



RETURN TO ON-GROUND WORK GUIDANCE

This guidance follows the U.S. Centers for Disease Control and Prevention (CDC) guidelines and the governor's *Responsible RestartOhio* directives.

The goals of this Guidance are to:

- Gradually, safely and fully return employees to on-ground work in the College environment;
- Continue to reduce transmission of the virus among employees and students;
- Maintain healthy College operations; and
- Maintain a healthy work environment.

These guidelines are fluid and remain subject to change based on College policies, recommendations from the governor and/or CDC guidelines and updates.

GENERAL GUIDELINES

The premise of this Guidance is that all employees are expected to work their regular assigned hours, either in a remote or an on-ground environment, as directed by each department supervisor.

While the majority of student services are currently [available online](#), it is imperative that the College re-establish in-person services and class offerings.

OVERVIEW

- **Beginning Aug. 2:**
 - Full-time employees will be on-site four out of five workdays, 8:30 a.m. to 5 p.m., and may continue to work remotely one day. Each department/area will determine staffing schedules to provide on-ground presence Monday through Friday, or Saturday as applicable.
 - Extended or adjusted hours will be scheduled as needed in some areas.
 - Counseling and Library Faculty — August
 - Counseling and library areas will be open to serve students Monday through Friday from 8:30 a.m. to 5 p.m. Extended hours may be scheduled as needed. Non-instructional faculty with scheduled summer pro-rata hours are expected to be on-campus as scheduled.
 - Instructional Faculty — August
 - Aug. 2-8: Faculty with a fully online class schedule may continue to offer virtual office hours. Faculty with a hybrid or fully on-ground schedule will offer at least two office hours each day they teach on campus.
 - Summer grades are due Aug 10.
 - Campuses will be open Monday through Friday with some extended hours, so feel free to use your faculty office or other campus resources (e.g., library, CLE)
 - Collegewide Convocation will take place virtually on Aug. 24.

- Campus Day is Aug. 25
 - Eastern Campus – Virtual
 - Metro Campus – Hybrid (Virtual general session; some on-site breakout options)
 - Western Campus – Virtual
 - Westshore Campus – Hybrid (Virtual general session; some on-site breakout options)
 - Classes begin Monday, Aug. 30. Please arrange your office hour schedule and modality with your associate dean.
- **Beginning Sept. 13:**
 - All employees will be back on-site for the entire work week. It's important that we resume our normal operating hours and on-ground presence so that we can meet the needs of our students and the community.
 - We also are committed to cultivating a progressive work culture that meets your needs for work-life balance. The College is implementing a flexible work plan that includes adjusted work schedules and remote work options. These are offered on a pilot basis.
 - To be eligible in this stage, employees must be in good standing (defined as "Meeting expectations," "Accomplished" or higher on their most recent TEC performance review).
 - There is no guarantee that a request for a flexible work schedule will be approved, as not everyone's job function is conducive to such a schedule. When determining whether a request will be approved, the needs of the College, students and department will take precedence. The final decision on an employee's ability to work remotely will be at the sole discretion of the supervisor/manager with consultation with Human Resources, if necessary. The decision to permit remote work may be revoked at any time. We anticipate providing more details and conducting supervisor training in August.
- Individuals seeking a medical exemption from on-ground work must provide medical documentation substantiating the request to Tanja Foster, director of Total Rewards. Prior to contacting Human Resources, the individual must notify their supervisor that they will be seeking a medical exemption. Exemptions from on-ground work may require the use of accrued leave time. All medical exemptions will be determined by HR in accordance with the Americans with Disabilities Act (ADA) and the office of Equal Employment Opportunity Commission (EEOC).
- Most meetings should still take place via Webex to allow for safe distancing. In-person meetings of 10 or fewer individuals in areas that can accommodate 3-foot social distancing are allowed *on a limited basis*. Masks must be worn during such meetings. Employees should not hold in-person meetings involving more than 10 individuals until further notice. This excludes classes and meetings approved by campus presidents or EVPs. Remember to maintain social distance, including when meeting new people or reuniting with co-workers with whom you are close.
- Individuals who become ill with coronavirus-like symptoms while working on-ground will be sent home immediately. Students, faculty and/or staff will be relocated from affected areas until

surfaces can be cleaned and disinfected as necessary. The ill person should compile information on persons with whom they had contact while symptomatic (and in the two days prior) and provide that data to the [Risk Management](#) office.

- Appropriate business attire is expected at all times, regardless of whether an employee is working in a remote or on-ground environment.

VACCINATION AND MASK-WEARING

Individuals are encouraged to be vaccinated at the earliest possible time. Vaccines are not currently mandated by the College, the CDC or the State of Ohio. Employees are expected to return to their assigned on-ground work locations, as scheduled by the department supervisor, whether they are vaccinated or not. Medical exemptions will follow the process outlined in the preceding section of this Guidance.

For purposes of this Guidance, individuals are considered fully vaccinated for COVID-19 two weeks after receiving the second dose in a two-dose series (Pfizer or Moderna) or two weeks after receiving a single-dose vaccine (Johnson & Johnson).

Do not ask colleagues or students about their vaccination status. Unmasked individuals should be reported to the Campus President's Office or Risk Management (Risk.Management@tri-c.edu).

Fully vaccinated individuals:

- Must wear a face covering when in a College building; and
- Do not need to quarantine and be tested following exposure to COVID-19. Vaccinated individuals must isolate for 10 days following a positive COVID-19 test.

All employees, whether vaccinated or not, must continue to:

- Maintain social distance and practice other prevention measures when visiting College facilities;
- and
- Monitor symptoms, isolate and get tested if experiencing [COVID-19 symptoms](#).

Individuals who have not been fully vaccinated:

- Must wear a face covering inside any College building; and
- Must quarantine for 14 days if exposed to COVID-19 (even if asymptomatic).

Tri-C students, faculty and staff whose class requirements or jobs require them to visit or work at non-College locations should follow mask-wearing and other safety protocols of those locations while there.

Face coverings are required in on-campus clinics that provide public services.

GUIDANCE FOR INDIVIDUALS WITH CONFIRMED DIAGNOSIS OF OR EXPOSURE TO COVID-19

Individuals with a confirmed diagnosis of COVID-19 should follow their physician's orders and CDC-recommended steps. Do not return on-ground until you:

- Are free from fever for at least 24 hours (without use of fever reducers); **and**
- Other symptoms (e.g., cough, runny nose, shortness of breath, etc.) have subsided; **and**

- At least ten days have passed since symptoms first appeared (if asymptomatic, 10 days since positive test).

If you receive a confirmed diagnosis of COVID-19 or have been exposed to COVID-19, notify and work with Risk Management to facilitate contact tracing. Email risk.management@tri-c.edu for further guidance.

- The College will inform the Tri-C community of possible exposure to COVID-19 in the classroom or workplace while maintaining the confidentiality of the affected individual as required by the ADA. All individuals exposed to the affected student or employee will be notified in accordance with county health guidelines.
- The CDC defines close contact as being “within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from two days before illness onset (or, for asymptomatic patients, two days prior to testing) until the time the patient is isolated.”
- Individuals must review the [Daily Health Assessment](#) and answer “No” to all questions in order to return to class or work.
- Areas identified as having been visited by an ill individual will be thoroughly disinfected.

SAFETY PROTOCOLS

- As students, visitors or employees return on-ground, we must take extraordinary steps to stay healthy and protect each other.

Therefore, we ask everyone coming to our facilities to review and accept the [Tri-C Statement of Personal Responsibility](#), in which individuals pledge to take responsibility for their own health and help keep the College community safe by “Stomping Out” the spread of COVID-19.

- Students and employees will receive an email at the beginning of each semester directing them to acknowledge College safety protocols by reading and accepting the [Statement of Personal Responsibility](#).
 - Visitors must acknowledge the [Visitor Statement of Personal Responsibility](#) during each visit to any College site. The statement can be signed electronically. Visitors may receive a wristband that must be worn at all times while on-site. (If statement is signed electronically, visitor must show proof of acknowledgement at Welcome Station to receive wristband.)
- In light of new guidelines from the state and the CDC, recommendations for K-12 institutions, and a consensus of other Ohio community colleges, Tri-C has implemented social distancing requirements of 3 feet in the classroom and 6 feet in all other areas of the college where possible **beginning Aug. 9**. This Collegewide change will apply to classes, offices and special events. Some classes may require a greater social distancing due to the nature of the activity to be performed. Plexiglass and other barriers will also be used.
- All students and employees must carry and be prepared to present their College ID card/Stomp Card while on campus.
- Students, employees and visitors must wear face coverings that completely cover the nose and mouth at all times while inside a College building, including during all classes and labs and while within 3 feet of another individual.
- If you encounter an unmasked individual in a Tri-C building, report them to the Campus President’s Office or Risk Management (Risk.Management@tri-c.edu) . The individual will be given a written warning. Repeat offenders will be issued a letter stating that they are not

allowed to return to campus for 90 days. A copy of that letter will be sent to each campus president, Human Resources and the Campus Police and Security Services office.

- Students, employees and visitors must adhere to social distancing guidelines currently implemented by the College.
- Individuals must comply with safety directives as conveyed by instructors, supervisors, campus police and other Tri-C representatives, which may include requirements that apply to a specific campus, office, cubicle, classroom, lab, academic support area or any other work area.
- No-touch temperature scans are available at campus Welcome Stations for individuals to check their temperatures and pick up other personal protective equipment, if needed. Anyone with a temperature of 100.4 F or higher will be sent home.
- The College ensures adequate signage and visual markers to communicate safety protocols to all students, employees and visitors at entry points and throughout each facility.
- Certain high-traffic areas (e.g., TLCs, Enrollment Centers) will have controlled occupancy to support effective social distancing per College guidelines.
- Sanitizing wipes are available in high-traffic areas (e.g., Enrollment Center kiosks, shared computer stations) to clean equipment and surfaces after each use.
- All individuals must refrain from gathering in common areas and in large groups while on College property.
- Please be aware of visual/verbal cues (e.g., floor decals, physical barriers, tape) that indicate where to wait or receive services.
- Restrooms and elevators have occupancy limits and limited access.
- Grab-and-go dining service will be open from 10:30 a.m. to 1 p.m. on Mondays and Thursdays on each campus.
- Recreation centers and swimming pools are closed to the public until further notice.
- Buildings are sanitized throughout the day, and deep cleaning takes place during closed hours.
- Unless fully vaccinated, any individual who travels out of the country or to another state is required to self-isolate for seven days upon return. Visit [cdc.gov](https://www.cdc.gov) for the most recent travel advisories.

MAINTAINING A HEALTHY ENVIRONMENT

The College is committed to maintaining a healthy learning and working environment. The following additional health and safety steps have been implemented:

- Improved engineering controls for building ventilation systems. This includes increasing outside air as much as possible without negatively impacting other environmental controls. More than 200 bipolar ionizers have been installed to purify the air with 99.4% efficacy.
- In an effort to support respiratory etiquette and hand hygiene for employees, students and visitors, the College will provide:
 - Tissues and no-touch disposal receptacles.
 - Soap and water and, where soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol.
- Handshaking is discouraged. Please use other noncontact methods of greeting.

- Coughing and sneezing etiquette is expected. See the CDC’s coughing and sneezing etiquette and [clean hands webpage](#) for more information.
- Disposable wipes and/or other sanitization products are available to clean commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks) before each use.
- Restrooms are cleaned frequently throughout the day.

TRAVEL

- Fall travel for College purposes will be limited to drivable destinations that do not require an overnight stay. Student travel is also supported and permitted for classes or educational purposes that do not require an overnight stay. Mileage for College-related travel will be reimbursed.
- See [cdc.gov](#) for travel restrictions.

See “Important Reminders” at [tri-c.edu/coronavirus](#) for information on additional preventive measures.

COVID-19 TESTING

Tri-C and Care Alliance Health Center are working together to bring COVID-19 testing to Tri-C students, employees and residents of surrounding communities. The program offers free testing to individuals regardless of their symptom status, insurance status or ability to pay. Testing is available at the Care Alliance Central Clinic, located at 2916 Central Ave. in Cleveland. Visit [tri-c.edu/covidtest](#) for more information.

RESOURCES

- [COVID-19 Student Resources](#)
- [CDC coronavirus website](#)
- [Ohio Department of Health coronavirus website](#)
- [World Health Organization coronavirus website](#)

QUESTIONS/CONCERNS

risk.management@tri-c.edu

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