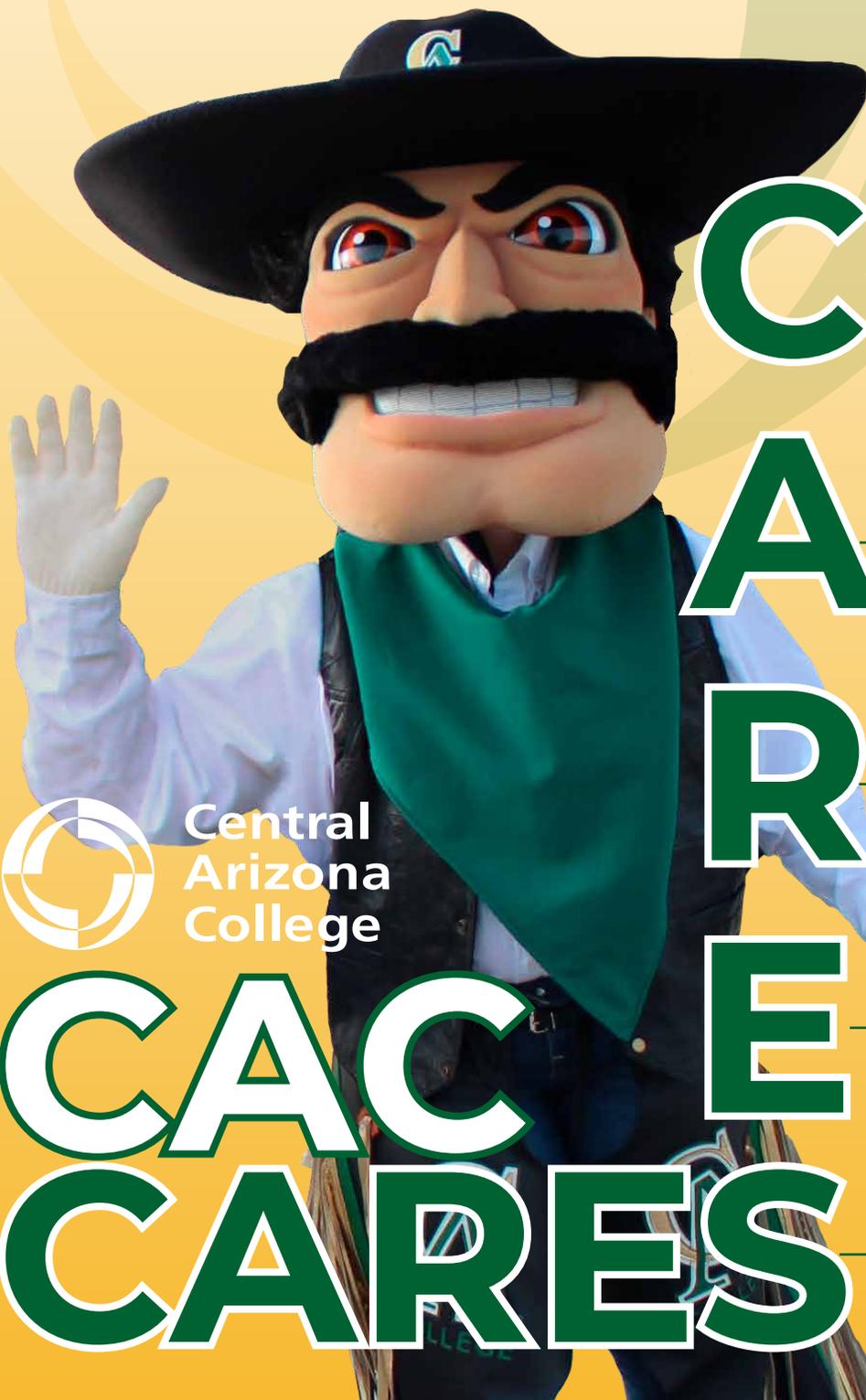


# Return to CAMPUS **GUIDE**



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 **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 Reopening Model. The College's plans will also follow recommendations from the federal government, Centers for Disease Control and Prevention, and the Arizona Department of Public Health.

As the COVID-19 virus situation continues to evolve and/or improve, 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. As such, each employee is required to acknowledge review of these guidelines in Safe Colleges prior to their return.

#### 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 as outlined by the CDC potentially related to COVID-19 to be eligible to report to work. 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](mailto: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](mailto: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.

## CAC Return to Campus Guide

### Return to Campus

- If the employee believes they were exposed, the employee shall follow the [CDC guidelines](#).
- If the employee has a confirmed case of COVID-19, the employee shall follow the [CDC guidelines](#).
- 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.

Employees may contact Paula Prock, Benefits Manager, at [Paula.Prock@centralaz.edu](mailto:Paula.Prock@centralaz.edu) or by phone at (520) 494-5072, on the steps to request an ADA Accommodation if the employee falls into a higher risk group as outlined by the CDC.

### Staffing Options

Employees returning to campus, may be permitted to follow one of the options to maintain 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, can be done on a full or partial day/week schedule as appropriate through May 3, 2021.
- **Staggered, 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 during the first weeks of employees returning to campus. Such schedules will help enable social distancing, especially in areas with large common workspaces.

## 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 accommodation process with Talent Development.

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### 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

Instructional Video (World Health Organization): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

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.

## CAC Return to Campus Guide

### 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 6 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. Face shields are not permitted in lieu of cloth face coverings, but can be worn in addition to cloth face coverings if desired.

### 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. Certain disinfection items such as wipes are available to supervisors by work order.

## 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.

## CAC Return to Campus Guide

### 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. No more than six (6) individuals are permitted to meet in an enclosed meeting room. Larger groups should hold virtual meetings. 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.).

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### 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

Department directors and/or building managers 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.

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.