

Campus & Building Access*Revision 8: 8/31/2021*

Procedure:**I. Guidelines:**

The objective of this procedure is to reduce the spread of infection through implementing safe work practices to help reduce transmission by decreasing contact between sick and uninfected persons.

This is a quickly-evolving pandemic, and recommendations in work practices are subject to change quickly if recommendations from the Centers for Disease Control (CDC) or the Ohio Department of Health (ODH) change. This procedure will be updated accordingly.

II. Definitions:

- a. **Facial Covering:** Cloth mask, disposable mask, balaclava, scarf, bandana, home-made mask or similar article that covers the mouth, nose and chin and follows CDC guidelines. The following restrictions apply to such articles: may not display any inappropriate or offensive logo, symbol, image, or graphic, etc.
- b. **Employee:** Any faculty or staff member performing college work.
- c. **Student:** Individuals who are enrolled in a RSC Program.
- d. **Visitor:** Any person on campus that is not a RSC student or employee.

III. Required Protocol when on Campus:

- a. Limit contact with others on campus, when possible;
- b. Maintain effective social distancing of 6 feet or greater when possible;
- c. Stay home when exhibiting symptoms related to COVID-19, notify your supervisor or instructor;
- d. Use proper hygiene procedures (regularly washing hands, using hand sanitizers and disinfecting work spaces / classrooms, etc.);
- e. Follow cleaning directions as outlined by your instructor or supervisor.
- f. Use Zoom or Teams or other acceptable means of virtual meetings when possible, even when others are on campus.
- g. Follow signage posted throughout campus. Classrooms and offices not in use will be locked.
- h. Adhere to social distancing guidelines in the limited gathering spaces.
- i. Leave campus immediately if you feel ill with COVID-19 symptoms. If you cannot leave immediately, contact Campus Security at 419-995-8499 for access to an isolation room.
- j. Follow additional COVID-19 protocols if required for specific areas.

IV. Vaccine:

RSC encourages everyone who is eligible to get their COVID-19 vaccination (Note: Some clinical sites may require proof of vaccination. Contact your health program for more information).

The state has created an online tool (<https://gettheshot.coronavirus.ohio.gov/>) to help Ohioans identify vaccine distribution sites in their communities. Additional information about the state's vaccine distribution plan is available on the Ohio Department of Health website (<https://gettheshot.coronavirus.ohio.gov/>).

V. Facial Coverings:

All students, faculty, staff and students are required to wear masks when indoors and in a shared space at Rhodes State College.

Unvaccinated individuals are recommended to continue wearing masks in outdoor settings.

Anyone who prefers to continue to wear a mask, whether vaccinated or not, may continue to do so.

VI. Building Access & Parking:

All employees must use official campus parking lots. Loading docks may only be used by authorized personnel and for delivery. Employees and students are expected to access buildings only using the designated entry locations.

RSC Students, employees and visitors will have access to the Wi-Fi lot (F) with signage directing individuals who cannot or do not want to enter building. Social distancing is required while in the WiFi lot.

If special accommodations are needed for building access, please contact Campus Security at 419-995-8499.

VII. Daily Health Checks:

The College is requiring all RSC employees, students and visitors who physically come to the College campus to perform daily symptom assessments. These daily assessments will include temperature checks with a thermometer for monitoring for fever. The assessment will include watching for coughing, trouble breathing, and other potential symptoms of COVID19.

- a. **Prior to coming on campus:** All RSC employees, students and visitors should complete a daily health assessment to monitor for any COVID-19 symptoms as defined by [CDC](https://www.cdc.gov/). The at home health assessment does not need to be recorded. If

experiencing any COVID-19 symptoms, stay home and contact instructor or supervisor

- b. **Upon arriving on campus:** All RSC employees, students and visitors should take their temperature and receive an acceptable temperature (< 100.4 °F) for being on campus. A temperature sensor/hand-held monitor will be positioned at the designated entrance of each building. If temperature is not acceptable (≥ 100.4 °F), individuals must leave campus by following signage for nearest exit.

VIII. Travel

RSC employees and students who have traveled follow CDC guidelines.

IX. Contact Tracing, Isolation and Quarantine:

If exposed to COVID-19 or test positive for COVID-19 students should email StudentAffairs@RhodesState.edu and employees should email HR@RhodesState.edu to determine if isolation, quarantine or contact tracing needs to occur following [CDC guidelines](#). Follow Appendix A for list of protocol.

X. Cleaning & Sanitizing:

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. All cleaning and disinfecting will follow CDC guidelines as outlined <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html> Surfaces frequently touched by multiple people (i.e. tables, doorknobs, light switches, countertops, handles, desks, handrails, phones, keyboards, toilets, faucets and sinks, touch screens) will be cleaned and disinfected daily. More frequent cleaning and disinfection may be required based on level of use.

It is the responsibility of all students and employees to maintain a clean work environment, by following all College and laboratory protocols. Upon leaving a classroom or office, students and employees should use the disinfecting products provided to wipe down surfaces.

Appendix A: RSC Protocol for Campus Access Related to COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

STUDENTS & EMPLOYEES				
Situation	What to Do	Communication	Next Steps	Campus Access
At home and having the following symptoms: <ul style="list-style-type: none"> ✓ Temperature above 100.4°F ✓ Coughing or Shortness of Breath ✓ Chills ✓ Sore throat ✓ Muscle pain (unexplained) ✓ New Loss of taste and / or smell ✓ Fatigue ✓ Headache (unexplained) ✓ Congestion or runny nose (unexplained) ✓ Nausea or vomiting ✓ Diarrhea 	Do not come to Campus.	STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu	Contact your health care provider* to determine if testing is needed. If COVID-19 positive result, see below instructions for “COVID-19 Positive”.	STUDENT: If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours). EMPLOYEE: A negative COVID-19 test or Release to return to work from health care provider provided to HR
Arrive at building and temperature scan shows at or above 100.4°F or you are exhibiting any of the following symptoms: <ul style="list-style-type: none"> ✓ Coughing or Shortness of Breath ✓ Chills ✓ Sore throat ✓ Muscle pain (unexplained) ✓ New Loss of taste and / or smell ✓ Fatigue ✓ Headache (unexplained) ✓ Congestion or runny nose (unexplained) ✓ Nausea or vomiting ✓ Diarrhea 	Leave campus through closest exit while maintaining 6 feet of social distancing. If unable to leave immediately, contact Campus Security (419-995-8499).	Upon return to vehicle / home: STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu	Contact your health care provider* to determine if testing is needed. If COVID-19 positive result, see below instructions for “COVID-19 Positive”.	STUDENT: If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours). EMPLOYEE: A negative COVID-19 test or Release to return to work from health care provider provided to HR.

STUDENTS & EMPLOYEES (continued)

Situation	What to Do	Communication	Next Steps	Campus Access
Feeling ill while at work or class on campus	<p>Leave Campus through closest exit while maintaining 6 feet of social distancing.</p> <p>If unable to leave immediately, contact Campus Security (419-995-8499).</p>	<p>STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu</p> <p>EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu</p>	<p>Contact your health care provider* to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p>STUDENT: If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours).</p> <p>EMPLOYEE: A negative COVID-19 test or Release to return to work from health care provider provide to HR</p>
<p>Traveled internationally and / or to a state that is reporting positive testing rates of 15% or higher for COVID-19 as outlined on the Ohio Department of Health website:</p> <p>Ohio COVID-19 Travel Advisory</p> <p>CDC COVID-19 Travel Guidelines</p>	Do not come to Campus.	<p>STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu</p> <p>EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu</p>	<p>Do not return to campus for a minimum of 14 days and contact healthcare provider* if displaying COVID-19 symptoms to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p>STUDENT & EMPLOYEE: Return to campus after 14 day quarantine and not displaying any COVID-19 symptoms.</p>

STUDENT & EMPLOYEES (continued)				
Situation	What to Do	Communication	Next Steps	Campus Access
<p>Close contact with a COVID-19 positive individual.</p> <p>Note: A close contact (as defined by the CDC) is an individual who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</p>	<p>Do not come to Campus or Clinicals.</p>	<p>STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu</p> <p>EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu</p>	<p>Do not return to campus or clinicals until CDC release from quarantine guidelines have been met.</p> <p>If exhibiting symptoms of COVID-19, contact healthcare provider to determine if COVID testing is needed.</p> <p>If COVID-19 positive result, see below instructions for <i>“COVID-19 Positive”</i>.</p>	<p>STUDENT & EMPLOYEE: Return to campus after CDC guidelines for release from quarantine have been met and not displaying any COVID-19 symptoms.</p> <p>Without symptoms, release from quarantine can end:</p> <ul style="list-style-type: none"> On day 10 without testing from exposure On day 7 after receiving a negative test result from exposure. Student will show negative result to instructor upon return to class or email StudentAffairs if preferred. <i>If emailed to Student Affairs, please allow 1-2 days for response.</i> Employee will send negative test result to HR
<p>Exposed to COVID-19 positive individual while working in clinical health setting.</p>	<p>Must be in Personal Protective Equipment (PPE) attire according to facility guidelines when in close contact with COVID-19 positive individual.</p>	<p>N/A</p>	<p>If not in PPE attire, follow <i>“Close contact with COVID-19 positive individual”</i>.</p>	<p>Continue to come to Campus unless Student or Employee exhibits COVID symptoms.</p> <p>If COVID-19 positive result, see below instructions for <i>“COVID-19 Positive”</i>.</p>

STUDENT & EMPLOYEES (continued)				
Situation	What to Do	Communication	Next Steps	Campus Access
Is COVID-19 Positive	Do not come to Campus.	<p>EMPLOYEE: Notify HR at HR@RhodesState.edu HR will provide notice to Supervisor regarding employee absence.</p> <p>STUDENT: Notify Student Affairs at StudentAffairs@rhodesstate.edu Student Affairs will provide notice to Instructor regarding student absence.</p>	<p>Expect communication from your health department of residence.</p> <p>If communication is not received, contact your health department for next steps.</p>	<p>STUDENT & EMPLOYEE: To return to campus all of the following must apply:</p> <ul style="list-style-type: none"> • Fever free for 24 hours, and • Improving symptoms for 24 hours, and • At least 10 days have passed since the ONSET of symptoms, and • A letter from health care provider or health department releasing you from isolation.

History:

	Date:	Reason:
Issued:	07/29/20	Original approved procedure
Revised:	08/24/20	Revisions to facial covering section and protocol
Revised:	09/23/20	Revisions to protocol
Revised:	11/3/2020	Revisions to protocol- CDC Close Contact Definition
Revised:	12/4/2020	Revisions to protocol –Change in quarantine after close contact per CDC change
Revised:	1/12/2021	Change in temp scanner protocol
Revised	5/26/2021	Revisions to align with updated CDC guidance
Revised:	6/15/2021	Revisions to align with updated CDC guidance
Revised:	8/5/2021	Revisions to mask requirement
Revised:	8/25/2021	Revisions to protocol
Revised:	8/31/2021	Revisions to protocol

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