Student Return to CAMPUS GUIDE

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
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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.

Student Waiver, Release & Assumption of Risk

Although CAC has put in place protective measures to reduce the spread of COVID-19, the College cannot guarantee that you will not become infected with COVID-19. Your physical attendance on campus, together with other students, visitors and/or employees, inherently increases the risk that you and/or your household members will contract COVID-19, notwithstanding any precautions taken by the College.

Therefore, all students are required to acknowledge and submit a Waiver, Release & Assumption of Risk Form prior to returning to campus. All students are expected to complete this important and necessary step to ensure entry to campus. Campus Police and/or security checkpoints are established on campus and students will not be permitted to enter campus without having first completed the waiver.

Students should complete the waiver prior to or during the first week of the Fall 2020 semester (or upon registration). Follow the instructions as outlined below:

1. Log in to SAFECOLLEGES LINK with your student email.
2. Locate and complete the Waiver, Release & Assumption of Risk document.
3. View your Certificate of Completion and take a snapshot with your phone (or print).
4. Keep proof on your phone or have the certificate handy for when you come to campus.

Failure to have a completed waiver in the SAFECOLLEGES database or proof of completion will result in a student being denied full entrance to campuses. Additionally, refusal to complete the waiver will result in a student being withdrawn from courses and a refund of tuition paid will be initiated.
Expectations & Guidelines

All students 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 disciplinary action, including restriction from campus property.

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

Self-Assessment Expectations
Students returning to campus for learning or work must conduct self-symptom monitoring every day before coming to campus. This is in addition to completing the one-time waiver students are expected to complete at the start of the semester. Students should be free of ANY symptoms potentially related to COVID-19. These symptoms include:

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

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

Exposure and Case Reporting and Response Guidelines
Students who believe they may have been exposed to COVID-19 or have a confirmed case must follow the steps below:

- Must immediately isolate themselves and go home if on campus. If living in the residence halls, go back to the assigned room, distancing from any roommate, and notify the residence life office by phone to receive detailed instructions on what to do next.
- Students must report their confirmed case or exposure to the Dean of Students office by.
  - Emailing deanofstudents@centralaz.edu
- The student shall notify the Pinal County Health Department.
- Facilities will ensure surfaces are cleaned and disinfected.

Return to Campus
- If the student believes they were exposed, the student must self-isolate for 14 days and follow the CDC guidelines.
- If the student has a confirmed case of COVID-19, the student may not return until testing negative.
- The Dean of Students and Student Accessibility offices can assist with COVID-19 related absences or accommodations.
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

Students may contact Cheryl Hernandez, Director of Student Accessibility Services, at cheryl.hernandez@centralaz.edu, to discuss an Accommodation if the student 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. Students in high risk groups are strongly encouraged to take online or virtual courses during the pandemic.

Reopening Phases
The College is following a phased reopening plan (see the full CAC Return to Campus Plan for District on the Returning to Campus webpage). This will determine how and when students are able to return to campus for general coursework and services. It is important that students understand they should not come to campus prior to Phase 3 or 4 if they have not been instructed to do so. Students coming to campus for specific reasons will be given instructions by their instructors, supervisors, or the intended employee with which you have an established appointment.

Permitted Students Prior to and During Phase 1-3
Some students are permitted to be on campus for face-to-face instruction, skills components, testing, and labs even prior to the College reopening fully for general instruction. If you are a student in these groups, please proceed to campus for your intended business and exit as soon as completed. No one is permitted to wander or visit other areas of campus. Students must also understand no guests are permitted to be with them during this time.

Student Employees
The College will phase in a return of all employees over time in a coordinated process to ensure appropriate social distancing, availability of necessary protective equipment and supplies for COVID-19. This may include student employees on a very limited basis. Working remotely and alternating location may be options for some student employees. This is subject to approval and will be communicated by the supervisor.

Once decisions to expand on-site staffing in certain areas have been made, student employees should follow the guidelines communicated by the supervisor.
Options for Engagement & Instruction
Students will have more options when it comes to engaging with CAC as we reopen and these options will be extended for quite a while.

- **Online/Virtual**
  Online and virtual course delivery and activities will be the norm for an extended period of time, at least until COVID-19 is effectively managed and health experts can recommend full return to normal activity. Courses may continue to be offered in online, synchronous, and hybrid formats. Events and activities will also be available in online/virtual format.

- **Alternating Days**
  In order to limit the number of individuals and interactions among those on campus, some departments and instructors may establish an alternating schedule where students rotate their on-campus activity or stagger schedules. This may sometimes be helpful with instruction or work that must be done in person while also respecting social distancing guidelines.

Health and Safety Practices

Personal Safety Practices

**Face Coverings**
Face coverings should be worn by all employees and students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., classrooms, meeting rooms, classrooms, labs, lounges, Learning Center, Library, work cubicles/stations, etc.). Appropriate use of face coverings is critical in minimizing risks to others near you. Students and 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 a student 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 accommodation process with Student Accessibility Services.

Students who refuse to wear face coverings without a valid, documented reason will be asked to leave the premises until able or willing to comply. Instructors and employees have the authority to request students leave the classroom or office setting and will document the incident with the Dean of Students Office.

**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. Students 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](https://www.youtube.com/watch?v=3PmVJQUCm4E)

Students 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**

Students 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. Face shields are not to be worn in lieu of other face coverings, but can be worn in addition to.

**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 Campus Scenarios**

**Campus Entry Requirement**

Central Arizona College Police Department (CACPD), G4S Security, or CAC employees will staff checkpoints at campus entrances while campuses are closed to the public. Students must have a state issued I.D. or photo student ID, verifiable business or class on campus, and a completed waiver before being granted entry.

**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).

Students should follow the classroom guidelines as communicated by their instructors. Faculty will assess the class environments to institute safety measures to ensure students are following recommended practices.

**Offices and Shared Spaces**

If a student is in an open environment, it is important to maintain at least 6 feet distance from others. If possible have at least one workspace separating peers or co-workers. Students should wear a face covering at all times while in a shared work space/room.
Departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between individuals. Students should pay close attention to:

- Visual cues such as floor decals, colored tape, or signs that indicate where students or others should stand while waiting in line.
- One-way directional signage
- Entry/Exit restrictions in buildings

**Restrooms**
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands after any use of restrooms.

**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, study groups and organization 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 will remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. Do not alter these setups as they are intended for your safety.

**Living on Campus**
Residence halls on the Signal Peak campus will be closed during the Fall semester, but likely to reopen in the Spring. Social distancing will be adhered to as much as possible limiting use of lounges, labs, and student rooms within the halls. Single rooms will be offered as a standard, while double rooms will be granted by request. Guests will not be allowed until further notice.

If a student becomes ill and diagnosed with COVID-19 while living on campus, the student will immediately notify Housing & Residence Life. If possible the student should return home to limit exposure to the residence hall population. If returning home is not possible, the student will be placed in isolation for at least 14 days.

**Student Activities**
Face-to-face student activities will be nonexistent or limited for some time. Virtual activities will occur to ensure students are able to socialize and have fun with peers. Students and their families are encouraged to make use of the Virtual Student Union at [www.centralaz.edu/studentunion](http://www.centralaz.edu/studentunion) and other virtual CAC sponsored events.

**Meals**
If dining on campus, students should wear a face covering until ready to eat and then replace it afterward. Students should not alter the distanced seating arrangements in the SPC Cafeteria. Use of MicroMarkets may be limited during this time. Play close attention to any signage located in meal areas.
Mental and Emotional Well-being

Social distancing during the pandemic is a stressful situation. Students should maintain healthy living habits to help minimize stress and anxiety, as they are particularly prone to mental health challenges. Visit the Center for Disease Control’s (CDC) Coping with Stress page for tips for mental health during COVID-19 pandemic.

Counseling Resources
Pinal County has a number of community and private health agencies that are often utilized by students. The Dean of Students Office can assist students in locating an affordable and convenient counseling option. CAC also has several referral partnerships as well. Please contact Tramaine Rausaw, Dean of Students, at tramaine.rausaw@centralaz.edu or visit the Wellness page on the CAC website.

WellVia Telehealth and Counseling
CAC Students and their household dependents/spouses have access to WellVia telehealth and counseling services via phone or video chat 24 hours a day, 7 days a week. Students should activate their account at www.wellviasolutions.com or 1-855-WELLVIA using the Student ID as the member code. For a limited time, there is no fee associated with consultations. Otherwise, medical consultations are $35 and counseling/psychiatric visits will vary. Any prescriptions are sent to the pharmacy of your choice.
**Campus:**

- **Signal Peak Campus**
  8470 N. Overfield Rd.
  Coolidge, AZ 85128
  520-494-5444
  800-237-9814

- **Aravaipa Campus**
  80440 E. Aravaipa Rd.
  Winkelman, AZ 85192
  520-357-2800
  866-869-6507

- **Maricopa Campus**
  17945 N. Regent Drive
  Maricopa, AZ 85138
  520-494-6400

- **San Tan Campus**
  3736 E. Bella Vista Road
  San Tan Valley, AZ 85143
  480-677-7825
  520-494-6725

- **Superstition Mountain Campus**
  805 S. Idaho Road
  Apache Junction, AZ 85119
  480-677-7700

**Centers:**

- **Casa Grande Center**
  1015 E. Florence Blvd.
  Casa Grande, AZ 85122
  520-494-6050

- **Corporate Center**
  (Interstate 10 & Florence Blvd.)
  540 N. Camino Mercado
  Casa Grande, AZ 85122
  520-494-6600

- **Florence Center**
  P.O. Box 707
  800 E. Butte Avenue
  Florence, AZ 85132
  520-494-6801

**Central Arizona College**

www.centralaz.edu