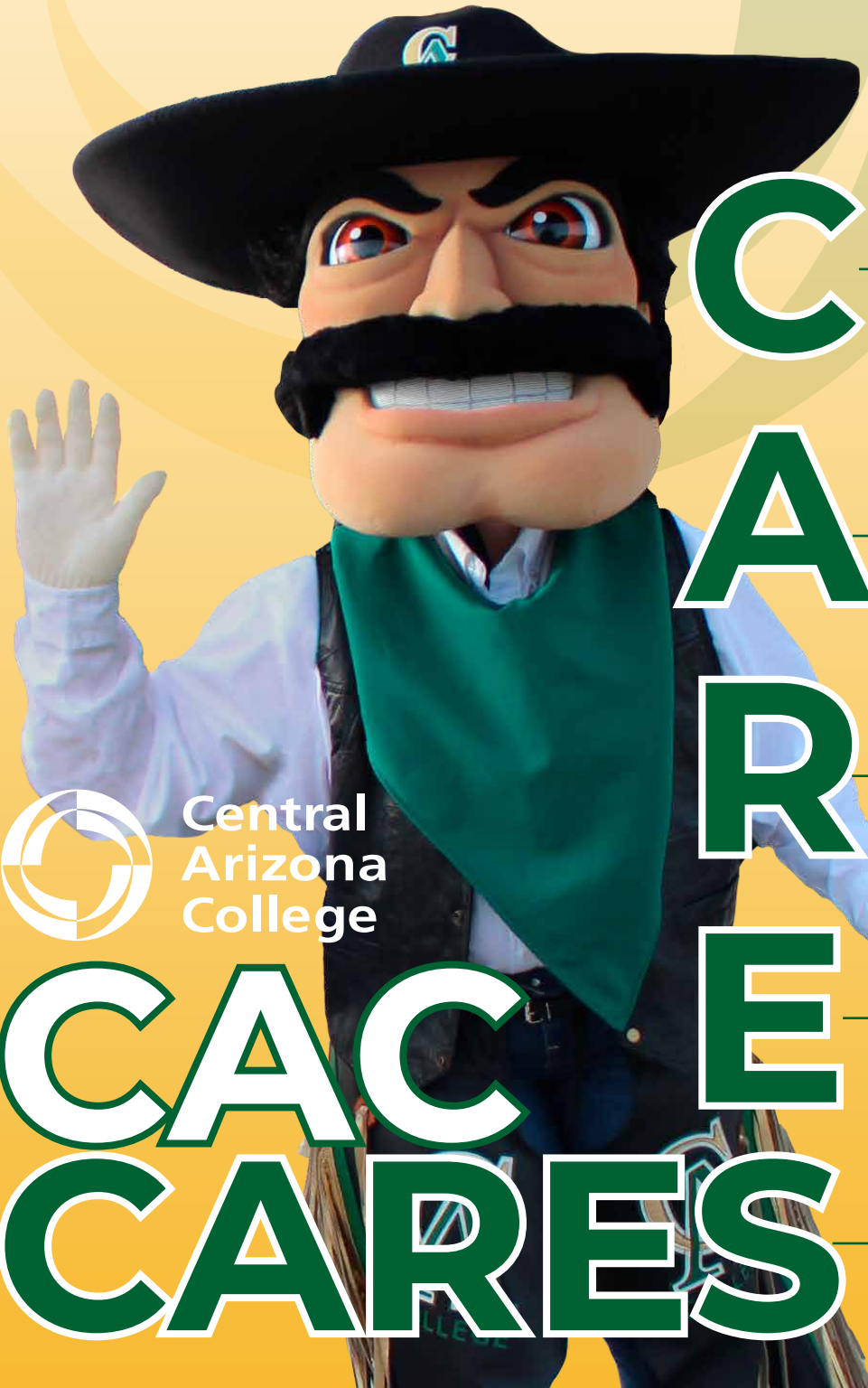
Return to CAMPUS PLAN



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

S — 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 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, cloth or CDC-recommended 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, they should contact their supervisor and Talent Development immediately. The employee shall follow CDC guidelines and quarantine for at least 10 days or until symptoms are no longer present and tests negative. Proof of negative test results are required prior to returning to work on campus. In consultation with Talent Development and the supervisor, an employee may work virtually while positive and quarantined. CAC will communicate and collaborate with the Pinal County Department of Health Services during all phases of the employee's return to campus.

6. **Exposure to COVID-19** – If an employee is directly exposed to COVID-19, they should contact their supervisor and Talent Development immediately. The employee shall follow CDC guidelines and quarantine for at least 10 days from date of notification. If no symptoms are present after the 5th day, the employee may test and return to work upon receiving negative results. Results must be presented to Talent Development in the circumstance of early return. An employee who is fully vaccinated can skip quarantine.

7. **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. Face coverings and wipes are available from Facilities by work order request. Alcohol-based wipes should be utilized for keyboards and mice.
   d. 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.

8. **Signage and Print Resources** – Health-related messages will be developed, printed, and maintained throughout campuses to support CDC recommendations. They are available on the College website, under the CAC CARES Return to Campus section.

9. **Protective Barriers** - Plexiglas shields will be reasonably placed in many high traffic areas by work order request from department supervisor; signage will be placed on tables, desks, and chairs indicating "out of use" to ensure six (6) feet of separation.

10. **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.

11. **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: Employees Return to Work/Campus Remains Closed to Students and Public

Implementation Date: April 5, 2021

Guidelines: This employee return is meant to provide employees with adequate time to re-acclimate to working on campus full-time and prepare for full reopening.

- Student Services, Business Affairs, Talent Development and Academic Affairs staff return to campus locations.
- Faculty may return as needed but are not required to return until in-person learning resumes (varies by division). Faculty may utilize their offices to conduct online courses and in-person meetings as needed.
- Supervisors may elect to stagger work schedules in a consistent manner (2 days on, 2 days away)
- Employees with health concerns may continue to work remotely, as approved by Talent Development (with medical recommendation).
- Courses continue as they are currently scheduled through the end of the semester.
- The College remains closed to students and the public, except for those courses already occurring on campus.
- Employees returning must have completed 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.
- All employees shall read and acknowledge the Return to Campus Plan/Guidelines in Safe Colleges **before** reporting to campus or by April 5.
- 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.

- All College-related overnight travel and events remain postponed unless deemed essential by the District Executive Team.
- The College will continue to hold meetings of more than six individuals in a virtual format, although virtual meetings are still recommended for smaller meetings as well.
- Services for students will continue remotely by phone or in virtual format.
- SPC Cafeteria is open to staff.

Phase II: Extension of Services/Campus Opens to Students and the Public.

Timeline: May 3, 2021 through Fall Semester

Guidelines: This return to campus date expands services to include opening for students and the public. Campus services for external partners will increasingly expand throughout the summer and into the fall semester. In-person classes will be offered with more frequency as classes are added.

- Campuses are open to students and the public.
- Staggered work schedules are no longer permitted. Employees must work from campus full-time unless FMLA is approved by Talent Development.
- 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.
- Courses will continue as they are currently scheduled. In-person instruction will increase as more classes are added for future semesters. The online course schedule will have the most updated information.
- The College will continue to hold most meetings in a virtual format. Events should also continue to be held virtually through the summer with exceptions being reviewed by the COVID Response Team.
- External reservations for use of campus facilities will be reviewed and approved sparingly in the beginning, with preference for groups under 50. External groups must adhere to campus guidelines at a minimum while on CAC property.