to work, should notify HR at hrbp@cscc.edu .

FACIAL COVERINGS
Facial coverings are required. The College will make every attempt to issue two facial coverings to all employees, but employees are encouraged and allowed to provide their own face coverings. At minimum, the facial coverings must cover the employee's nose, mouth and chin.

Facial coverings that will be distributed by the College may be picked up in the Police Department lobby. Should you forget your College-issued facial covering, disposable masks will also be available and may be picked up in the Police Department lobby; however, these will only be offered as supplies are available.

Should an employee not have a facial covering and a disposable mask is not available, the employee is to leave campus, notify their supervisor, and obtain a covering. Any time spent getting the facial covering will not be considered paid work time.

PROCEDURES FOR WEARING FACIAL COVERINGS

- Face coverings **are required** for all employees while at work unless any of the following apply:
    1) An employee is working alone in an assigned work area (such as an office or vehicle).
    2) Wearing a face covering compromises safety on the work site, as determined by department leadership and Human Resources.
    3) An employee has a waiver from Human Resources due to health reasons.
    4) An employee has a functional (practical) reason not to wear a facial covering in the workplace, as determined by department leadership and Human Resources.
- When facial coverings are not being worn, the covering must always be readily available for use in the instance of an unplanned contact with another person.

In addition to facial coverings distributed by the College, the following items may be worn as the required facial covering: Balaclava, scarf, bandana, home-made mask or similar article that covers the mouth, nose and chin and follows CDC guidelines.

	Type and Intended Use of Face Coverings/Masks			
	Cloth Face Covering	**Disposable Mask**	**Medical-Grade Surgical Mask**	**N95 Respirator**
Type				
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas.) Must be washed or replaced daily.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards.	

EXCEPTIONS TO FACIAL COVERINGS

If you have a health reason that does not allow you to wear a face covering or the inability to wear it for an extended period of time, contact HR at hrbp@cscc.edu.

FOR FURTHER IMPORTANT DETAILS, INCLUDING EXPOSURE AND NOTIFICATION PLANS

Visit https://www.cscc.edu/about/coronavirus/employees.shtml and review the 'Guide for Employees Returning to the Workplace.'