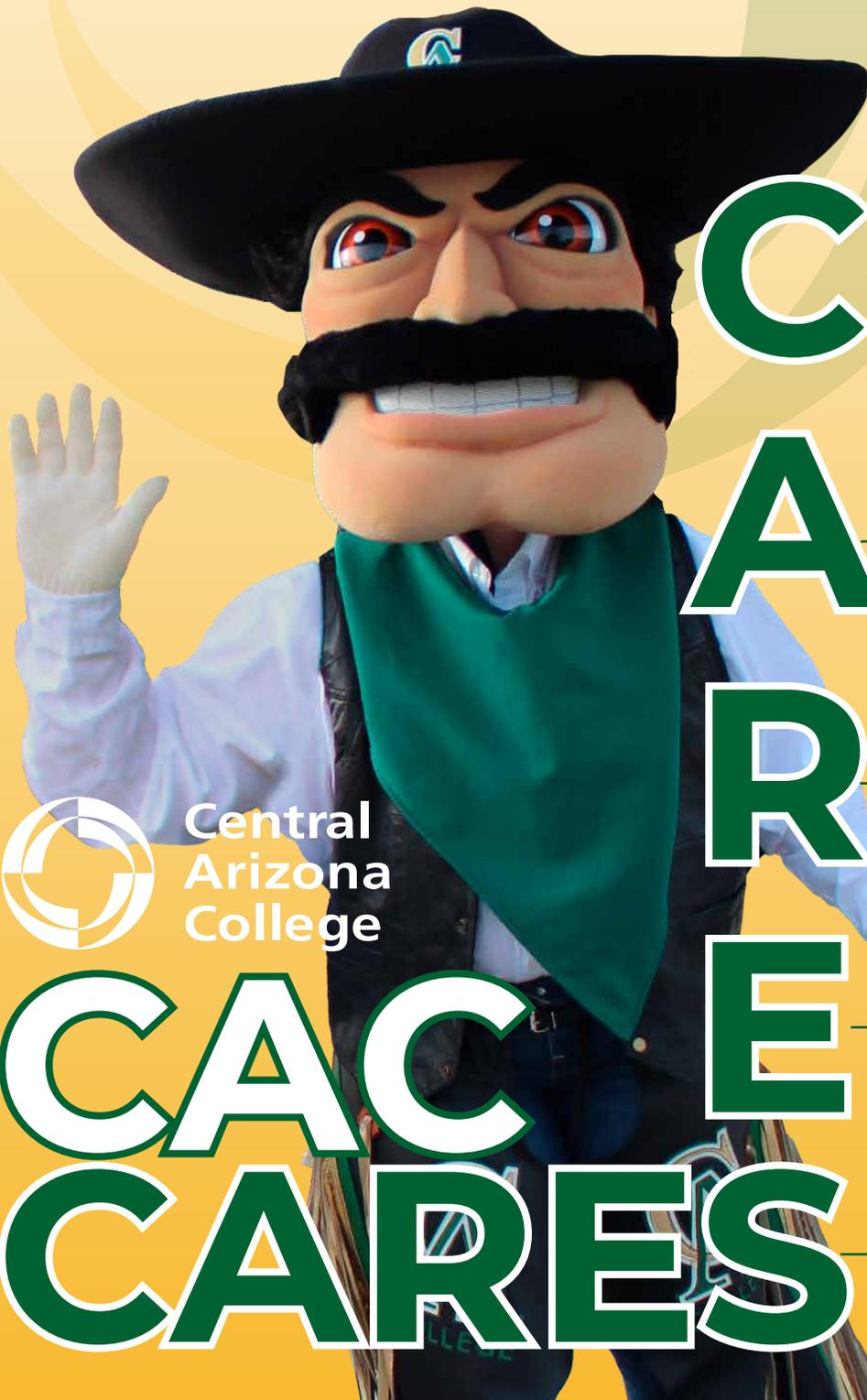


Return to CAMPUS PLAN



Central
Arizona
College

CAC CARES

C

Cover with
a face
covering



A

Avoid
touching
your eyes or
mouth



R

Rinse
hands for
20 seconds
with soap &
water



E

Ensure work
spaces are
disinfected
regularly



Stay 6'
apart in
public



CAC Return to Campus Safe Plan

Objectives

1. Resume in-person campus activities in compliance with state and local directives as soon as it is safe to do so.
2. Implement a four-phased return to campus plan and communicate it with employees, students, and the community.
3. Amend plans and protocols as needed in response to rapidly changing circumstances related to COVID-19.

Guiding Principles

To achieve our objectives, institutional leadership has met throughout the pandemic to monitor the public health situation and the curve of COVID-19 in Pinal County. The following principles have been established to ensure a safe return to campus.

1. **The health and safety of our community is paramount.** Protecting our students, faculty, and staff is the starting point for each decision. Our decisions to resume in-person activities are dependent on the best public health practices available, from social distancing and personal protective equipment to stopping the spread of germs and staying home if you are sick.
2. **We will fulfill our mission and meet our standard of excellence.** CAC's core mission remains unchanged, even in a changed environment. We will continue to serve as a TRUE learning community empowering our students and employees to succeed.
3. **We will be flexible and innovative in the face of evolving circumstances.** We will embrace the challenge of exploring new ways and preparing multiple scenarios to continue our mission as circumstances evolve. The path of this pandemic is not linear and may require us to be flexible for quite some time.
4. **We will provide inclusive and equitable solutions.** Students, faculty, and staff will be integral to shaping and implementing our plans. Our approach will be thoughtful and attentive to the disparate impacts of the pandemic on our community.
5. **We will ensure CAC's financial strength and stability.** Our response to this pandemic will have lasting effects on the College. We will be mindful of our commitment to fiscal stewardship and make decisions that position the institution for sustained excellence.

General Protocols for All Phases of Returning to Campus

1. **Face Coverings** - All employees must wear protective face coverings when entering campuses, in common areas located in buildings, during any interaction where there is less than six (6) feet between people, or when walking near others.

2. **Social Distancing** - Employees will strive to maintain at least six (6) feet between themselves and other individuals at all times. Students will be encouraged to comply with social distancing protocols.
3. **Controlled Access** – Employees should use the most direct route from the point of entry to their work stations.
4. **Illness** - If an employee is ill or experiencing any symptoms of COVID-19, they should stay home.
5. **Positive for COVID-19** - If an employee tests positive for COVID-19, she/he should contact their supervisor and Talent Development immediately. The employee will remain out of work (employees can utilize the COVID-19 leave) until well and a negative test is received. CAC will communicate and collaborate with the Pinal County Department of Health Services during all phases of the employee's return to campus.
6. **Sanitation** - CAC will continue to adapt and implement new cleaning and sanitation practices. A comprehensive cleaning will take place before the return to campus, and ongoing cleaning will continue at increased levels. We are all in this together, and employees in each department should be encouraged to pitch in and regularly sanitize their own areas.
 - a. High touch door handles will be cleaned twice daily, once during the day and once in the evening by facilities.
 - b. Surface areas will be wiped daily by facilities and throughout the day by each department.
 - c. Workspaces that have contact with students and other employees will be provided with sanitizing spray and wipes so employees can clean work surfaces as needed during the day.
 - d. Small hand sanitizer bottles will be provided to employees to use at their workstations. Sanitizing stations will be available throughout campus locations.
 - e. Restrooms will be cleaned daily by facilities.
 - f. Employees are asked to wash hands frequently following CDC recommendations.
 - g. Sanitizer wipes will be made available in computer labs, libraries, and learning centers with instructions for students to clean the computer and other space before and after use.
 - h. Writing instruments used by students or public will be one use only and can be kept by the user or discarded.
 - i. Hand sanitizers will be located near ATM machines, copiers, etc. with signage asking for users to sanitize their hands before and after use of the machines.
7. **Signage and Print Resources** – Health-related messages will be developed, printed, and maintained throughout campuses to support CDC recommendations.
8. **Protective Barriers** - Plexiglass shields will be placed in many high traffic areas; signage will be placed on tables, desks, and chairs indicating "out of use" to ensure six (6) feet of separation.
9. **Pandemic Protocols** - If someone is violating social distancing rules, it is appropriate to politely share information with them, especially during a pandemic. However, keep in mind that these types of situations can quickly escalate, and that most people will comply with rules if they know what to do, why to do it, and they see other people like themselves doing it. If a situation arises that compromises campus security, please contact the CAC Campus Police Department at 520-836-9655.

10. **Coordination** - Supervisors will work with their teams to develop individual department plans for returning to campus allowing for staggered work schedules or other appropriate accommodations.

Phased Guidelines for Safely Returning to Campus

Phase I: Pilot Openings in Administration Building and Student Services Buildings

Timeline: TBD

Guidelines: This pilot opening is meant to test the effectiveness of the return to campus planning.

- Supervisors (VPs, Deans, and Directors) at SPC (M Building), SMC, STC, AVC, and MAR Services Building and SPC administrative building (H Building) will return to work to review departmental preparedness.
- The College remains closed to the public, students, and other employees.
- Employees returning during Phase I must complete the agreement in Safe Colleges to self-screen daily before entering campus for COVID-19 related symptoms and potential or confirmed contact with infected individual. If an employee exhibits symptoms or has had potential or confirmed contact with an infected individual, the employee shall notify their supervisor before reporting to campus.
- Other employees continue to work remotely.
- Supervisors (VPs, Deans, and Directors) who are at a higher risk for severe illness, including adults 65 or older and people of any age who have serious underlying medical conditions, are asked to not return to campus at this time.
- Supervisors (VPs, Deans, and Directors) returning for Phase I shall complete safety protocol trainings in Safe Colleges **before** reporting to campus.
- All College-related travel and events remain postponed unless deemed essential by the District Executive Team.
- The College will continue to hold meetings in a virtual format.
- Services for students will continue remotely in a virtual format.
- Returning employees must follow the [Return to Campus Guidelines](#) document.
- Police check points will remain active.
- Employees returning must enter and exit from the designated entrances and exits, follow traffic flow signage, and stay within designated work areas.

Phase II: Implementation of Return to Campus Plans for Buildings, Libraries, Computer Labs, Learning Centers, Fitness Center (SPC), Student Services, and Student Spaces

Timeline: TBD (duration: 1 to 2 weeks prior to implementing Phase III)

Guidelines: Phase II begins a gradual return to campus for employees, and includes campus computer labs, libraries, learning centers, student union, micro market spaces, fitness center (SPC), Casa Grande

Center, and Student Services. Supervisors and employees who are designated by their supervisors will work from campus, and the campuses will remain closed for students and the public. Services for students will continue in a virtual format.

- Employees returning during Phase II must complete the agreement in Safe Colleges to self-screen daily before entering campus for COVID-19 related symptoms and potential or confirmed contact with an infected individual. If an employee exhibits symptoms or has had potential or confirmed contact with an infected individual, the employee shall notify their supervisor before reporting to campus.
- Employees who are at a higher risk for severe illness, including adults 65 or older and people of any age who have serious underlying medical conditions, are asked to not return to campus as this time.
- Employees returning for Phase II shall complete safety protocol trainings in Safe Colleges **before** reporting to campus.
- The College will continue to limit in person meetings continuing with virtual formats.
- External reservations for use of campus facilities will remain off-line until Phase V.
- Returning employees must follow the [Return to Campus Guidelines](#) document.
- Police check points will remain active.
- Employees returning must enter and exit from the designated entrance and exit for each building and follow traffic flow signage and remain in designated work areas as much as possible.

Phase III: Extension of Return to Campus Plans for Buildings, In-person Courses, Libraries, Computer Labs, Learning Centers, Fitness Center (SPC), Student Services, and Student Spaces.

Timeline: TBD (1 to 2 weeks after Phase II)

Guidelines: Phase III begins return to open campus for students and includes computer labs, libraries, learning centers, student union, micro market spaces, fitness center (SPC), Casa Grande Center, Student Services, and the start of some in-person meetings. Supervisors and employees who are designated by their supervisors will work from campus, and the campuses will be open for College business only and will remain closed to the public.

- Employees returning during Phase III must complete the agreement in Safe Colleges to self-screen daily before entering campus for COVID-19 related symptoms and potential or confirmed contact with an infected individual. If an employee exhibits symptoms or has had potential or confirmed contact with an infected individual, the employee shall notify their supervisor before reporting to campus.
- Students and prospective students will be allowed to register for classes, make payments, use computer labs, etc. Students will be asked to wear protective face coverings when on campus; they should make appointments and work with the College virtually whenever possible. Signage around campus will reinforce this message.
- Employees and students who are at a higher risk for severe illness, including adults 65 or older and people of any age who have serious underlying medical conditions, are asked to not return to campus as this time.

- Employees returning for Phase III shall complete safety protocol trainings in Safe Colleges **before** reporting to campus.
- When fall classes begin on August 24, the “hands-on” portion of classes will be allowed to take place as long as strict social distancing is practiced, and there are groups of not more than ten (10) involved. Employees must wear protective face coverings in these settings.
- Faculty shall manage the classroom setting and safety protocols for students.
- The College will continue to hold meetings in a virtual format. There will be limited in-person group meetings during Phase III.
- External reservations for use of campus facilities will remain off-line until Phase V.
- Returning employees must follow the [Return to Campus Guidelines](#) document.
- Individuals must enter and exit from the designated entrance and exit for each building and follow traffic flow signage and should refrain from venturing away from primary work areas as much as possible.
- Police check points will remain active.
- During Phase III, decisions will be made concerning details of which Phase III features will continue into Phase IV.

Fitness Center (SPC)

Guidelines: The fitness center will operate with the following prescribed limitations and/or protections in place:

- SPC’s Fitness Center will be available for student and employee use only beginning (TBD)
- Hours of operation are as follows:
 - Monday - Thursday, (TBD)
- Signage will be posted at the Fitness Center entrance regarding social distancing measures, face coverings, and encouraging any who feel sick to please go home.
- Social distancing must be observed with a minimum of six (6) feet between individuals. Exceptions include providing first aid or resuscitation or evacuating an event due to an emergency.
- Face coverings are required for all utilizing the fitness center.
- Individuals must enter and exit from the designated entrance and exit for the building and follow traffic flow signage.
- Fitness Center staff must wear face coverings at all times.
- Reduced occupancy and capacity will be enforced. Capacity will be limited under Pinal County Department of Health Services guidance.
- Machines will be spread out where it is feasible, and individuals will be asked to use every other machine during workouts.
- Machines can also be temporarily placed out of commission using barrier tape.
- Individuals must wipe down machines before and after use. Sanitizing wipes, alcohol-based spray bottles, and paper towels will be provided.
- Individuals may bring a towel, or it will be provided for a one-time use.
- Per [state guidelines](#), Fitness Center staff will:
 - Launder items according to the manufacturer’s instructions.
 - Use the warmest appropriate water setting and dry items completely.
 - Wear disposable gloves when handling used towels from guests.
 - Avoid shaking used towels.

- Clean and disinfect bins that hold used towels according to guidance for disinfecting surfaces.
- After handling used towels: remove gloves, and wash hands right away.
- Sign-in sheets will be used to track usage.
- Fitness Center staff will sanitize all machines at least twice daily. Staff will wipe down machines after each use during the day.
- Counters and hard surfaces will be washed between each use.
- Individuals using the center will be asked to regularly wash hands for at least 20 seconds.
- The gymnasium will remain closed for all activity other than athletic practices.

Library, Computer Lab, and Learning Center Guidelines

Guidelines: Libraries, computer labs and learning centers will operate with the following prescribed limitations and/or protections in place:

- CAC's Libraries, Learning Centers, and Computer Labs will be available for student only use beginning (TBD).
- Hours of operation are as follows:
 - TBD
- Students must show a valid CAC student identification card for access.
- Plexiglass barriers will be installed around each staff desk.
- Chairs and tables will be rearranged to allow for six (6) feet of separation between students.
- Library items will be disinfected upon return and then quarantined for at least three (3) days before circulating or being shelved.
- Staff will avoid handling student ID cards.
- Online resources and electronic resources will continue to be advertised.
- No more than two staff members will be allowed in a room at a time.
- Staff and students will be required to wear face coverings.
- Signage will be posted at each entrance regarding social distancing measures, face coverings, and encouraging any students who feel sick to please go home.
- Course reserves will be unavailable until further notice.
- Sanitizing stations will be placed at each location.
- Individuals must enter and exit from the designated entrance and exit for the building and follow traffic flow signage.

Phase IV: Return to Campus Operating Plan for employees

Timeline: TBD

Guidelines: This phase represents a full return of all employees to campuses.

- All employees (full-time, part-time, and student) will return to campus by (TBD)
- Employees returning during Phase IV must complete the agreement in Safe Colleges to self-screen daily before entering campus for COVID-19 related symptoms and potential or confirmed contact with an infected individual. If an employee exhibits symptoms or has had potential or confirmed contact with an infected individual, the employee shall notify their supervisor before reporting to campus.

- Employees returning for Phase IV shall complete safety protocol trainings in Safe Colleges **before** reporting to campus.
- Returning employees must follow the [Return to Campus Guidelines](#) document.
- Individuals must enter and exit from the designated entrance and exit for each building and follow traffic flow signage.
- Employees who are at a higher risk for severe illness, including adults 65 or older and people of any age who have serious underlying medical conditions, are asked to work with their supervisor about working options.
- Faculty should only come to campus for face-to-face courses and continue to hold virtual office hours from home.
- Faculty shall manage the classroom setting and safety protocols for students.
- Staggered work scenarios may be implemented for areas where employees work in close proximity of each other.
- Telecommuting options will end unless approved by supervisors.
- Academic and Student Affairs will submit scenarios for subsequent semesters that will continue to be reviewed and revised as appropriate. This will include plans for academics, residence halls, athletics, dining services, and student activities.
- During Phase IV, final decisions on Phase V will be made.

Phase V: TBD.