

# COVID-19 Campus Health and Safety Plan

## OVERVIEW

The following Health and Safety Plan is a response to the COVID-19 pandemic and provides guidelines to protect our students, faculty, staff, and any visitors to campus. All of the steps outlined in this plan are consistent with directions and mandates from the McPherson County Health Department (MCHD) and the Kansas Department of Health and Environment (KDHE). The plan also follows recommendations from the Centers for Disease Control (CDC), the American College Health Association (ACHA), the National Association of Intercollegiate Athletics (NAIA), the Kansas Independent College Association (KICA), and our on-campus medical provider, Partners in Family Care (PIFC).

## COVID-19 SAFETY TRAINING

Safety training will be provided to all students and employees prior to the start of the fall 2020 semester. COVID-19 safety information will also be posted on the college's website, in residence halls, and on all buildings' bulletin boards. Safety guidelines include:

1. Personal Health and Safety
  - a. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - b. Avoid touching your face.
  - c. Sneeze or cough into a tissue or the inside of your elbow.
  - d. Disinfect frequently used items and surfaces as much as possible.
  - e. Wear face coverings (masks).
  - f. Maintain social distancing of six feet when possible.
  - g. Stay home if you feel sick, and contact your medical provider.
  - h. Disclose to college administration any travel to high-risk areas identified by the KDHE: <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>
2. Campus-Wide Health and Safety
  - a. Report any unidentified individuals or groups on campus or in college buildings to a member of staff.
  - b. Staff are to take breaks and lunches in different kitchenettes around campus.
  - c. College-related travel should be consistent with CDC, state, county and college policies related to the outbreak.
  - d. Make special accommodations for individuals who are members of a vulnerable population (older adults or persons with underlying health conditions).
  - e. Clean and disinfect areas/surfaces/handles used by other facilities staff.
  - f. Be prepared to accommodate special needs of students, faculty, and staff as they return to campus.
  - g. Be prepared to disinfect classrooms/labs/housing/cafeteria on short notice.
  - h. Temperatures taken as needed.
  - i. Restrict entry points as needed.

## VISITORS

Visitors are an important aspect of McPherson College's daily operations and are welcome on campus provided the following guidelines are adhered to. In addition, all visitors must wear masks while inside college buildings until further notice.

For the purpose of this policy, the term “visitor” applies to anyone who is not currently enrolled as a student or currently an employed member of the faculty or staff.

1. Visiting Families
  - a. Visiting families must check in with Student Affairs where they will be asked to fill out a screening questionnaire.
  - b. Only one immediate family member visiting from off campus is allowed to visit their student’s room during normal visitation hours.
  - c. Family members traveling from a known area of infection will not be allowed access inside college-owned buildings.
2. Invited Guests
  - a. All invited guests must check in at the Mohler front desk or with their college sponsor.
3. Designated Vendors and Service Providers
  - a. Individuals who provide an existing service or provide goods through an existing agreement are welcome but must check in with their college sponsor or the facilities management department before entering any buildings. These individuals must also adhere to any college health and safety rules including the use of masks, gloves, and sanitizing agents.
4. Sales Representatives
  - a. At this time unsolicited sales representatives are not permitted on campus or in any campus buildings.
  - b. Sales representatives who represent existing accounts are permitted during normal business hours.
5. Deliveries
  - a. Delivery drivers must adhere to all college health and safety guidelines and also follow local and state mandates.

## **MASKS**

Face masks combined with other preventive measures, such as frequent hand-washing and social distancing help slow the spread of the virus. The CDC recommends that people wear cloth face coverings in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain.

1. All students, faculty, and staff are required to wear a face mask while in campus buildings until further notice. This includes classrooms and labs as well as common areas such as hallways, lobbies, and stairwells. Drivers and passenger(s) must also wear masks while riding in college buses, shuttles, or leased vehicles. Mask guidelines include:
  - a. Carry your mask with you at all times. You never know when you may need it.
  - b. The college will provide a cloth mask to every student and employee at the start of the semester but students and employees are expected to supply their own masks for the remainder of the semester.
  - c. Disposable masks will be provided to individuals on campus for times when a mask is not available.
  - d. For athletes, sports-specific guidance for masks will be shared with each program.
  - e. Visitors and Vendors are required wear masks at all times while inside college buildings.

- f. In outdoor settings where safe social distancing is not possible, masks are required.
2. Exemptions to Wearing a Mask:
- a. Employees working alone in their offices or at their desks when no others are present
  - b. Activities or work outdoors where 6 ft. social distancing can be maintained.
  - c. Students in their residence hall room (including while in the presence of their roommate) or while walking in their immediate hallway and maintaining 6 ft. social distancing.
  - d. Anyone participating in activities in which a face mask cannot be worn, or would prohibit respiratory function (such as playing a musical instrument or singing).
  - e. While eating or drinking.
  - f. Individuals with a recognized disability or that have a medical accommodation that prevents the wearing of a mask.
  - g. Those with mental health conditions or who have intellectual/developmental disabilities.
  - h. Younger children (preschool or early elementary aged).

### **FACE SHIELDS**

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield in addition to wearing a mask when sustained close contact with other people is expected. Please note that a face shield will not eliminate the requirement to wear a mask while on campus.

### **SCREENING REQUIREMENTS for RETURNING STUDENTS, FACULTY, and STAFF**

Students, faculty, and staff will be required to complete a screening process as part of their return to campus to prevent disease spread. This includes but is not limited to a screening questionnaire, health and safety training, and signing a health waiver. The process will be consistent with McPherson College health and safety protocol and McPherson County Health guidelines. In addition, anyone traveling from an area on the KDHE list of “widespread community transmission” will be required to quarantine for 14 days. Please note temperature checks may be taken if symptoms are present or in the case of athletes if mandated by a sanctioning body.

### **COVID-19 TESTING**

Testing of all students, faculty and staff for COVID-19 before allowing campus entry (entry testing) has not been systematically studied. It is unknown if entry testing in IHEs provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with implementation of other infection preventive measures (e.g., social distancing, cloth face covering, hand washing). Therefore, the CDC does not recommend entry testing of all returning students, faculty, and staff.

If a student or employee develops symptoms, they will be placed in a private room and asked to wear a facemask (and face shield if coughing is present) until a swab sample can be taken. Upon completion of the swab the student will be quarantined or in the case of an employee, sent home.

In the event of a positive test, The McPherson County Health Department will be contacted to provide direction to the college and to begin a contact trace investigation. Subsequent testing will occur as dictated by the County Health Department.

Test results will be sent immediately to the McPherson County Health Department (test results will be kept confidential but will be shared with college administration). If the individual tests positive, he or she will be immediately relocated to an isolation location off campus and the McPherson County Health Department will be contacted. NOTE - If the individual tests negative, he or she will still be required to self-quarantine for 14 days. Testing will be provided by:

1. Partners in Family Care (PIFC) will provide same-day testing at the new clinic, located at 1800 E. Gordon.
2. McPherson Hospital, located at 1000 Hospital Drive.

### **PROCEDURES for WHEN a STUDENT has SYMPTOMS DURING CLASS**

In the event a student reports symptoms while class is in session please follow these guidelines:

1. The faculty member will call the on-duty resident director ([620 504-4807](tel:6205044807)) and request an escort for the student. A member of the resident life team will escort the student from the classroom to the campus clinic.
2. Cancel the remainder of the class if the student was actively coughing during class or was confirmed to have a fever.
3. Contact the facilities department to report the situation and request the room to be sanitized.

### **QUARANTINE and ISOLATION**

Quarantine - Any student or employee exhibiting COVID-19 symptoms will be required to quarantine (or go home) until they have a negative test result.

1. Isolation - Any student or employee who tests positive will be placed in isolation per direction from the McPherson County Health Department. In the case of a student infection, the student will either move home, move to a location determined by the county health department, or move into a health care facility. Employees will be sent home.
2. Anyone placed in isolation must be cleared by the McPherson County Health Department before they can return to campus.

### **CONTACT TRACING**

In the event of a positive COVID-19 test, the McPherson County Health Department will begin a contact tracing investigation on campus to identify affected individuals and break the chain of transmission. All McPherson College students and employees are expected to support the investigation, which will include:

1. Interviews
2. Requests for phone numbers, emails, and home addresses.
3. Requests for class schedules and other supporting documentation.

## **WORKPLACE EXPECTATIONS**

All employees are expected to stay home or return home if they feel sick or exhibit any COVID-19 symptoms. Employees who are clear to return to the workplace or office should use the following precautionary measures while COVID-19 remains a threat:

1. Daily Symptom Monitoring
  - a. Cough.
  - b. Shortness of breath or difficulty breathing.
  - c. Fever and/or chills.
  - d. New loss of smell or taste.
  
2. Offices
  - a. If 6 ft. social distancing is required in your personal workspace (whether by choice or mandate), apply blue tape to the floor at your doorway (or six feet out from your desk) to create a visual barrier, and remind visitors not to cross the line. Note – Blue tape is available from the facilities department.
  - b. Employees are encouraged to post a notice outside of their office clearly stating, “Mask Required Before Entering This Office”.
  - c. Minimize contact among co-workers, clients, and customers by replacing face-to-face meetings with virtual communication and implementing telework if feasible.
  - d. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employees should refer to the EPA website for approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - e. If possible, establish alternating days or shifts that reduce the total number of employees in an area at a given time.
  - f. Ensure pens/markers are available for visitors to use (that are not touched by the staff member).
  - g. Ensure hand sanitizers are available at each desk.
  - h. Use protective masks if dealing with anyone from a high-risk population or with underlying medical conditions.
  
3. Reception Desks/Counters – Precautionary Measures
  - a. To ensure 6 ft. social distancing in reception areas, apply blue tape on the floor in front of each desk/counter and out to the sides if necessary, to establish a six-foot physical distance. Note – Blue tape is available from the facilities department.
  - b. Discourage co-workers from sharing phones, desks, offices, or other work tools when possible.
  - c. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employees should refer to the EPA website for approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - d. Install a Plexiglas panel (portable sneeze guard) desks/counters as needed.
  - e. Ensure pens/markers are available for visitors to use (outside of the sneeze guard).
  - f. Ensure hand sanitizers are available at each desk/counter.
  - g. Use protective masks if dealing with anyone from a high-risk population or with underlying medical conditions.

## **CLASSROOMS**

Faculty are expected to stay home or return home if they feel sick or exhibit any COVID-19 symptoms and should use the following precautionary measures while COVID-19 remains a threat:

1. Daily Symptom Monitoring
  - a. Cough
  - b. Shortness of breath or difficulty breathing.
  - c. Fever and/or chills.
  - d. New loss of smell or taste.
2. Classroom Safety
  - a. Masks are required at all times while in the classroom.
  - b. Attempt 6 ft. social distancing where possible.
  - c. If a faculty member or student is a member of a vulnerable population, all students attending the class must wear a face mask before, during, and after class.
3. Personal Responsibility
  - a. Students and faculty are responsible for sanitizing their own desks/table/chair. Sanitizing wipes will be available in each classroom.
4. Classroom Sanitizing for a Positive Case
  - a. If a student or faculty member tests positive for COVID-19, a sanitizing protocol will be put in place in compromised classrooms.
  - b. Clear the classroom, lock the door, and post a "DO NOT ENTER" sign on the door.
  - c. Cancel or reschedule all classes in the space.
  - d. Contact the facilities department for an evaluation of the situation/risk. If decontamination is required, the room will be unusable for three hours after the procedure is completed.
  - e. Decontamination Procedure
    - Affected rooms will be treated with an EPA-registered disinfectant applied using a powered mist applicator (sprayer).
    - Facilities staff will use appropriate personal protective equipment (PPE), including gloves, goggles, face mask, and face shield if needed.
5. Labs/Shops/Studios
  - a. Masks are required at all times in labs/shops/studios.
  - b. Maintain 6 ft. spacing when possible.
  - c. Students are responsible for sanitizing their individual lab area including surfaces, keyboards, mouse/touch pad, stool/chair, handles, lab equipment, tools, and supplies. Sanitizing supplies will be provided by the college and will be distributed by the instructor.

## **LIBRARY**

Miller Library will be open in a limited capacity but will continue to provide access to information and to instruct and assist students in locating, using, and evaluating information. Priority will be given to virtual access and services when at all possible. Below is a summary of hours of operation and changes to resources and services. A more complete library policy is available at <https://my.mcpherson.edu/ICS>.

1. Building Operations
  - a. Main and Lower Levels of Miller Library.

- Open Monday-Thursday 7:30a-7:30p and Friday 7:30a-5:00p.
  - Printers and distanced computers/seating will be available.
  - Main floor circulation desk will not be staffed (see Second Floor for circulation desk information).
- b. Second Floor of Miller Library
- Second floor circulation desk will be staffed by professional librarian and student worker Monday-Thursday 11:30a-7:30p and Friday 11:30a-5:00p.
  - Doors will be locked, but access to the circulation desk or to browse the collection can be requested by appointment or by ringing a doorbell during the above hours.
  - Patrons can request materials to be available for pick-up.
2. Resources
- a. Electronic Resources: Continue to be available via the [Online Catalog](#); authentication with Bulldog email/password is required for many resources.
  - b. General Collection and Interlibrary Loan: Available for circulation with four-day quarantine upon return.
  - c. Special Collections: Available by appointment with professional library staff only; preference will be given to virtual access/reference when possible.
  - d. Reserves: Scanned chapters available by request and print copies accessible at circulation desk.
3. Services
- a. Reference: Available to all students, faculty, and students digitally through chat, text, email, or Teams.
  - b. Instruction: Information literacy instruction will be offered entirely online through pre-recorded instructional videos/tutorials for classes and individual and small group Teams meetings.

## **ATHLETICS**

Athletic staff and coaches are expected to stay home or return home if they feel sick or exhibit any COVID-19 symptoms. Staff and coaches who are clear to return to the Sport Center should use the following precautionary measures while COVID-19 remains a threat. A more complete athletic policy is available at <https://my.mcpherson.edu/ICS>.

1. Indoor and Outdoor Facilities
- a. All athletic practices, events, and competitions will be held consistent with state and county health guidelines and then comply with NAIA, KCAC and MC protocol.
  - b. Each sport will have its own safety protocol for team meetings, practices, workouts and competitions.
  - c. McPherson College is ready for fan attendance at athletic events as long as there are no restrictions from state officials, local health officials, Kansas Collegiate Athletics Conference or the NAIA. The college can accommodate capacity numbers that support social distancing.
2. Athletic Training Room
- a. Only four students allowed in the room at the same time.
  - b. Two tables will be temporarily removed to reduce congestion in the room
  - c. Staff and students must wear masks during all sessions.
  - d. Students waiting for an appointment must wait in the hallway.

3. Weight Room
  - a. Supervision at all times in the Weight Room.
  - b. Limited weight room capacity to reduce risk.
  - c. Equipment disinfecting will be done by coaches, students and staff after each use.
4. Locker Rooms
  - a. Locker rooms are closed until further notice.
5. Vans and Busses
  - a. Any college owned or leased vehicles must be sanitized after each use.
  - b. Loading density will be determined by local or state health warnings or mandates.
  - c. Drivers and passenger(s) must also wear masks while riding in college buses, shuttles, or leased vehicles.

### **DRINKING FOUNTAINS**

Drinking fountains will remain in use but may only be used to fill cups or bottles (no direct drinking). In addition, anyone using a drinking fountain will be expected to use hand sanitizer first (mounted by each fountain). Signage must be placed above or to the side of each fountain outlining these two rules.

### **RESIDENCE HALLS**

To address the frequent close proximity that students will experience in a residential environment, the following guidelines were developed to minimize contact and interrupt transmission. A more detailed housing plan is available at <https://my.mcpherson.edu/ICS>.

1. Move-in
  - a. Returning students may move in by appointment only.
  - b. Two family members will be allowed in the residential unit and the student's room to assist during move in.
  - c. Masks must be worn during move in by both student and family members.
2. Showers/Restrooms
  - a. Encourage 6 ft. social distancing.
3. Lobbies
  - a. No mass gatherings in lobbies.
    - Maximum of 10 students in Metzler and Dotzour.
    - Maximum of 5 students in Bittinger, Morrison, and Harter.
  - b. Pool and ping-pong may be used but no spectators.
  - c. Move or relocate computers so they are at least six feet apart.
  - d. Only allow one person per computer at a time.
  - e. Students are responsible for sanitizing lobby computers before and after each use.
4. Kitchens/Laundry
  - a. Dotzour/Bittinger/Morrison.
    - Only two people cooking or doing laundry at a time. A 6 ft. social distance must be maintained.



- b. Metzler
    - Only one person in the kitchen at a time.
    - Only one person in each laundry room at a time.
5. Quarantine Rooms
- a. If a student develops symptoms, the student will be placed in a private room and asked to wear a facemask until a swab sample can be taken. Upon completion of the swab the student will be isolated in their room until the test results are available.
  - b. One room per floor in the larger housing units (Dotzour and Metzler) has been set aside.
  - c. The smaller housing units (Bittinger and Morrison) have one wing per building set aside.

### **EMERGENCY BUILDING EVACUATION PROCEDURES DURING QUARANTINE for RESIDENCE HALLS**

In the event of a fire alarm in a residence hall during a pandemic, all occupants must evacuate the building (unless they are physically unable to do so due to an illness). This includes students who are quarantined or are in isolation. Please use the following guidelines in the event of a fire alarm in a residence hall:

1. When the Fire Alarm Sounds
  - a. Evacuate the building and keep students together while maintain six feet social distance.
  - b. Keep any students who were in quarantine or isolation separated from all other students. Assign someone from student services to monitor (at a safe distance) these students and provide shelter from the elements during inclement weather.
  - c. Notify first responders if there are any students quarantined, in isolation, or sheltering in place in the affected building.
2. After the All-Clear Is Given
  - a. Students may return to their rooms but must maintain a six-foot distance while doing so.
  - b. Those who were quarantined or in isolation will be allowed to return to their rooms after all other occupants are clear of doorways and hallways.

### **DINING HALL**

The cafeteria and food services will be modified as outlined below to provide the safest and least disruptive dining environment possible:

1. Fresh Ideas Staff
  - a. Practice additional handwashing and use of hand sanitizer.
  - b. All dining service staff will wear masks and gloves and change gloves frequently.
  - c. Use disinfecting spray between service periods.
  - d. Increase education, including signage.
  - e. Temperature checks will be taken and travel documentation filled out by all service staff prior to all shifts.
2. Social Distancing
  - a. Students will be required to sign up for a 30 minute meal slot for all meal times to help reduce the surge during the noon hour.
  - b. Students are encourage to keep their meal time to 30-minutes (maximum).
  - c. Reduce seating to 5 chairs per round table.
  - d. Rectangle tables reduced to only 2 chairs per table

- e. Reduce stools from each round high-top table to one.
  - f. Allow only two people per red booth.
  - g. Reduce menu offerings (fewer stations and less options) and redistribute serving staff to dining floor.
  - h. Eliminate “lines” at action stations, such as for pasta and fried rice.
  - i. Suspend all-day dining to allow service staff to disinfect tables and chairs.
  - j. Offer earlier meal times (6:30 AM breakfast, 10:30 AM lunch, 4:30 PM dinner).
3. Touchless Dining
- a. No self-serve stations.
  - b. Wrap all fresh fruit.
  - c. Eliminate “sign-in” procedures where a common ink pen or spreadsheet is used.
  - d. Provide wet wipes for dine-in.
  - e. Pre made salads will be available and a server will provide custom salads at the same location (note - In Salad bar area servers would serve milk, coffee, toast, cereal and products from touch machines).
  - f. Individually wrapped desserts.
  - g. Soft Serve machine will be unavailable for the first phase and individual novelties will be brought in on Fridays
4. Carry-Out Meals
- a. Promote carry-out meals to students (online orders) using a mobile app.
  - b. Encourage staff and faculty to use the carry-out option and eat at their desks.
  - c. Provide optional pick-up for carry-out meals in the basement (to eliminate unnecessary contact in the dining hall).
  - d. All carry-out meals will be served in disposable containers.
5. Faculty/Staff Dining, Quick To-Go in the Pound for Lunch and Dinner
- a. Until further notice, faculty and staff may only use the to-go option and are asked not to eat in the dining hall in order to reduce the density of persons in the area.
  - b. A second Point of Sale will be set up downstairs to accommodate Faculty, Staff, and students using the Quick To-Go option.

**CONTINUITY of OPERATIONS in the EVENT of QUARANTINE of FOOD SERVICE STAFF**

In the event that part or all of the Fresh Ideas kitchen staff are placed into a 14 day quarantine (or isolation) the following plan is to be followed until the staff return to their normal jobs.

1. The following steps will be implemented prior to the start of the fall semester:
  - a. Identify key personnel from both McPherson College and Fresh Ideas who will be making operational decisions as well as handling communications to campus.
  - b. Increase fall on-hand inventory to include 1-1/2 days of convenience supplies (quick prep), and 4 days of paper good supplies.
  - c. Modify the schedule so dayshift and nightshift crews will be rotated and/or staggered to minimize the contact one shift has with another.
2. At the time of quarantine:
  - a. Contact Fresh Ideas corporate staff and request staff travel immediately to McPherson College for the duration of the quarantine.

- b. College staff/faculty will step in and assist remaining Fresh Ideas staff with meals. Identify skillsets related to food prep and establish schedules.
- c. Obtain all keys, keycards, and combinations used in the daily operations.
- d. Disinfect kitchen and dining hall.
- e. Go to paper goods products.
- f. Reduce menu options.
- g. Switch to brunch and dinner meal times only (until corporate staff arrive).
- h. Reduce menu offerings and switch to convenience supplies (quick prep items like frozen chicken sticks).
- i. Notify campus of situation and changes to meal times and menu offerings.

### **CUSTODIAL SERVICES**

Custodial staff will follow sanitizing and decontaminating recommendations from the Centers for Disease Control, the Kansas Department of Health and Environment, and the McPherson County Health Department.

1. Custodial Staff Requirements
  - a. Staff shall wash their hands at every glove change and at the end of their shift.
  - b. Staff shall wear their personal protective equipment (PPE) as directed by the custodial supervisor or local/state mandates.
  
2. Custodial Primary Disinfecting Duties
  - a. Residence Halls (public areas)
    - Door handles
    - Light switches
    - Keyboards at computer stations
    - Showers
    - Stools
    - Urinals
    - Sinks
    - Counters
    - Food prep and laundry areas
  
3. Cleaning When There Is a Suspected or Confirmed Case of COVID-19
  - a. The area that the infected person occupied will be closed down (except where a student's room is being used for quarantine or isolation) and a sign put in place to indicate the area is not available for use.
  - b. The McPherson County Health Department will be consulted prior to cleaning/disinfecting to determine if new procedures or chemicals are recommended.
  - c. Any staff entering the area will be required to wear PPEs as directed by the custodial supervisor or local/state mandates.
  - c. Custodial staff will use a combination of chemical and mechanical processes to disinfect the area.
  - d. Once disinfecting is complete, the area will remain closed for 3 hours.

## **MAINTENANCE SERVICES**

Maintenance staff will follow social distancing guidelines as well as personal health and safety guidelines outlined earlier in this document. Personal protective equipment will also be used anytime staff are in high-risk environments or around high-risk individuals.

1. Maintenance Staff Requirements
  - a. Staff shall wash their hands before and after break, lunch, work, after each work request is completed, and anytime a shared surface has been touched.
  - b. Perform routine cleaning and disinfecting of tools.
2. Maintenance Duties When There Is a Suspected or Confirmed Case of COVID-19
  - a. Maintenance staff will assist custodians by locking down the area of infection, posting signage, and isolating HVAC systems (where applicable).
  - b. Unless a repair is life threatening or posing a fire hazard, all work is suspended in areas pending disinfection.

## **COMPUTER SERVICES**

Computer services staff will follow social distancing guidelines and use personal protective equipment where applicable or anytime staff are around high-risk individuals. Computer services will also, when possible, schedule work remotely or when users are not at their computers.

1. Computer Services Requirements
  - a. Staff shall wash their hands before and after break, lunch, work, after each work request is completed, and anytime a shared surface has been touched.
  - b. Perform routine cleaning and disinfecting of tools.
2. Other Service Procedures
  - a. Computer Services office will remain locked to walk-in traffic.
  - b. All visitors will remain outside Computer Services offices, in the designated "Wait Here" doorway outside of Rm #68 Training.
  - c. Entry will be limited to authorized personnel only.
  - d. Primary support services will be provided remotely.
3. In-Person Support Services Will
  - a. Be limited to critical and emergency issues.
  - b. Maintain social distancing of six feet when possible.
  - c. Strongly consider using face coverings for both parties and gloves for Computer Services personnel.
  - d. Limit in-person visits to 10 minutes or less.
  - e. Staff will alternate on-campus presence as required.
  - f. Deliveries of consumables will be limited to outside normal business hours (consumables may be picked up outside Melhorn Room #71 for faster access).
  - g. All equipment entering the office will sit in quarantine for 96 hours prior to servicing when device sanitization is not feasible.

**SERVICE and EMOTIONAL SUPPORT ANIMALS**

At this time, there is no evidence that animals play a significant role in spreading the virus that causes COVID-19. However, if the owner is unable to care for an animal the college will assist in finding alternative care or re-homing until the owner is well again.

In addition, In accordance with the Americans With Disabilities Act, service animals should be permitted to remain with their handlers during a pandemic if the animal can be properly cared for and poses no threat to others.