



Return to Campus Policy

Why this policy is important

As our communities stabilize from the COVID-19 pandemic and stay-at-home restrictions are lifted, Clackamas Community College will begin the process of returning students, faculty, staff and visitors to campus. The Return to Campus Policy establishes expectations for the personal behaviors required of students, faculty, staff, and visitors to prevent the transmission of COVID-19 virus while engaging in on-site educational, work, and recreational activities.

Who needs to know and understand this policy

This policy applies to all students, faculty, staff, and visitors to Clackamas Community College campuses.

At a Glance

Topic	Date Effective/Revised
Purpose	September 1, 2020
COVID-19 Transmission Prevention Strategies	September 1, 2020
Personal Health Monitoring	
Physical (Social) Distancing	
Masks and Face Coverings	
Personal Hygiene	
Accountability for Prevention Strategies	September 1, 2020
Reporting Concerns or Policy Violations	September 1, 2020

Related Documents or Policies

[Return to Campus Plan](#)

[Center for Disease Control Guidelines](#)

[Oregon Health Authority Guidelines](#)

[Association of Classified Employees Bargaining Agreement](#)

[Association of Full-time Faculty Bargaining Agreement](#)

[Association of Part-time Employees Bargaining Agreement](#)

[Employee Handbook](#)

[Employee Handbook for Administrative and Confidential Employees](#)

[Student Handbook](#)

Purpose

The College is committed to providing a safe environment for students, faculty, staff, and members of the public. As part of this commitment, a cross-departmental team created the **Return to Campus Plan** to prepare the College Community to return from the remote operations mandated by the state of Oregon in response to the COVID-19 pandemic.

The Return to Campus plan outlines strategies the College is implementing to provide a safe physical environment including increased sanitation, revised room capacity guidelines to support physical (social) distancing, and the procurement and provision of disposable face masks for students and employees.

A safe physical environment is only part of the plan, however. Maintaining a safe on-campus environment will also require individuals to change their behavior and participate to the extent they are able to in COVID-19 transmission prevention strategies.

The purpose of this Policy is to provide guidance to students, faculty, staff and members of the public on the transmission prevention behaviors required for students, faculty, staff, and members of the public while on campus.

COVID-19 Transmission Prevention Strategies

According to the [Center for Disease Control \(CDC\)](#), there are several strategies individuals can adopt to aid in preventing the transmission of COVID-19 including: personal health monitoring, physical (social) distancing, wearing masks and/or face coverings and maintaining a high level of personal hygiene. While on campus, students, employees, and visitors will be asked to engage in all of these strategies to do their part in maintaining a safe and healthy campus environment.

Personal Health Monitoring:

The best way to prevent the transmission of COVID-19 is to avoid contact with those that have already contracted the virus and to avoid contact with those that have been exposed to the virus. Minimizing contact will require all students, employees and members of the public to monitor their personal health and refrain from visiting campus if they feel ill or have developed [symptoms of COVID-19](#). To assist individuals in determining if they are healthy enough to come to campus, the College is requiring all students, faculty, and staff to:

- Complete a COVID-19 Health Self-Checklist prior to coming to campus. A copy of the Health Self-Checklist can be found [here](#).

Individuals answering YES to any of the questions in the Health Self-Check, **MUST STAY HOME**. Students or employees deciding to stay home because they are not feeling well should notify their respective instructor(s) or supervisor.

Additional health screening (temperature check, etc.) may be required by departments due to regulatory requirements or difficulty in maintaining social distancing.

Students, staff and faculty that believe they have been exposed to COVID-19 must:

- Wait at least fourteen (14) days to visit campus if they have been exposed to the COVID-19 virus.

Any person who starts to feel sick while on campus, should immediately return home and notify their instructor or supervisor that they have left campus.

Students, faculty, staff or visitors, who develop or report primary COVID-19 symptoms should immediately seek medical care and COVID-19 testing from their health provider or local public health authority. For individuals with symptoms that have undergone a COVID-19 test:

- If the test is positive, they should remain at home for at least 10 days after the onset of their illness and until their fever has subsided without the use of fever reducing medicine for at least 72 hours.
- If the test is negative (and if they have multiple tests, all tests are negative), they should remain at home for 72 hours after the fever has subsided without the use of fever reducing medicine and any other symptoms are improving.

When any member of the CCC community becomes ill with COVID-19, College Safety will work with Clackamas County Public Health to identify those with whom the individual has been in close contact and assess the significance of the exposure. The College will report all positive COVID-19 cases in the campus community to the Clackamas County Public Health Department.

If an individual experiences symptoms does not undergo COVID-19 testing, they should remain at home until any fever has subsided (without the use of fever-reducing medicine) for at least 72 hours and until their other symptoms have improved.

Students unable to report to campus due to illness or exposure to COVID-19 should reach out to their instructors regarding their ongoing enrollment in class.

Employees unable to report to campus due to illness or exposure to COVID-19 should let their immediate supervisor know that they are unable to report to campus. Employees unable to report to campus to instruct or work may be eligible to use their sick leave or may qualify for protected leave through December 31, 2020 under the Families First Corona Virus Response Act (FFCRA). Employees who have questions regarding their pay or eligibility for protected leave under the FFCRA or who wish to apply for FFCRA should submit a [Service Desk ticket](#) to Human Resources.

Masks and Face Coverings:

All students, staff, employees, and visitors are required to wear masks or face coverings while on campus when inside buildings with shared spaces including classrooms, offices, and restrooms. Masks or face coverings must also be worn in outside spaces when and where physical (social) distancing is difficult to maintain. Masks or face coverings must be worn so that the individual's nose and chin are covered at all times.

Students, employees and visitors should bring their own masks and face coverings with them to campus. Information on the various types of masks and face coverings available can be found [here](#).

The College will also make available disposable face masks to students and employees which can be obtained as follows:

- Students may obtain disposable face coverings by contacting the Associated Student Government office or College Safety.
- College Safety will distribute disposable face masks to departments that request them. Employees needing a face covering should request one from their supervisor.

Students who cannot wear masks due to personal health conditions can request an accommodation through the College's Disability Resource Center (DRC). The DRC can be

reached via email at drc@clackamas.edu or phone at 503-594-6357. A summary of the reasonable accommodation process for students can be found [here](#).

Employees who cannot wear masks or face coverings due to personal health condition should reach out directly to Director of Human Resource Operations, Vicki Hedges at vickidu@clackamas.edu or submit a [Service Desk ticket](#) to Human Resources. Human Resources will assist the employee in submitting a request for reasonable accommodation related to the use of masks or face coverings.

Physical (Social) Distancing:

To minimize the spread of COVID-19, all students, employees, and visitors must observe physical (social) distancing requirements while on campus. Detailed physical/social distancing guidelines are included [here](#) in the Return to Campus Plan. An overview of physical distancing requirements is found below:

Students, faculty, staff, and visitors are expected to:

- Maintain at least 6 feet of distance between themselves and others;
- Limit elevator usage to one (1) person per elevator car;
- Follow traffic and directional signage in buildings and in stairwells;
- Wear masks and/or face coverings.

In classrooms, students and faculty will:

- Adhere to room capacity guidelines;
- Wear masks and/or face coverings;
- Faculty will wipe down lectern, etc. at the start and end of every class;
- Students will wipe down seats, desks or work areas at the start and end of each class.

In general work spaces, employees will:

- Avoid, when possible, face-to-face meetings. Staff are encouraged to use the telephone, online conferencing, email or instant messaging to conduct college business as much as possible, even when participants are in the same building;
- If meeting in-person: choose a large room, maintain 6 feet distance while in the meeting space, limit participants to no-more-than ten (10) persons, wear masks or face coverings and avoid person-to-person contact such as hand-shaking;
- Do not congregate in offices, workrooms, copy rooms, classrooms, or other areas where people typically socialize.

In meeting rooms, students, faculty, staff, and visitors will:

- Adhere to room capacity guidelines;
- Bring and manage their own whiteboard markers and erasers;
- Ensure physical distancing guidelines are maintained;
- Wear masks and/or face coverings;
- Wipe down contact surfaces before and after every meeting.

Personal Work Space/Offices:

It is the employee's responsibility to disinfect their work desk surface, keyboard, telephone, and other items. Consideration should be given to the following:

- Minimize objects on desk tops to facilitate regular disinfecting;
- Remove or tape off visitor chairs if office size is not sufficient to provide minimum social distancing; and

- Employees alone in an office do not need to wear a mask. However, they should immediately don a mask or face covering if meeting with others or in circumstances where physical distancing cannot be maintained.
- Instruct visitors that they should have conversations with office occupants from the doorway and should not enter individual offices.

All students, faculty, staff and visitors should leave the campus as soon as possible following the end of class or completion of work or recreational activities.

Personal Hygiene:

Students, employees, and visitors, should follow these personal hygiene practices to help prevent the transmission of COVID-19:

- Frequent hand washing: individuals should wash their hands often with warm, soapy water for at least 20 seconds or by using an alcohol-based hand sanitizer (handwashing with alcohol based hand sanitizer is not recommended before eating, preparing or serving food and after using the restroom).
- Individuals should cover their mouth whenever they sneeze or cough and discard used tissues in wastebaskets.

Accountability for COVID-19 Prevention Strategies

The health and safety of the College Community is dependent on adherence to the COVID-19 prevention strategies outlined in this Policy.

Students failing to comply with the prevention strategies in this policy may be referred to the Conduct Team for possible disciplinary action under the [CCC Student Code of Conduct and Disciplinary Policy](#), which states: “Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others” are grounds for disciplinary action (page 161).

Employees failing to comply with the Social Distancing Policy may be subject to disciplinary action in accordance with the terms outlined in their respective Association Agreement or Employee Handbook.

Reporting Concerns or Policy Violations

Individuals who refuse to wear a mask or face shield while on campus may be referred to remote-only service.

To report incidents of non-compliance with any part of this Policy, please contact your instructor, or immediate supervisor. You may also reach out to College Safety at x6550 or 503-594-6650, Human Resources via the [Service Desk](#), or via the Rave Guardian application. To access the Rave Guardian application, follow these steps:

- Download the Rave Guardian app from the Apple Store or Google Play.
- Enter your phone number.
- Verify your phone number.
- Select COVID-19 for your location.
- Verify your contact information.