



Coconino Community College

Return to Campus Plan

5-12-2020 Revisions 5-19-2020 Revisions 6-17-2020 Revisions 7-15-2020

Executive Leadership at Coconino Community College and the Incident Management Team have developed plans to assist the college community in returning to campus to continue their work responsibilities. The two primary considerations for these decisions are 1) the health and safety of college employees and students, and 2) serving students and helping them reach their educational goals. The Coconino County Health and Human Services Department (CCHHS) provided input into this document and will continue to collaborate with CCC as we go forward. We realize that questions may arise from this information, so please share your questions and ideas for solutions with your supervisor, and we will continue to solve problems and determine how to handle various situations.

Because CCC takes the health and safety of staff, faculty, and students seriously, **the college will require individuals who enter the buildings to wear a protective face covering until further notice.** (If an employee cannot obtain face covering of some type, please contact the Office of the President, and one will be provided.) **Appropriate face covering is defined on the CCC COVID-19 Web site.** All events which bring outside groups to campus have been canceled through August 10, 2020. All classes scheduled for the summer are online except for specific “hands-on” labs.

The timeline and requirements for the phase-in of the return to campus may change very suddenly as the needs of the college change and/or the CDC, County, or State make changes in their requirements.

Returning to campus – general instructions for all phases of return to campus

All employees will wear a protective face covering when entering campus, during any interaction where there are less than 6 feet between people, or when walking near others. Employees will take the most direct route from the point of entry to their work station. Employees will strive to maintain at least 6 feet between themselves and other individuals at all times and will not loiter or congregate in public areas, hallways, or work areas. **If an employee is sick, he/she should stay home and contact their supervisor, who will then contact Human Resources. If an employee tests positive for COVID-19, she/he should contact their supervisor, who will contact H.R. immediately.** **Any employee, student, and/or Human Resources will be directed to contact CCHHS if test results for COVID-19 are positive to assist with contact tracing.**

CCC will communicate and collaborate with CCHHS during all phases of the return to campus. If anyone tests positive, CCHHS staff will perform contact tracing and will work with CCC to address any exposed areas of campus and determine the next steps for facilities, personnel, and students.

CCC will continue to adapt and implement new cleaning and sanitization practices. A comprehensive cleaning has taken place before the return to campus, and ongoing cleaning will continue at an increased level. A few examples are given to demonstrate the philosophy behind sanitation. High touch door handles will be cleaned twice daily, once during the day by facilities staff and in the evening by the custodial contractor. Surface areas will be wiped daily by the custodial contractor. Workspaces that have contact with students will be provided with sanitizing spray so that employees can clean work surfaces as needed during the day. Small hand sanitizer bottles will be provided to employees to use at their work stations. (Since large quantities are difficult to obtain at this point, employees are encouraged to bring hand sanitizer for their own use if they have any available.) Large quantities are on backorder, and when received, sanitizing stations will be available throughout the halls at all campus locations. Restrooms will be cleaned daily by the custodial contractor. Employees are asked to wash hands frequently following CDC recommendations. Electronic hand dryers will be disconnected, and paper towels will be placed in restrooms until further notice. Employees may choose to bring personal towels as well. Sanitizer wipes will be made available in computer labs with instructions for students to clean the used computer before and after use. Maintenance has expanded the sanitization practices beyond the original plan to include more frequent cleaning of high-use spaces such as specific restrooms. The maintenance department has now placed an infrared thermometer on all campuses.

Maintenance and Security personnel are working diligently to help establish appropriate physical distancing measures on campuses along with signage to provide instructions on distancing. Plexiglass shields have been placed in many areas, floor panels that serve as barriers have been placed in some areas, and tables have been placed to enforce the required distance in front of desks and counters in some areas. Social distancing is required in the computer labs, and signage to encourage social distancing is in place.

Directors and Managers will work with their staff and their supervisors to develop the individual department's plan for the return to campus and submit the final version to their supervisors no later than May 15. Once approved by the Executive Leadership Council level of supervision, this plan will be forwarded to the Office of the President. These plans may be updated as needed, and as supervisors collect information on College technology used off-campus. Plans will include:

1. Name of department.
2. A brief summary of how areas will be covered to ensure the continuity of college operations.
3. A list of who is scheduled to work on campus, including days and times. Various departments have different needs, and supervisors have a role in making decisions about what their department will need.
4. A list of who is scheduled to work from home, including days, times, and responsibilities.
5. A list of College technology currently in use off campus and what items will need to remain off-campus.

Phase I – Begins Monday, May 18

- Supervisors will make an appointment with Kurt Stull to visit the campus early in the week of May 18 (campuses will not be open to students during this week) to review department preparedness at the Fourth Street and Lone Tree Campuses. Supervisors will do a walkthrough of workstations in their areas so that they can see how the college has provided for social distancing, etc. Supervisors will talk with their employees before they return to campus to help employees understand how their departments will function and implement social distancing requirements.
- For the Page Campus, employees will work directly with Kay Leum.
- Employees will enter the Lone Tree campus through the maintenance door and sign into and out of campus during Phase I.
- Security will assist employees with entering the Fourth Street Campus, and employees will sign into and out of that campus during Phase I.
- The college will continue to hold meetings in electronic format. There will be no in-person group meetings during Phase I, and reservations for meeting rooms will not be approved.

Phase II – Begins Tuesday, May 26

- Supervisors (unless approved to work from home) and employees who are designated by their supervisors will work from campus starting May 26, and the campuses will be open for college business only.
- Human Resources will provide guidance and training on various issues concerning the return to campus for all employees with specific responsibilities for supervisors concerning health and wellness of direct reports.
- Students and prospective students will be allowed to register for classes, make payments, use computer labs, etc. Students will be required to wear a protective face covering when on campus and will be encouraged to make appointments and work with the college virtually whenever possible.
- The “hands-on” portion of classes will be allowed to take place as long as strict social distancing is practiced, and there are groups of not more than ten involved. Employees and students will be required to wear a protective face-covering in these settings.
- Employees are asked to bring lunch in coolers if necessary and bring their pre-made coffee, etc. The kitchens will not be utilized during Phase II.
- Take-out food may be purchased at Alejandro’s, but chairs have been removed so that people cannot sit together.
- The college will continue to hold meetings in electronic format. There will be no in-person group meetings during Phase II, and reservations for meeting rooms will not be approved.
- During Phase II, decisions will be made concerning details of which Phase II features will continue into Phase III.

Phase III – Begins Monday, July 13

- All Phase II guidelines will continue in Phase III

- Supervisors are asked to develop a rotation schedule where employees may work in the office one week and work remotely the following week (if at all possible). Employees who do not need to be in the office to get their work done or to meet with students may be encouraged to work remotely during this time.
- ~~All 12-month employees will return to campus by July 13 unless approved to work from home by the supervisor and the appropriate Executive Council member in the line of report.~~
- Maintenance will place an infrared thermometer at the security desk or the front desk on each campus with instructions for use. If you would like to do a self-check, you are welcome to use the thermometer. There will be no tracking or documentation of the results. Please disinfect the thermometer after use with sanitizing product issued with the thermometer.
- Academic Affairs has prepared four possible scenarios for fall classes that will continue to be reviewed and revised as appropriate. Academic Affairs has finalized its plan for Fall classes and is in the process of implementing those changes. Changes to this plan were finalized on July 15, 2020 and communicated to the College community.
- During Phase III, final decisions on Phase IV will be made.

Phase IV – ~~Begins August 13~~ Begins July 20 – Faculty Contract begins August 13 for the academic year 2020-2021

*Campuses will be open for college business only and the College will continue with the philosophy of not scheduling public events on campus. Students and Employees will wear a protective face-covering when entering campus, during any interaction where there are less than 6 feet between people, or when walking near others. The following guidelines stated in previous Phases of reopening will continue throughout the Fall semester or until further notice.

- Students and prospective students will be allowed to register for classes, make payments, use computer labs, etc. Students will be required to wear a protective face covering when on campus and will be encouraged to make appointments and work with the college virtually whenever possible.
- The “hands-on” portion of classes will be allowed to take place as long as strict social distancing is practiced, and there are groups of not more than ten involved. [Faculty teaching in extremely large lab spaces that will accommodate social distancing with more than ten students will set the class size limit in collaboration with their Dean.] Employees and students will be required to wear a protective face-covering in these settings.
- The college will continue to hold meetings in electronic format. There will be no in-person group meetings and reservations for meeting rooms will not be approved.
- Supervisors are asked to develop a rotation schedule where employees may work in the office one week and work remotely the following week (if at all possible). **Employees who do not need to be in the office to get their work done or to meet with students may be encouraged to work remotely during this time.**
- Academic Affairs has finalized its plan for Fall classes and is in the process of implementing those changes.

*August 4 is election day and voting has been scheduled on the Lone Tree campus for quite some time. When we contacted the elections officials to let them know that all events were canceled, they had no other options for another site to utilize. We will close the Lone Tree Campus for College business on that day. We are asking

everyone to work remotely and there will be a deep cleaning that night. Flagstaff Police Department will be present to ensure everyone is wearing face covering and that only the Commons Area is used for voting.