

<b>CISCO COLLEGE</b>	
<b>COLLEGE POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 1.15
<b>TYPE:</b> General College Operations	<b>EFFECTIVE DATE:</b> Immediately
<b>Title:</b> COVID 19 Campus Safety Policy	<b>ADOPTION:</b> July 13, 2020 <b>REVISION:</b>

## 1.15 COVID 19 CAMPUS SAFETY POLICY

**COVID 19 College Operations:** – To mitigate the spread of COVID 19, we must all take individual responsibility by conducting regular health screenings, wearing a face mask, washing hands often, and avoiding touching our face. ***At any time, the data supports a decline in COVID 19 infections and minimal risks associated with COVID 19 spread, the Cisco College Board of Regents authorizes the President to waive or suspend all or select portions of this policy.***

**Self-Health Screenings:** Students, faculty, and staff should conduct regular health screenings (symptoms monitoring) before arriving on campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever/chills
- Runny nose or new sinus congestion
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

**Face masks/Cloth Face Coverings:** COVID-19 may be spread to others even when symptoms are not evident. Therefore, face masks or face coverings must be worn by all students, faculty, and staff while on campus at this time. Face covering/masks must be worn in the classroom and while in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.) Appropriate use of face masks or coverings is critical in minimizing risks to others near you and must be maintained. The mask or cloth face covering is not a substitute for social distancing. Students not wearing face coverings/masks while in the classroom may be asked to complete their work online until the time a covering/mask can be worn. Masks will be provided by the college, if needed.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Social distancing should be maintained when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help

protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

**Personal Disinfection:** While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Working in the Office:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students.