Return to CAMPUS PLAN

Central Arizona College 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
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 are not required to wear face coverings, however, face coverings are highly encouraged.

2. **Social Distancing** - Campus members and visitors are encouraged to maintain at least six (6) feet between themselves and other individuals at all times.

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 complete a [COVID Reporting Form](#). It is recommended that Instructors and supervisors also complete the form. 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 complete a [COVID Reporting Form](#). Their supervisor, Talent Development, or faculty member will be notified 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 Student Accessibility Services in the circumstance of early return. A fully vaccinated staff/faculty person does not have to quarantine. They should practice social distancing, when possible, and masks are recommended. Students and faculty will be notified that the student is able to return to campus.

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

   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.

j. Maintenance will be notified of any positive exposures to a room on campus to provide added cleaning.

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 are 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.