**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 and continuing operations.

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 Being on Campus**

1. **Face Coverings** - CDC-recommended face coverings are encouraged for all campus members and visitors. Students may be required to wear face coverings in the classroom and for individual appointments. The faculty or staff member requiring the safety measure will make it known to students prior to meeting as able.
2. **Social Distancing** - Campus members and visitors are encouraged 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. **Illness** - If an employee or student is ill or experiencing any symptoms of COVID-19, they should stay home.

4. **Positive for COVID-19** - If an employee or student tests positive for COVID-19, they should contact their supervisor and Talent Development or Dean of Students immediately. The positive person 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 campus. In consultation with Talent Development and the supervisor, an employee may work virtually while positive and quarantined. Students may work with faculty to stay on track.

5. **Exposure to COVID-19** – If someone is directly exposed to COVID-19, they should contact their supervisor, Talent Development, or faculty member immediately. The exposed person shall follow CDC guidelines and quarantine for at least 10 days from date of notification. If no symptoms are present after the 5th day, they may test and return to campus upon receiving negative results. Results must be presented to Talent Development and/or Dean of Students in the circumstance of early return. A fully vaccinated person does not have to quarantine.

6. **Sanitation** - CAC will continue to adapt and implement cleaning and sanitation practices. 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.

7. **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.

8. **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.
9. **Coordination** - Supervisors will work with their teams to develop individual department plans for continued operations that help mitigate the spread of COVID-19.

**Phased Guidelines for Safely Returning to Campus**

**Phase I: Employees Return to Work/Campus Remains Closed to Students and Public (completed)**

**Phase II: Campus Open to Students and Public (current)**

Timeline: May 3, 2021 through Fall Semester

Guidelines: Campuses have resumed normal business operations and Services are available to 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 may be asked to wear protective face coverings in classrooms or for private appointments as requested by individual faculty or staff. 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 through early summer. Large 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. Larger groups will be accepted as the summer progresses and COVID-19 threat is further minimized. External groups must adhere to campus guidelines at a minimum while on CAC property.
- The College will continue to encourage employees, students, and visitors to get vaccinated.