



## 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 Restart Ohio* 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 offerings for all services and classes.

### OVERVIEW

- From June 3 to July 29, all employees will work on-ground Mondays and Thursdays from 8:30 a.m. to 5 p.m. Extended hours may be scheduled as needed.
- Beginning Aug. 2, we plan to have a stronger on-ground presence. Between now and then, we will continue to monitor the state of the pandemic and evaluate on-ground needs to determine the appropriate level of on-ground staffing.
- Instructional Faculty — Summer
  - 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.
- Counseling and Library Faculty — Summer
  - Counseling and library areas will be open to serve students on Mondays and Thursdays 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 on Mondays and Thursdays are expected to be on-campus.
- Individuals seeking a medical exception from the return-to-on-ground work requirement must work with Tanja Foster in Human Resources to provide medical documentation substantiating the request and obtain an exemption from on-ground work. Prior to contacting HR, the individual must notify their supervisor that they will be seeking a medical exception. Exemptions from return to on-ground work may come with a requirement for use of accrued leave time. All medical exemptions will be determined by Human Resources in accordance with the Americans with Disabilities Act (ADA) and the office of Equal Employment Opportunity Commission (EEOC).

- Most meetings should still take place virtually through Webex to allow for safe distancing. In-person meetings of 10 or fewer individuals in areas that can accommodate 6-foot social distancing are allowed *on a limited basis* as needed. 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 (approval must not exceed 25% of room capacity). Remember to maintain social distance, including when meeting new people or reuniting with coworkers with whom you are close.
- Individuals who become ill with COVID-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. 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

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 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).

**Fully vaccinated individuals do not** have to quarantine or be tested following an exposure to COVID-19 if they do not experience symptoms.

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

- Wear masks, maintain physical distance and practice other prevention measures when visiting College facilities;
- Avoid medium- and large-sized in-person gatherings; and
- Monitor symptoms, isolate and get tested if experiencing [COVID-19 symptoms](#).

**Individuals who have not been vaccinated** must quarantine for 14 days if exposed to COVID-19.

## 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, shortness of breath) 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](mailto:risk.management@tri-c.edu) for further guidance.

- The College will inform the Tri-C community of the 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 has broadened its definition of “close contact.” Under the revised CDC standard, close contact is defined 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 or at any Welcome Station. Visitors will 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.)
- 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, including during all classes and labs and while within 6 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. 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 recommended by the CDC and the Ohio Department of Health.
- Individuals coming on-site can expect one-way entrances and exits at selected Tri-C buildings.
- 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 will be available at campus Welcome Stations for individuals to check their temperatures and pick up other personal protection equipment, if needed. Anyone with a temperature equal to or over 100.4 F will not be permitted on campus.

- The College will ensure 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 CDC and state guidelines.
- Sanitizing wipes will be 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 until further notice.
- Buildings are sanitized throughout the day, and deep cleaning takes place during closed hours.
- Unless vaccinated, any individual who travels out of the country or to another state is required to self-isolate for 7 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. Two hundred thirty (230) 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 is:
  - Providing tissues and no-touch disposal receptacles.
  - Providing soap and water and, where soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol. Hands should be washed with soap and water whenever possible.
- 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 will be cleaned frequently throughout the day.

## TRAVEL

- All travel for College purposes is suspended until further notice. There are also restrictions for personal travel as listed above. See [cdc.gov](https://www.cdc.gov) for travel restrictions.

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

## ON-CAMPUS 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. An up-to-date testing schedule is available at [tri-c.edu/covidtest](https://tri-c.edu/covidtest). After April 19, testing will be available at Care Alliance’s Central Clinic, located at 2916 Central Ave. in Cleveland.

## 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](mailto:risk.management@tri-c.edu)

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