Return to CAMPUS GUIDE

CAC CARES

- Cover with a face covering
- Avoid touching your eyes or mouth
- Rinse hands for 20 seconds with soap & water
- Ensure work spaces are disinfected regularly
- Stay 6’ apart in public

Central Arizona College
CAC Return to Campus Guide
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Guiding Principles

Central Arizona College (CAC/the College) policies and procedures for responding to the COVID-19 pandemic will be rooted in safety for students, faculty, employees, and public.

The primary goals for CAC’s response to the COVID-19 pandemic are to protect public health and continue the College’s vital mission of serving as a TRUE learning community by empowering our students and employees to succeed through Teaching, Reaching, Understanding, and Empowering, and in support of CAC’s values of Accountability, Communities, and Trust (ACT).

CAC’s plans shall be aligned and consistent with local orders and ordinances of Pinal County, as well as the State of Arizona’s Phased Reopening Model. The College’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, and the Arizona Department of Public Health.

As the COVID-19 virus situation continues to evolve, the College policies and plans will be updated as appropriate as more information becomes available.
Expectations & Guidelines

All employees are expected to fully comply with the College’s Policies and Procedures, as well as the guidelines outlined in this document as part of CAC’s Expectations. Failure to do so may result in corrective action.

In order to promote a safe working environment for employees during the COVID-19 pandemic, CAC has created COVID-19 Return-to-Campus Standards. Each employee shall adhere to these standards in accordance with CAC’s Environmental Health and Safety Policy.

Self-Assessment Expectations

Employees returning to campus for work must conduct self-symptom monitoring every day before reporting to work. Employees should be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. These symptoms include:

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Fatigue
- New loss of taste or smell

Employees experiencing any of these symptoms shall follow the Exposure and Case Reporting Guidelines.

Exposure and Case Reporting and Response Guidelines

Employees who believe they may have been exposed to COVID-19 or have a confirmed case must follow the steps below:

- Must immediately isolate themselves, go home if on campus, and notify their supervisor.
- Employees must report their confirmed case or exposure to their supervisor and Talent Development.
  - Report potential exposure to or a confirmed case of COVID-19 to Paula Prock, Benefits Manager, via email at Paula.Prock@centralaz.edu or by phone at (520) 494-5072.
  - For questions, contact Paula Prock, Benefits Manager via email at Paula.Prock@centralaz.edu or by phone at (520) 494-5072.
- The employee shall notify the Pinal County Health Department.
- Facilities will ensure the surfaces are cleaned and disinfected.

Return to Campus

- If the employee believes they were exposed, the employee must self-isolate for 14 days and follow the CDC guidelines.
- If the employee has a confirmed case of COVID-19, the employee may not return until testing negative.
- Talent Development can assist with COVID-19 Leave policies and paperwork.
Higher Risk Individuals
According to the CDC, individuals with certain conditions might be at higher risk for severe illness from COVID-19. Those at higher risk are:

- People 65 years and older
- People with HIV
- People with asthma (moderate-to-severe)
- People with chronic lung disease
- People with diabetes
- People with serious heart conditions
- People with chronic kidney disease undergoing dialysis
- People with severe obesity
- People who are immunocompromised
- People with liver disease

Employees may contact Paula Prock, Benefits Manager, at Paula.Prock@centralaz.edu or by phone at (520) 494-5072, on the steps to request an ADA Accommodation if the employee has a medical condition that places them in a high risk group, is pregnant, or is caring for an individual in a high risk group.

Phased Staffing
The College will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing, availability of necessary protective equipment and supplies for COVID-19.

The College will assess expanded staffing based on mission-critical operations, monitoring of COVID-19 cases, ability to control and manage specific environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective Vice President.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of students, faculty and staff, as well as the communities the College serves. Once decisions to expand on-site staffing in certain areas have been made, employees should follow the guidelines set forth in this document for returning to work on campus.

As staffing on-site increases and operations expand, the College will closely monitor and assess the potential spread of the virus, as well as existing guidelines, policies, and procedures to mitigate any actual and potential spread. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.
Staffing Options
Employees returning to campus, may be asked to follow one of the options to maintain required social distancing measures and reduce population density within buildings and work spaces.

- **Remote Work**
  Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor and the respective Vice President, can be done on a full or partial day/week schedule as appropriate.

- **Alternating Days**
  In order to limit the number of individuals and interactions among those on campus, departments may consider scheduling partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

- **Staggered Arriving/Departing**
  The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering arrival and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

Health and Safety Practices

Personal Safety Practices

**Face Coverings**
Face coverings should be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, cubicles, bullpen style workstations, etc.). Appropriate use of face coverings is critical in minimizing risks to others near you. Employees could spread COVID-19 to others even if they do not feel ill. The face covering is not a substitute for social distancing but is critical to ensure a safe environment.

If an employee forgets, loses, or has a damaged or soiled face covering, one may be provided by the College if supplies permit. If individuals are unable to wear a face covering, they may request an ADA accommodation and go through the interactive accommodation process.

**Type and Intended Use of Face Coverings**
- **Cloth Face Covering:** Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions. These are required for campus settings where 6 feet social distancing cannot be consistently maintained. Must be washed daily (not required when working alone in an office).

- **Disposable Face Covering:** Commercially manufactured masks that help contain wearer’s respiratory emissions. These are required for campus settings where 6 feet social distancing cannot be consistently maintained. Must be replaced daily (not required when working alone in an office). These types of face coverings can be disposed of in standard waste receptacles.
• Medical-Grade Surgical Mask: FDA-approved masks to protect the wearer from large droplets and splashes and help contain wearer’s respiratory emissions. These masks are typically for healthcare workers and other areas with task-specific hazards.

• N95 Respirator: Provide effective respiratory protection from airborne particles and aerosols and help contain wearer’s respiratory emissions. These masks are typically for healthcare workers and other areas with task-specific hazards.

Use and care of face coverings


Putting on the face covering/disposable mask:
• Wash hands or use hand sanitizer prior to handling the face covering.
• Ensure the face-covering fits over the nose and under the chin.
• Situate the face-covering properly with nose wire snug against the nose (where applicable).
• Tie straps behind the head and neck or loop around the ears.

Taking off the face covering/disposable mask:
• Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
• When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
• Wash hands immediately after removing and storing or disposing of the mask/face covering.

Care, storage and laundering:
• Keep face covering stored in a paper bag when not in use. Do not place on surfaces.
• Cloth face coverings may not be used more than one day at a time and must be washed after each use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
• Disposable masks must not be used for more than one day and should be placed in the trash after each use or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing
Keeping space between others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are ill, it is important to stay away from others when possible, even without symptoms. Social distancing is important for everyone to help protect individuals who are at higher risk of becoming ill. Employees must follow these social distancing practices while on campus:
• Stay at least 6 feet (about 2 arms’ length) from other people at all times
• Do not gather in groups of 10 or more
• Stay out of crowded places and avoid mass gatherings
• Hold virtual meetings and conversations as much as possible
Handwashing
Instructional Video (World Health Organization): https://www.youtube.com/watch?v=3PmVJQUCm4E

Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing nose, coughing, sneezing, or touching the face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol (per the CDC recommendations).

Gloves
Healthcare workers and others in high-risk areas should use gloves as part of necessary protective equipment, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

Face Shields
Employees do not need to wear face shields as part of general activity on campus. Good hand hygiene and avoiding touching the face are generally sufficient for non-healthcare environments.

Cleaning/Disinfection
Facilities has established cleaning and disinfecting practices based on CDC guidelines. Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment.

Guidance for Specific Workplace Scenarios

Classrooms
The College will post, in areas visible to all students, required hygienic practices, including not to touch face with unwashed hands or with gloves; wash hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cover the mouth and nose when coughing or sneezing, as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

Faculty should assess the class environments to institute safety measures to ensure students:

- Have limited access only to predetermined areas on campus in order to complete required coursework.
- Wear face coverings at all times while in a shared space with other students.
- Maintain at least 6 feet distance between themselves and other students.
- Follow the directly to classroom – to car method, ensuring minimal physical proximity for student, faculty, and staff safety.
- Clean surfaces with provided cleaning materials after each class.

Offices and Shared Spaces
If an employee works in an open environment, it is important to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating co-workers. Employees should wear a 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, such as:
- Place visual cues such as floor decals, colored tape, or signs to indicate where students or others should stand while waiting in line.
• Place one-way directional signage for large open work spaces with multiple through-ways to increase
distance between employees moving through the space.
• Consider designating specific stairways for up or down traffic if building space allows.
• Clean surfaces with provided cleaning materials after each use/interaction.

While working in an office, no more than one person should be in the same room unless the required 6 feet of
distancing can be consistently maintained. If more than one person is in a room, face coverings should be
worn at all times. A face covering is not required if an employee is working alone in a confined office space
(does not include partitioned work areas in a large open environment).

Face coverings should be worn by all employees in a reception/receiving area. Face coverings should be used
when inside any CAC facility where others are present, including walking in narrow hallways where others travel
and in break rooms, conference rooms, and other meeting locations.

Restrooms
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals.

Elevators
No more than two people may enter an elevator at a time, so please use the stairs whenever possible. If you are
using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed
hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol
or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings
Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole
or part using the extensive range of available collaboration tools (e.g. Blackboard Collaborate, Microsoft TEAMS,
WebEx, Zoom, etc.).

In person meetings shall be limited to the restrictions of local, state and federal orders and should still maintain
6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and
tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All
attendees should wear a face covering while sharing space in a common room if 6 feet of distancing is not
possible.

During time on campus, employees are strongly encouraged to communicate with colleagues and supervisors as
needed by email, instant message, telephone or other available technology rather than face-to-face. Employees
should make use of the range of available collaboration tools (e.g. Microsoft TEAMS, WebEx, Zoom, Blackboard
Collaborate, etc.).

Meals
If dining on campus, employees should wear a face covering until ready to eat and then replace it afterward.
Employees are encouraged to bring their lunch to work and eat at their desk or away from others.

Departments should remove or rearrange chairs and tables or add visual cue marks in break rooms to support
social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee
machine, etc. after using common areas.
Mental and Emotional Well-being

**Employee Assistance Program (EAP)**
The College’s EAP program is offered through Alliance Work Partners and is available to all employees and dependents to offer emotional support during this period. Telephonic or video counseling is available, as well as a number of other resources. You may contact EAP by calling 1-800-343-3822 or by visiting [www.awpnow.com](http://www.awpnow.com).

**Enter/Exit Control**

Departments, in coordination with the Vice Presidents, should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day.

Employee arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Employees should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

In the spirit of Accountability and Trust (CAC Values), it is expected that all employees will abide by these guidelines and violation of such guidelines may result in the immediate revocation of building access privileges as well as corrective action. This does not apply to emergency evacuation situations.

**Signage**
Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas

Signs and fliers can be downloaded at [www.centralaz.edu/campusreturn](http://www.centralaz.edu/campusreturn) for posting in buildings and other facilities.