

# Returning to our work on campus

## Guidelines and expectations

*In place until further notice.*

*Additional updates and guidance will be issued as needed.*

Updated May 25, 2020



ST. CLAIR COUNTY  
COMMUNITY COLLEGE

# Personal responsibilities for good hygiene

- **Stay home** if you're sick or if you have any symptoms.
- **Go home** if you start feeling sick or start having symptoms.
- **Wash your hands** frequently *(15-20 seconds is still recommended)*.
- **Don't touch your face.**
- **Don't share equipment** *(computers, phones, tools, etc.)*.
- **Disinfect** your own personal high-touch surfaces and area.
- In order to minimize the risk of transmitting COVID-19, you're encouraged to use personal protective equipment and follow good personal hygiene practices **both on- and off-campus.**



# Wear a face covering – correctly!

- To slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others, **employees, students, and guests are required to wear face coverings on campus.**
- The College is prepared to provide a cloth face mask to any employee in need of one. Contact Campus Patrol when you return to campus to obtain a mask.
- Face coverings must be worn on campus whenever in the presence of others.
- Wash your hands before putting on your face covering.
- Face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Be able to be laundered and machine-dried without damage or change to shape
  - Be routinely washed depending on the frequency of use
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

## STAYING SAFE ON CAMPUS



No handshakes or hugs



Work from home when possible



Wash your hands frequently



Continue social distancing (at least six feet)



Avoid crowds of people



Wear a face mask

**YOU CAN MAKE A DIFFERENCE!**  
HELP KEEP SC4 A POSITIVE PLACE TO LEARN AND WORK.



ST. CLAIR COUNTY  
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## IMPORTANT INFORMATION



# Continue to practice social distancing

- **Work from home** whenever possible. *(work with your supervisor)*
- Schedule **staggered work shifts**. *(work with your supervisor)*
- Stay **six feet or more** apart. Avoid crowds.
- **Schedule meetings virtually**, even if attendees are on campus.
- Continue to **provide services using remote methods**.
- **Think about other services** that might be provided virtually.



# What is SC4 doing to make things safer?

- **Frequent, additional disinfecting** of high-traffic areas and high-touch surfaces.
- **Dedicated entrances and exits** to each building and stairs have been designated with signs to reduce congestion and maintain social distancing.
- HVAC filters have been changed and systems checked to promote **clean air exchange**. Windows may be opened to allow fresh air when feasible.
- Additional **hand sanitizer stations** have been installed.
- Buildings will only be open when needed and **access has been restricted** to those who need to be there to minimize potential exposure.
- **Additional signage** has been posted to remind visitors of guidelines. **Everyone** – including vendors, students, and guests – is expected to follow posted guidelines.
- College business travel is **restricted**. Only essential off-campus travel is allowed and must be pre-approved.



# Will people on campus be screened?

- **Symptom pre-screening may be required** before entering buildings while they are open to the public.
- This requirement will be dependent on the **level of COVID-19 spread** in the local community.
- Direction from the **CDC, state government**, and the **St. Clair County Health Department** may also affect the level and types of screening.



# What screening standards will be used?

- When entering an SC4 campus building, individuals will need to verify that they are **currently symptom-free** and are not under a **current quarantine or self-isolation order** from the county health department or another healthcare professional.
- A **body temperature check** (done with a non-touch thermometer) *may* also be required. Your personal temperature must be below 100.4°F to be allowed into the building.
- **Any** of these conditions (current symptoms, quarantine order, or elevated body temperature) will result in **denied entry to all campus buildings**.



# How do I report confirmed cases?

- Upon notification of a **positive COVID-19 diagnosis** from an employee's health care provider or upon notice that a student in your classroom has tested positive for COVID-19, the following steps must be taken immediately:
  1. If the employee or student is on campus when they learn they have tested positive for COVID-19, the student or employee **must immediately leave campus**. In the event the employee or student does not have transportation available, they must self-quarantine in a private room on campus until they are able to coordinate transportation and leave campus.
  2. The employee or student who has tested positive **must contact Campus Patrol** at (810) 989-5757 or extension 5757 to inform the College of the diagnosis and report campus locations they have accessed within the last 14 days.
  3. Campus Patrol will immediately share information from steps 1 and 2 above with the Vice President of Human Resources.
  4. A member of the Human Resources team will notify the local public health department.
  5. In collaboration with the health department, Human Resources will notify any co-workers, contractors, suppliers, or others who may have been in contact with the person who tested positive. *(This notice will be provided without disclosing names or confidential health/personal information of the person who tested positive.)*
  6. Human Resources will follow all health department directives and take all appropriate measures to safeguard the health and safety of others and allow for deep cleaning.





# How might testing positive affect me?

- The College is prohibited from retaliating against employees or students who stay home or leave work or a class as the result of a COVID-19 diagnosis.
- The College is also committed to providing support to students to assist them with completion of their educational programs and to providing support and accommodations within the scope of the law to employees whenever feasible.



# What if I need accommodations?

- If you - or a student you're working with - need additional considerations or accommodations during this time:
  - **Employees:** Contact Vice President of Human Resources Bethany Mayea at [blmayea@sc4.edu](mailto:blmayea@sc4.edu).
  - **Students:** Contact Vice President of Student Services Pete Lacey at [placey@sc4.edu](mailto:placey@sc4.edu).



# What if I see unsafe work conditions?

- The College is committed to maintaining a safe work environment for all employees. If an employee becomes aware of an unsafe work condition, they should contact their supervisor immediately to share their concerns.
- If the employee's concerns are not resolved by working with their supervisor, the employee should report their concerns to Human Resources.



# Why are we doing this?

- These guidelines and expectations have been developed in line with **scientific recommendations** from the Centers for Disease Control.
- They also ensure that SC4 is complying with federal, state, and local **health regulations and orders**.
- Our primary goal is to **promote the well-being** of SC4 employees, students, and campus visitors, while continuing to **provide the education** that will be even more critical as our community returns to work.
- The **Campus Patrol team** and **Physical Plant supervisors** have been designated as the College's designee to monitor COVID-19 control strategies on campus. They will provide feedback to the COVID-19 management team who will further assess the need for adjustments to this plan.



# How do I get more information?

- **Contact your supervisor.** They may have additional guidelines and plans for your work area.
- **Contact Human Resources** for accommodations and other work-related issues.
- **Check the Portal** for updates to these guidelines and expectations.

