

Campus & Building Access*Revision 9: 1/24/2022*

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. **Employee:** Any faculty or staff member performing college work.
- b. **Student:** Individuals who are enrolled in a RSC Program.
- c. **Visitor:** Any person at the College who is not a RSC student or employee.

III. Required Protocol when at the College or clinicals:

- a. Limit contact with others at the College, 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 at the College.
- g. Follow signage posted throughout the College. Classrooms and offices not in use will be locked.
- h. Adhere to social distancing guidelines in the limited gathering spaces.
- i. Leave the College 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:

Faculty, staff, students, and visitors are required to wear masks indoors when in a shared space regardless of vaccination status. Masks continue to be recommended outdoors for unvaccinated individuals when they cannot maintain social distancing.

Rhodes State is supplying surgical-grade masks at the entrances to buildings. These masks are free to students, employees, and visitors. Rhodes State encourages people to use masks that provide the best protection: N95, KN95, and surgical-grade masks. Please visit the Centers for Disease Control to learn more about the best masks to wear.

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

VI. Building Access & Parking:

All employees must use official college 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. Prior to coming to the College or clinicals:

All RSC employees, students and visitors should complete a daily health assessment to monitor for any COVID-19 symptoms as defined by [CDC](#). The at-home health assessment does not need to be recorded. If experiencing any COVID-19 symptoms, stay home and contact your instructor or supervisor.

All RSC employees, students, and visitors should take their temperature and not come to the College if ≥ 100.4 °F.

VIII. Travel

RSC employees and students who have travel domestically or internationally follow [CDC COVID-19 Travel Guidelines](#)

IX. **Contact Tracing, Isolation, and Quarantine:**

If exposed to COVID-19 or test positive for COVID-19:

- **Students:** Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu
- **Employees:** Notify Supervisor and HR at HR@RhodesState.edu

It will be decided at that time if isolation, quarantine, or contact tracing needs to occur following [CDC guidelines](#). Follow Appendix A for list of protocols.

X. **Cleaning & Sanitizing:**

It is recommended, upon leaving a classroom or office, RSC students, and employees use the disinfecting products provided to wipe down surfaces.

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

[CDC Recommended Isolation and Quarantine Period for General Population](#)

STUDENTS & EMPLOYEES				
Situation	What to Do	Communication	Next Steps	College 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 the College or clinicals.	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 the College 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
If on campus and 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 the College 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 the College 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
Traveled domestically or internationally follow CDC COVID-19 Travel Guidelines	Follow Guidelines	<p>STUDENT: Notify Instructor and Student Affairs at StudentAffairs@RhodesState.edu</p> <p>EMPLOYEE: Notify Supervisor and HR at HR@RhodesState.edu</p>	<p>Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.</p> <p>Follow all state and local recommendations or requirements after travel.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p>STUDENT: Notify Student Affairs at StudentAffairs@RhodesState.edu if symptoms develop</p> <p>EMPLOYEE: Notify Human Resources if symptoms develop at HR@RhodesState.edu</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>	Do not come to the College or clinicals.	<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 the College 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 “COVID-19 Positive”.</p>	<p>STUDENT & EMPLOYEE: Return to the College after 5 days from exposure with the following (regardless of vaccination status):</p> <ul style="list-style-type: none"> A negative COVID test sent to Student Affairs (students) at StudentAffairs@RhodesState.edu or HR (employees) at HR@RhodesState.edu taken on day 5 from exposure No COVID symptoms <p>If student/employee receives a positive test on day 5, follow instructions for “COVID-19 Positive” and isolate for an additional 5 days.</p>
Exposed to COVID-19 positive individual while working in clinical health setting.	Must be in Personal Protective Equipment (PPE) attire according to facility guidelines when in close contact with COVID-19 positive individual.	N/A	If not in PPE attire, follow “Close contact with COVID-19 positive individual”.	<p>Continue to come to the College unless student or employee exhibits COVID symptoms.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>

STUDENT & EMPLOYEES (continued)				
Situation	What to Do	Communication	Next Steps	Campus Access
Is COVID-19 Positive	Do not come to the College or clinicals.	<p>STUDENT: Notify Student Affairs at StudentAffairs@RhodesState.edu and a notice will be given to the instructor regarding the student absence.</p> <p>EMPLOYEE: Notify HR at HR@RhodesState.edu. HR will provide notice to Supervisor regarding employee absence.</p>	Expect communication from your health department of residence.	<p>STUDENT & EMPLOYEE: Return to the College after 5 days from positive COVID test with the following (regardless of vaccination status):</p> <ul style="list-style-type: none"> A negative COVID test sent to Student Affairs (students) at StudentAffairs@RhodesState.edu or HR (employees) at HR@RhodesState.edu taken on day 5 Improved COVID symptoms and fever free for at least 24 hours without the use of fever-reducing medication <p>If student/employee receives a positive test on day 5 or cannot provide a negative COVID test, the student/employee cannot return to the College for an additional 5 days (10 total days).</p> <p>To return to the College after isolation, a negative test is still required.</p>

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
Revised:	1/5/2022	Revised quarantine and isolation guidelines per CDC recommendation
Revised:	1/24/2022	Revisions to protocol

This policy and/or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy or procedure covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.