

## On-Campus Wellbeing & Safety Protocol Strategy for Arapahoe Community College Employees, Students, and Visitors

It is important for all of us to be mindful of our continuing goal of the safety and wellbeing of employees, students, and visitors to ACC. With this in mind, let's take care of each other by focusing on self-responsibility and community responsibility. Self-responsibility means taking care of yourself and being mindful of the wellbeing of people around you. Community responsibility means taking care of each other, because we are all in this together! In order to promote the safety and wellbeing of our ACC community, we have implemented this protocol for all employees, students and visitors while on any ACC campus. These guidelines have been developed in accordance with the information provided by the Colorado Department of Public Health & Environment, the Center for Disease Control, and Tri-County Health Department. Your participation is vital to keeping our college moving forward!

### SELF-RESPONSIBILITY

#### **Before coming to campus, please:**

- Complete the [Employee / Student / Visitor Symptom form](#) each day you are coming to campus and before you arrive. \*Signs will be posted at entrances with a QR code to the form to complete.
  - If you answer Yes to any of the symptom screening questions, you will need to remain home, not come to campus, and contact your health provider.
    - If you are an employee and answer Yes to any of the symptom screening questions, complete the [Employee Exposure Form](#).
    - If you are a student and answer Yes to any of the symptom screening questions, complete the [Student Exposure Form](#).
  - You do not need to complete the form if you are not coming to any ACC campus that day.
  - If you arrive to campus and have forgotten to complete the symptom screening form at home - or if you are traveling to multiple ACC campuses that day - there will be a poster on all ACC entry doors with a QR Code that will take you to the form on your cell phone. Please complete the form before entering the building, and if you answer Yes to any of the symptom screening questions, please do not enter the building.
- Take your temperature each day before leaving your home. If your temperature is 100.4 or higher, you may not come to campus. You should contact your physician or a local health clinic or quick care for further instructions. Also, if you are experiencing any COVID-19 related symptoms, please stay home and do not come to campus.
  - COVID-19 symptoms include:
    - Fever of 100.4 or higher
    - Chills
    - Cough
    - Shortness of breath or difficulty breathing

- Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- You may return to campus only after you are symptom-free and with a temperature below 100.4.
  - For individuals who do not have a personal thermometer to take their temperature, access to a thermometer is available at the Welcome Centers on the Littleton Campus, Parker Campus, and the Sturm Collaboration Campus at Castle Rock. Thermometers also will be available on the Littleton Campus in the Church Street, North, and South buildings, and at the Art & Design Center main office. Additionally, several offices on all three campuses will have thermometers available. Look for the signs.
- Bring a CDC approved personal mask or other face cover, such as a double lined scarf or bandana to wear (gaiters are not approved face coverings for being on campus).

**While on each campus in any of the buildings, please:**

- Wear an appropriate mask or face covering when in any public space or when interacting with another person(s). Individuals who do not have a personal mask will be able to get one at the Welcome Centers on the Littleton Campus, Parker Campus, and the Sturm Collaboration Campus at Castle Rock. Masks also will be available on the Littleton Campus at the north entrance of the Main building; in the Church Street, North, and South buildings; and at the Art & Design Center main office. Look for the signs. Employees with private offices may remove their mask or face covering while alone in their office.
- Practice appropriate social distancing (6ft spacing and no more than 10 people in a suitably-sized room, or 12 people in a suitably-sized classroom). All meetings (unless otherwise authorized by a VP or President) are required to meet virtually.
- Visibly wear your ACC issued ID (students and employees) or name tag (employees). Lanyards are available at the same locations as masks.
- Wash your hands regularly and/or utilize the hand sanitizer stations available on each campus.
- Clean your personal workspace, such as telephone, stapler, mouse and keyboard, regularly with the sanitizers and cleaning materials provided for each area.
- Employees should report any change in your health to your supervisor and HR and then return home and contact your physician or a local health clinic. Students should report any change in your health to your faculty member or Dean of Students Office and then return home and contact your physician or a local health clinic.

### **Taking a break:**

- We recognize that wearing a mask or face covering for an extended period can be taxing, and so a break may be needed. Before removing your mask or face covering, we ask that you take your break outside and move away from building entrances. Please continue to practice social distancing of 6ft between individuals. Face coverings should only be removed while eating or drinking.

## **COMMUNITY-RESPONSIBILITY**

### **Safety Protocol Strategies:**

- It is ok to politely ask a person to wear a mask or face covering, and/or to practice social distancing.
- If someone states that they are not wearing a mask or face covering because of an approved accommodation, they will have yellow lanyard indicating that they have received authorization from Human Resources (for employees and visitors) or Disability Access Services (for students and student guests). Please refer people to the appropriate office if they have not yet secured their authorization to be without a mask or face covering or to determine a different appropriate accommodation.
- If someone refuses to comply with your request that they wear a mask or face covering, and/or practice social distancing, it is ok to ask them to leave the classroom and/or building.
- If the person continues not to comply with your request, you may contact ACC's Police Department at Littleton or the on-duty officer at Parker or Castle Rock campuses for assistance. Students may be referred to the Dean of Students office for non-compliance with the Student Code of Conduct. Employees may be referred to their supervisor for performance review.

### **If you or someone in your household tests positive for COVID-19 or displays COVID-19 symptoms:**

- Please remain home and self-quarantine. Please do not come to campus.
- Employees should contact the Human Resources office for further information and instructions regarding quarantine requirements and work options.
- Students should contact the Dean of Students office for further information and instructions regarding quarantine requirements and course options.

By working together as a team, we can better meet our goal of maintaining everyone's health and wellbeing. **Hey ACC – We got this!**