

**Campus & Building Access***Revision 1: 09.23.2020*

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**Procedure:****I. Guidelines:**

The objective of this procedure is to reduce the spread of infection through implementing safe work practices to help reduce transmission by decreasing contact between sick and uninfected persons.

This is a quickly-evolving pandemic, and recommendations in work practices are subject to change quickly if recommendations from the Centers for Disease Control (CDC) or the Ohio Department of Health (ODH) change. This procedure will be updated accordingly.

**II. Definitions:**

- a. **Facial Covering:** Cloth mask, disposable mask, balaclava, scarf, bandana, home-made mask or similar article that covers the mouth, nose and chin and follows CDC guidelines. The following restrictions apply to such articles: may not display any inappropriate or offensive logo, symbol, image, or graphic, etc.
- b. **Essential Personnel:** Employees whose job functions are considered mission critical to the institution and are approved by Cabinet to work on campus.
- c. **Non Essential Personnel:** Employees whose job functions are able to be completed from a remote location.
- d. **Employee:** Any faculty or staff member performing college work.
- e. **Student:** Individuals who are enrolled in a RSC Program.
- f. **Visitor:** Any person on campus that is not a RSC student or employee.

**III. Required Protocol when on Campus:**

- a. Wear a mask or facial covering that covers your mouth and nose while on campus and in all buildings (see section V. Facial Coverings for more information);
- b. Limit contact with others on campus, when possible;
- c. Maintain effective social distancing of 6 feet or greater when possible;
- d. Stay home when exhibiting symptoms related to COVID-19, notify your supervisor or instructor (see Appendix B);
- e. Use proper hygiene procedures (regularly washing hands, using hand sanitizers and disinfecting work spaces / classrooms, etc.);
- f. Follow cleaning directions as outlined by your instructor or supervisor.
- g. Use Zoom or Teams or other acceptable means of virtual meetings when possible, even when others are on campus.
- h. Follow signage posted throughout campus. Classrooms and offices not in use will be locked.
- i. Adhere to social distancing guidelines in the limited gathering spaces.
- j. Minimize your time on campus. As soon as classes are finished for the day, students and employees should return home.

- k. Leave campus immediately if you feel ill with COVID-19 symptoms. If you cannot leave immediately, contact Campus Security at 419-995-8499 for access to an isolation room.
- l. Follow additional COVID-19 protocols if required for specific areas.

#### IV. Essential vs Non-Essential Personnel

All non-essential personnel must submit a request to access campus to their respective Cabinet member for approval. Once approved, Safety and Security will be notified by the Cabinet member of the day/time of employee access.

- a. Essential Personnel: Safety & Security, Faculty (when teaching in labs only), Cabinet approved Staff and Administrators.
- b. Non Essential Personnel: All other employees not identified above.

#### V. Facial Coverings:

While in campus buildings and offices, all RSC employees, students and visitors will be required to wear facial covering over nose and mouth. One cloth mask will be provided by the College to students and employees. If a student, employee and/or visitor does not arrive with a facial covering a disposable mask will be provided. Disposable masks will be available in RSC classrooms around campus (i.e. TL, JJC, KH, Cook, Science, and Public Service). In addition, the Safety and Security Office will have masks available if needed (419-995-8499).

Facial coverings **are required** for all RSC employees, students and visitors while on campus unless any of the following apply:

- a. An employee / student is sitting alone in an enclosed space (such as an office, vehicle).
- b. An employee / student has a health reason not to wear a facial covering on campus, and there is an alternative option that meets safety criteria (plastic face shield, plexi glass stand, etc.). Employee must provide documentation from a Primary Care Provider stating that employee / student cannot wear facial covering due to health reasons. Send documentation to Human Resources at [HR@RhodesState.edu](mailto:HR@RhodesState.edu).  
Students who need accommodations regarding facial coverings should contact Student Affairs at [StudentAffairs@RhodesState.edu](mailto:StudentAffairs@RhodesState.edu).
- c. An employee / student is an officiant of religious services while on campus.

When facial coverings are not being worn, the covering must always be readily available for use in the instance of an unplanned contact with another person.

In addition to facial coverings distributed by the College, see Section II: Definitions for other facial covering options.

Do	Do Not
<ul style="list-style-type: none"> <li>• Ensure your nose, mouth and chin are covered at all times.</li> <li>• Ensure the fit is snug but comfortable against the side of your face.</li> <li>• Wash your hands or use hand sanitizer before putting on and immediately after removing.</li> <li>• Launder fabric coverings after each day.</li> </ul>	<ul style="list-style-type: none"> <li>• Touch the covering while wearing it.</li> <li>• Allow the covering to slip under your nose.</li> <li>• Touch your eyes, nose, or mouth when removing the covering.</li> <li>• Wear when wet.</li> </ul>

**VI. Building Access & Parking:**

All employees must use official campus parking lots. Loading docks may only be used by authorized personnel and for delivery. Employees are expected to access buildings only using the designated entry and exit locations.

Building entrances will be limited to control the flow of foot traffic. Entry and exit points will be identified for each building. Appropriate signage will be posted. Building maps will be updated to reflect access routes.

RSC Students, employees and visitors will have access to the Wi-Fi lot (F) with signage directing individuals who cannot or do not want to enter building. Social distancing is required while in the WiFi lot.

If special accommodations are needed for building access, please contact Campus Security at 419-995-8499.

**VII. Daily Health Checks:**

In accordance with the College’s responsibility to adhere to the Ohio Department of Health’s Stay Safe Ohio Director’s Order issued on April 30, 2020 and subsequent partial rescinding and modification on May 20, 2020 (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/public-health-orders/>), the College is requiring all RSC employees, students and visitors who physically come to the College campus to perform daily symptom assessments. These daily assessments will include temperature checks with a thermometer for monitoring for fever. The assessment will include watching for coughing, trouble breathing, and other potential symptoms of COVID19.

**a. Prior to coming on campus:** All RSC employees, students and visitors should complete a daily health assessment to monitor for any COVID-19 symptoms as defined by [CDC](https://www.cdc.gov/). The at home health assessment does not need to be recorded. If experiencing any COVID-19 symptoms, stay home (see **Appendix B** for required next steps and protocol).

**b. Upon arriving on campus:** All RSC employees, students and visitors must take their temperature and receive an acceptable temperature (< 100.4 °F) for being on

campus. A temperature sensor/hand-held monitor will be positioned at the designated entrance of each building. If temperature is not acceptable ( $\geq 100.4$  °F), individuals must leave campus by following signage for nearest exit. If you cannot leave immediately, contact Campus Security at 419-995-8499 for access to an isolation room (see **Appendix B** for required next steps and protocol).

Upon completion of temperature check, a health information questionnaire must be completed. The questionnaire can be accessed by taking a picture of a QR code (look for signage in the building or in the classroom) with your smart phone. If the QR code cannot be accessed, a paper form will be available (see **Appendix A**).

#### **VIII. Travel outside the state of Ohio:**

RSC employees and students who have traveled outside of Ohio to states reporting positive testing rates of 15% or higher for COVID-19 and / or have traveled internationally are required to not return to RSC Campus for 14 days (see Ohio Department of Health website for list of states which will be updated weekly [coronavirus.ohio.gov/covid-19-travel-advisory](https://coronavirus.ohio.gov/covid-19-travel-advisory) and [CDC COVID-19 travel guidelines](https://www.cdc.gov/covid-19/travel-guidelines)).

#### **IX. Cleaning & Sanitizing:**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. All cleaning and disinfecting will follow CDC guidelines as outlined

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

Surfaces frequently touched by multiple people (i.e. tables, doorknobs, light switches, countertops, handles, desks, handrails, phones, keyboards, toilets, faucets and sinks, touch screens) will be cleaned and disinfected daily. More frequent cleaning and disinfection may be required based on level of use.

It is the responsibility of all students and employees to maintain a clean work environment, by following all College and laboratory protocols. Upon leaving a classroom or office, students and employees should use the disinfecting products provided to wipe down surfaces.

**Appendix A****COVID-19: Assessment for RSC Employees, Students & Visitors**

After taking the temperature scan, please respond to the questions below. Please remember, while on campus all students, employees, and visitors must wear a facial covering.

1. First Name: \_\_\_\_\_
2. Last Name: \_\_\_\_\_
3. Please select which applies to you:
  - RSC Employee
  - RSC Student
  - RSC Visitor
4. Select the Building you are entering:
  - Tech Lab
  - Countryman (JJC)
  - Cook Hall
  - Science Building
  - Galvin Hall
  - Public Service Building
  - Keese Hall

I acknowledge that I have completed a self-assessment of COVID-19 symptoms prior to coming to campus.

I acknowledge that while on campus I will adhere to wearing facial covering, maintaining social distancing, taking a temperature scan and using proper hand hygiene.

I understand the nature of the hazards and accept all risks to my health that may result from entering campus and I hereby release the above named College, its governing board, officers, employees, and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for any illness.

Signature:

Date:

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**Appendix B: RSC Protocol for Campus Access Related to COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

STUDENTS & EMPLOYEES				
Situation	What to Do	Communication	Next Steps	Campus Access
<p>At home and having the following symptoms:</p> <ul style="list-style-type: none"> <li>✓ Temperature above 100.4°F</li> <li>✓ Coughing or Shortness of Breath</li> <li>✓ Chills</li> <li>✓ Sore throat</li> <li>✓ Muscle pain (unexplained)</li> <li>✓ New Loss of taste and / or smell</li> <li>✓ Fatigue</li> <li>✓ Headache (unexplained)</li> <li>✓ Congestion or runny nose (unexplained)</li> <li>✓ Nausea or vomiting</li> <li>✓ Diarrhea</li> </ul>	<p>Do not come to Campus.</p>	<p><b>STUDENT:</b> Notify Instructor and Student Affairs at <a href="mailto:StudentAffairs@RhodesState.edu">StudentAffairs@RhodesState.edu</a></p> <p><b>EMPLOYEE:</b> Notify Supervisor and HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a></p>	<p>Contact your health care provider* to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p><b>STUDENT:</b> If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours).</p> <p><b>EMPLOYEE:</b> A negative COVID-19 test or Release to return to work from health care provider provided to HR.</p>
<p>Arrive at building and temperature scan shows at or above 100.4°F or you are exhibiting any of the following symptoms:</p> <ul style="list-style-type: none"> <li>✓ Coughing or Shortness of Breath</li> <li>✓ Chills</li> <li>✓ Sore throat</li> <li>✓ Muscle pain (unexplained)</li> <li>✓ New Loss of taste and / or smell</li> <li>✓ Fatigue</li> <li>✓ Headache (unexplained)</li> <li>✓ Congestion or runny nose (unexplained)</li> <li>✓ Nausea or vomiting</li> <li>✓ Diarrhea</li> </ul>	<p>Leave campus through closest exit while maintaining 6 feet of social distancing.</p> <p>If unable to leave immediately, contact Campus Security (419-995-8499).</p>	<p>Upon return to vehicle / home:</p> <p><b>STUDENT:</b> Notify Instructor and Student Affairs at <a href="mailto:StudentAffairs@RhodesState.edu">StudentAffairs@RhodesState.edu</a></p> <p><b>EMPLOYEE:</b> Notify Supervisor and HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a></p>	<p>Contact your health care provider* to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p><b>STUDENT:</b> If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours).</p> <p><b>EMPLOYEE:</b> A negative COVID-19 test or Release to return to work from health care provider provided to HR.</p>

STUDENTS & EMPLOYEES (continued)				
Situation	What to Do	Communication	Next Steps	Campus Access
Feeling ill while at work or class on campus	<p>Leave Campus through closest exit while maintaining 6 feet of social distancing.</p> <p>If unable to leave immediately, contact Campus Security (419-995-8499).</p>	<p><b>STUDENT:</b> Notify Instructor and Student Affairs at <a href="mailto:StudentAffairs@RhodesState.edu">StudentAffairs@RhodesState.edu</a></p> <p><b>EMPLOYEE:</b> Notify Supervisor and HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a></p>	<p>Contact your health care provider* to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p><b>STUDENT:</b> If not tested for COVID -19 or receive a negative test result, return to campus when fever and symptom free for at least 3 days (72 hours).</p> <p><b>EMPLOYEE:</b> A negative COVID-19 test or Release to return to work from health care provider provide to HR</p>
<p>Traveled internationally and / or to a state that is reporting positive testing rates of 15% or higher for COVID-19 as outlined on the Ohio Department of Health website:</p> <p><a href="#">Ohio COVID-19 Travel Advisory</a></p> <p><a href="#">CDC COVID-19 Travel Guidelines</a></p>	Do not come to Campus.	<p><b>STUDENT:</b> Notify Instructor and Student Affairs at <a href="mailto:StudentAffairs@RhodesState.edu">StudentAffairs@RhodesState.edu</a></p> <p><b>EMPLOYEE:</b> Notify Supervisor and HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a></p>	<p>Do not return to campus for a minimum of 14 days and contact healthcare provider* if displaying COVID-19 symptoms to determine if testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p><b>STUDENT &amp; EMPLOYEE:</b> Return to campus after 14 day quarantine and not displaying any COVID-19 symptoms.</p>

STUDENT & EMPLOYEES (continued)				
Situation	What to Do	Communication	Next Steps	Campus Access
<p>Close contact with a COVID-19 positive individual.</p> <p><b>Note: A close contact</b> (as defined by the CDC) is an individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.</p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html">https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html</a></p>	Do not come to Campus.	<p><b>STUDENT:</b> Notify Instructor and Student Affairs at <a href="mailto:StudentAffairs@RhodesState.edu">StudentAffairs@RhodesState.edu</a></p> <p><b>EMPLOYEE:</b> Notify Supervisor and HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a></p>	<p>Do not return to campus for a minimum of 14 days exposure (close contact) or if exhibiting symptoms of COVID-19 or instructed by the health department to quarantine. Contact healthcare provider to determine if COVID testing is needed.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>	<p><b>STUDENT &amp; EMPLOYEE:</b> Return to campus after 14 day quarantine and not displaying any COVID-19 symptoms.</p>
Exposed to COVID-19 positive individual while working in clinical health setting.	Must be in Personal Protective Equipment (PPE) attire according to facility guidelines when in close contact with COVID-19 positive individual.	N/A	If not in PPE attire, follow “Close contact with COVID-19 positive individual”.	<p>Continue to come to Campus unless Student or Employee exhibits COVID symptoms.</p> <p>If COVID-19 positive result, see below instructions for “COVID-19 Positive”.</p>



<p>Is COVID-19 Positive</p>	<p>Do not come to Campus.</p>	<p><b>EMPLOYEE:</b> Notify HR at <a href="mailto:HR@RhodesState.edu">HR@RhodesState.edu</a> HR will provide notice to Supervisor regarding employee absence.</p> <p><b>STUDENT:</b> Notify Student Affairs at <a href="mailto:StudentAffairs@rhodesstate.edu">StudentAffairs@rhodesstate.edu</a> Student Affairs will provide notice to Instructor regarding student absence.</p>	<p>Expect communication from your health department of residence.</p> <p>If communication is not received, contact your health department for next steps.</p>	<p><b>STUDENT &amp; EMPLOYEE:</b> To return to campus all of the following must apply:</p> <ul style="list-style-type: none"> <li>• Fever free for 24 hours, <b>and</b></li> <li>• Improving symptoms for 24 hours, <b>and</b></li> <li>• At least 10 days have passed since the ONSET of symptoms, <b>and</b></li> <li>• A letter from health care provider or health department releasing you from isolation.</li> </ul>
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**\*If access to a healthcare provider is not available, visit Lima Memorial Telehealth for symptom assessment and next steps.**



## LIMA MEMORIAL TELEHEALTH

Care at your fingertips in 3 easy steps.

- 1** Call 877-DOC-LMPC to schedule your telehealth appointment.
- 2** Click on the link that will be sent to you by email or text at your appointment time.
- 3** Type in your name, and click **Check In** to begin your secure visit.

**Any smartphone, tablet or computer with a camera and microphone will work.**



**PC and Mac**  
Chrome | Firefox  
Safari | Microsoft Edge



**Android**  
Chrome



**iPhone/iPad**  
Safari

\*Please note. This service does **NOT** work with Internet Explorer.

**Tips to prepare for your visit:**

- Have your insurance card and a list of current medications ready.
- Allow your web browser to use your webcam and microphone.
- Make sure you have a good internet connection or 4G cell service.
- Keep all background noise and interference to a minimum.



## History:

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	07/29/20	Original approved procedure
<b>Revised:</b>	08/24/20	Revisions to facial covering section and protocol
<b>Revised:</b>	09/23/20	Revisions to protocol

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy or procedure covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*