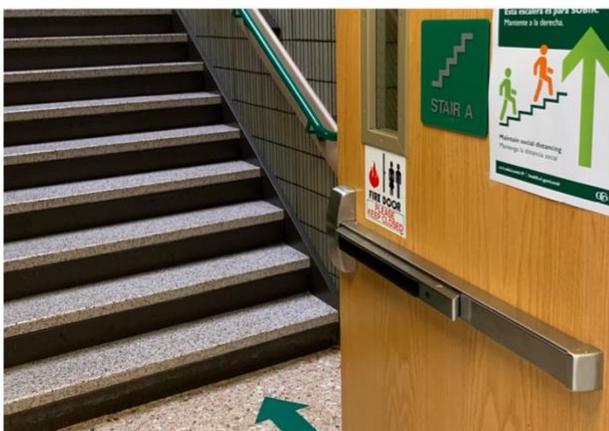
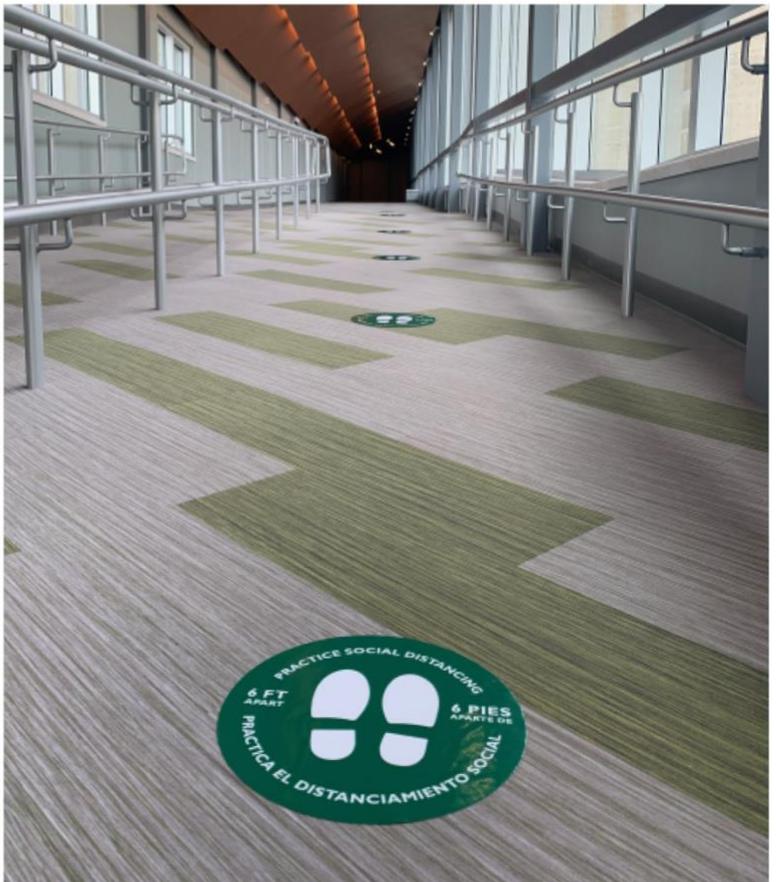
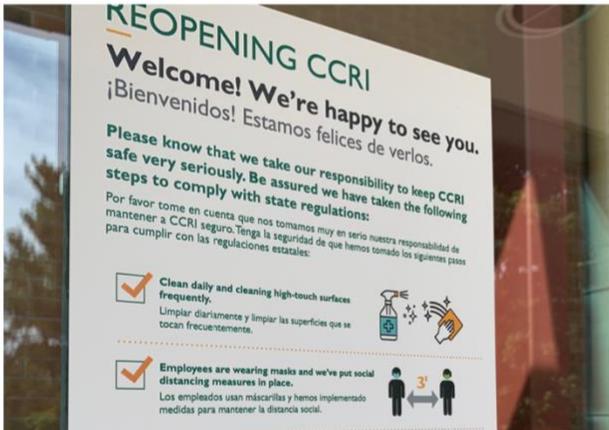


# CCRI COVID EMPLOYEE MANUAL

Rules to keep you safe on campus



## CCRI COVID EMPLOYEE MANUAL PRINCIPLES

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The Community College of Rhode Island policies and protocols for responding to the COVID-19 pandemic are based on the core values and the mission of the college.

1

### **Safety First.**

We will make every effort to mitigate risks to the safety and well-being of our college community.

2

### **Mission-Focused.**

We will make decisions consistent with our mission and sustain the quality and accessibility of our academic programs and student support services while remaining nimble and adaptive.

3

### **Flexibility.**

We will continue to be flexible as health conditions, as well as state and federal guidance related to the virus, evolve.

The following plan provides general information on policies and expectations of students, employees, and visitors in alignment with our priority to maintain the health and safety of our college community and beyond. The COVID-19 pandemic requires a dynamic response that continues to evolve. We will therefore update these policies and protocols as circumstances require.

For questions about the CCRI COVID Employee Manual and/or college operations as we welcome back many more people to our campuses, please submit them [here](#). We will share common questions and answers in upcoming editions of CC Daily or will respond directly to those who have specific questions based on their individual circumstances.

## SCOPE OF CCRI COVID-19 EMPLOYEE MANUAL

This manual was created to provide enhanced health and safety measures for our college community with the intention to mitigate the risk of COVID-19 at the Community College of Rhode Island and any potential spread within our college community.

Employees can help keep our community healthy by being mindful of their actions, getting a COVID-19 vaccine, and following the protocols set forth in the CCRI COVID-19 Employee Manual.

## EXPECTATIONS AND GUIDELINES

**All students, faculty, and staff are expected to comply fully with the policies, protocols, and guidelines outlined here, including the Employee Public Health Expectations Policy, as well as specialized and more stringent guidance from particular departments.**

## EMPLOYEE PUBLIC HEALTH EXPECTATIONS POLICY

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During periods of public health emergencies as declared by the state of Rhode Island, all employees are expected to comply with the directives of the Rhode Island Department of Health (RIDOH) and the Governor's Office. Employees are required to:

- Stay home if feeling ill. As a reminder, the symptoms of COVID-19 are:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Repeated shaking with chills
  - Runny nose or new sinus congestion
  - Muscle pain
  - Headache
  - Sore throat
  - Fatigue
  - New gastrointestinal (GI) symptoms
  - New loss of taste or smell
  
- Wear a face mask over both your nose and mouth to prevent the spread of micro-droplets in public.
  
- If you are not fully vaccinated, to gain entry you must take the screening questions on the COVID Health Check or respond to the screening and take a temperature check. If you answer yes to any of the questions, and any health symptoms cannot be attributed to a known condition that is not COVID-19, such as allergies, you will be denied entry.
  
- If you are fully vaccinated, you will receive a sticker for your employee identification badge that you will be required to present to gain entry.
  
- Maintain a social distance: "Social distancing" means the practice of keeping space between oneself and others when outside of the home in order to restrict the spread of infectious disease. The practice of physical distancing, also known as social distancing, involves:
  - staying at least three (3) feet from people outside of your immediate household unless separated by a physical barrier that prevents individuals from having direct contact and contact with any droplets from another individual's coughing, sneezing, or talking;
  - staying out of crowded places;
  - avoiding mass gatherings; and,
  - keeping all gatherings, indoors or outdoors, to the approved maximum.

Per the Public Health Expectations Policy, employees are expected to comply with posted notices regarding entrances and exits, flow of traffic, spacing in lines, elevator occupancy guidelines, and classroom instructions.

Employees who are unable to wear a mask due to a disability or medical condition should contact [Sheila Wahl](#) in Human Resources for appropriate accommodations.

Failure to comply may result in disciplinary action, consistent with Council on Postsecondary Education policy, relevant State policy or law, and relevant collective bargaining agreements up to and including termination.

## ACCESS TO CAMPUS

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**Employees and visitors must not come to campus if they are sick.** Employees who become sick while on campus, must immediately leave the campus and quarantine.

**All individuals that are not fully vaccinated are required to be COVID-19 screened upon arriving at each of our four campuses.** Please plan for extra time for required COVID-19 screening. To allow for screening, access may be limited to specific entrances. If you are fully vaccinated, show the sticker on your employee badge. When arriving on campus, please follow the directional signage and social-distancing decals leading to each entrance.

**Please familiarize yourself with the questions that you will be required to answer.** If you answer “yes” to any of the questions, you may not be admitted to campus.

You will be asked to complete a touchless temperature scan before you are allowed onto campus. Touchless temperature scanners will be set up at the entrance(s) of each campus. **Anyone with a temperature above 100.0 degrees Fahrenheit will not be allowed on campus.**

If employees leave the building for whatever reason, they **MUST** re-enter through designated entrance points. Employees should **NOT** prop open exterior doors for any purpose without prior approval from Campus Police.

## CCRI HEALTH CHECK

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To ease congestion at campus entrance points, all unvaccinated students and employees should complete the online **CCRI COVID Health Check** form **BEFORE coming to campus** to show compliance with CDC guidance upon entry.

The **CCRI COVID Health Check** is available [here](#), and can be saved to the home screen of your mobile device. Once you answer all the questions, “you will see a screen with the date, time, and a green check mark that reads, “You are granted access to CCRI at this time.” Please take a screen shot

or leave the page open on your device to show the date, time, and green check mark to the Campus Police as you enter the building. **Please familiarize yourself with the questions that you will be required to answer.**

If you choose not to bookmark the **CCRI COVID Health Check**, you may scan the QR code posted on signs by the entrances and complete it while waiting to gain entrance. If you do not complete the form, you will be required to verbally attest to questions before gaining access to campus.

We strongly urge everyone to bookmark the link to and use the CCRI COVID Health Check form to limit delays accessing buildings.

*Please note: Individual health information will not be collected or maintained by the college.*



## PERSONAL PROTECTIVE EQUIPMENT (face coverings/masks)

Employees and students are required to wear a mask/face covering over both their nose and mouth at all times when on campus, except at a workstation/private office that is in an enclosed space where no other personnel are present. Employees and students are expected to provide their own mask/face covering, however the college will provide a mask/face covering at entry if a person comes to campus without one. Face shields without a face mask is not an acceptable face covering.



Employees who have health concerns related to wearing a mask should contact Human Resources ([humanresources@ccri.edu](mailto:humanresources@ccri.edu)).

If you encounter anyone not wearing a face covering, maintain social distancing. Please remind the individual to put on or adjust the mask. Employees with concerns about compliance with the mask-wearing requirement should contact Human Resources ([humanresources@ccri.edu](mailto:humanresources@ccri.edu) or **401-825-2311**). Failure to comply may result in disciplinary actions up to and including termination per the Employee Public Health Expectations Policy.

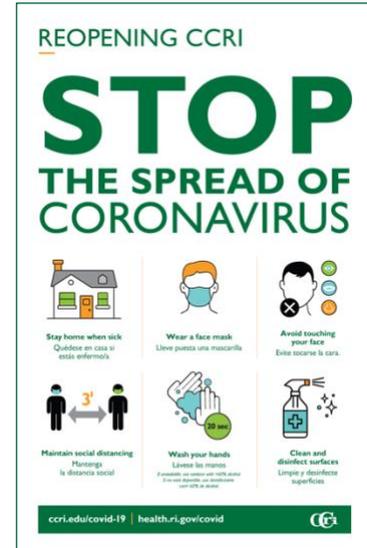
## GLOVES/GOGGLES/FACE SHIELDS

The CDC indicates that gloves are not necessary for general use and do not replace good hand hygiene. Students, faculty, and staff do not need to wear goggles or face shields as part of general activity on campus. Health science students and personnel should follow the PPE guidelines for their specific work area.

## SOCIAL DISTANCING

It is important to practice proper social distancing whenever possible, even if you are fully vaccinated or when you have no symptoms. Students, faculty, and staff should follow these social distancing practices:

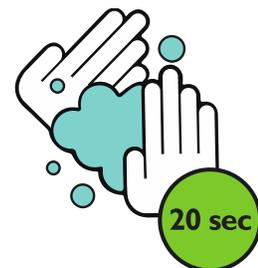
- Maintain social distancing whenever possible.
- All workstations should be oriented to maintain three (3) feet apart in all directions whenever possible.
- Do not gather in groups that cannot comply with social distancing.
- Stay out of crowded places and avoid large gatherings.
- Meetings with colleagues should take place online instead of in conference rooms whenever possible. If you must meet in person, wipe down all surfaces, chairs, and equipment before and after each use and maintain social distancing of at least three (3) feet.
- Minimize the number of people using common breakrooms and coffee stations in order to maintain 3-foot social distancing.
- Rearrange furniture in common areas to maintain social distancing. If you see a common area where Facilities has not yet moved the furniture to achieve this distance, please put in a work order to [Facilities](#).
- Do not bring children, visitors, guests, or pets to the workplace without prior written approval.
- Minimize movement around campus. If duties require movement to other physical areas on campus, practice social distancing and follow all health and safety guidelines as you move around the campus.
- Some activities may require personnel to work within the 3-foot social distancing guidelines. It is critical to keep those interactions to a minimum.



## HANDWASHING AND HAND SANITIZERS

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public space or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Hand sanitizer stations are available at multiple locations throughout the four campuses.



## COUGHING/SNEEZING HYGIENE

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If you are in an enclosed workspace/private office and you do not have a mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer.



## ENHANCED ENVIRONMENTAL HEALTH AND CLEANING PROCEDURES

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CCRI's Facilities Management Department has enhanced protocols for cleaning materials and frequency while using appropriate personal protective equipment.

Many of the custodial services you have seen in the past in public spaces will continue as normal, including:

- Daily or more frequent cleaning of restrooms, lobbies, and break rooms
- Dusting and vacuuming
- Glass cleaning
- Emptying and relining trash and recycling receptacles
- Extra cleaning and sanitization



In addition to CCRI's standard cleaning, the college is using CDC-approved disinfectant products to sanitize frequently-touched surfaces, such as:

- Door handles
- Elevator buttons
- Light switches
- Handrails
- Other high-touch areas



CCRI will use disinfectant mist machines that increase the number of surfaces cleaned, and ensure hard-to-clean surfaces are disinfected, in classrooms before the start of the first class and after the last class of the day.

## RESTROOMS

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Restrooms will be cleaned twice daily and will be monitored throughout the day for additional cleaning if needed. Restroom capacity has been reduced by closing off access to certain stalls and sinks to allow for social distancing. Face coverings are also required while inside a restroom. Each campus does provide single-stall bathrooms. Employees should familiarize themselves with the locations of the single-stall bathrooms and make an effort to use the same restroom throughout the day in order to limit the number of places you visit each day.

Hand sanitizer dispensers are located near every restroom. Individuals should use hand sanitizer before entering and after exiting the restrooms and do their best to limit touching restroom surfaces.

## VENTILATION

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HVAC filters are replaced twice each year in compliance with OSHA requirements. CCRI will continue to monitor the air quality on each campus and replace filters and improve the efficiency of the system based on a feasibility study we are commissioning. In the short term, CCRI has secured a limited number of air filters for classrooms and labs.

## SHARED WORKSPACES

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Employees with shared workspaces that do not allow for recommended social distancing between desks should work with supervisors to develop work schedules that allow for full on-campus presence of in-person student services while being responsive to employee considerations and compliant with relevant public health guidelines.

Faculty with shared workspaces that do not allow for recommended social distancing should work with office mates or department chairs to develop work schedules and office hours that are responsive to employee considerations and compliant with relevant public health guidelines.

Supervisors are required to prepare plans for the work spaces for which they supervise, providing information on staff scheduling, facilities needs, and hours of operation. Work plans are to be submitted to divisional vice presidents for review and approval.

## MAINTAINING WORKSPACES

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It is important for all workspaces to be disinfected on a regular basis. Each workspace will need to be cleaned by the user(s) to allow the Facilities Department to spend the extra time needed to clean and disinfect public areas. Before starting work and before you leave any room or workspace in which you have been working, you must wipe down all work surfaces with sanitizing materials provided by the college. Before and after using any shared space or equipment (e.g. copiers, printers, computers, keyboards, mouse, phone equipment, desks, coffee makers, microwaves, light switches, doorknobs, etc.), employees should sanitize their hands. CDC-approved cleaning products will be placed in all department areas.

Employees are required to place their recyclables in containers located in the hallway, and secure trash in proper receptacles to be placed outside the office door at the end of each workday.

If you require special cleaning of your office, please submit a Facilities [work order request](#).

While there is variation in office environments and shared workspaces, the following general guidelines should be followed:

- Maintain at least three (3) feet distance from co-workers. Wear a mask/face covering at all times while in a shared workspace.
- Activities that require personnel to work within 3 feet of one another should be kept to a minimum.
- Follow one-way directional signage identifying traffic flow throughout campus, including designated stairways for up and down.

## **WATER-FILLING STATIONS**

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**Do not use communal water fountains.** Touchless water bottle filling stations are located in the following locations:

### **Knight Campus:**

- Ground floor by Physical Plant operations
- First floor by vending machines
- Third floor by Administration offices
- Sixth floor East corridor

### **Flanagan Campus:**

- First floor by Enrollment Services

### **Liston Campus:**

- First floor by Room 1142

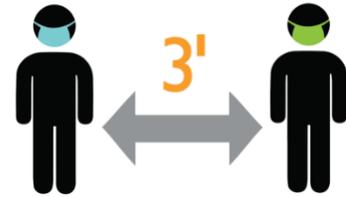
### **Newport County Campus:**

- Second floor by the public bathroom

## CONFERENCE ROOMS

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Employees should utilize **WebEx or Zoom to hold meetings, even with those working on campus.** If a face-to-face meeting is necessary for work, an employee may use a conference room, however, social distancing guidelines must be followed (individuals must remain three (3) feet apart from one another), participants must wear a mask/face covering at all times, and, at the conclusion of the meeting, each individual in attendance will be responsible for cleaning and disinfecting the spaces they touched. Cleaning includes wiping down all spaces, including tables, chairs, light switches, and door handles, using college-provided cleaning supplies.



## PHYSICAL BARRIERS

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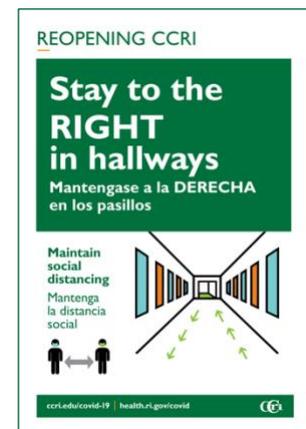
Physical barriers, such as Plexiglas screens, have been installed where extended face-to-face services are provided. Face coverings are still required where physical barriers are installed. If your workspace requires a physical barrier, please submit a Facilities [work order request](#).

## CAMPUS PEDESTRIAN TRAFFIC FLOW

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To minimize congestion and comply with social distancing guidelines, please take note of modifications to pedestrian foot traffic throughout the campus. For example: **Stay to the right** in hallways and when ascending or descending stairs.

Should there be an emergency that requires leaving the building, individuals should use the closest exit point, regardless of traffic flow instructions.



## TRAVEL RESTRICTIONS

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**Institutional Travel.** Non-critical travel is suspended until further notice. The college will continue to monitor and assess the current environment and will make a determination on whether to extend this restriction or amend with modifications. CCRI defines critical travel as any travel sponsored by or conducted on behalf of the college – to any destination by any means – that is necessary for institutional compliance, individual job requirements, or required training.

**Personal Travel.** Employees are encouraged to avoid personal travel to locations designated as “hot spots” that may require quarantining upon return. Information on quarantine regulations by the RI Department of Health can be found [here](#). If you have questions about quarantining and discharging time, please contact CCRI Human Resources.

## CONTACT TRACING

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Any employee, regardless if they have been on campus or not, who receives a positive COVID-19 test must isolate in compliance with the RIDOH regulations and contact CCRI’s Contact Tracing team at [ccrireporting@ccri.edu](mailto:ccrireporting@ccri.edu) for further instructions and provide their name, date of birth, cell phone number, and the date they were last on campus.

## TESTING CONSIDERATIONS

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CCRI is establishing an on-campus COVID-19 surveillance testing protocol for students. Faculty and staff are encouraged to participate.

## VACCINE CONSIDERATIONS

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CCRI strongly encourages all eligible individuals to receive the COVID vaccine. Broad immunization is critical to help stop the current pandemic and to protect our college community, as well as the fastest path to returning to a much more normal existence, including here at CCRI.

Benefits specific to the CCRI community include:

- Easier access to campus by “fast-tracking” the check-in.
- An expedited return to a post-pandemic normal.
- Additional face-to-face course offerings and academic experiences.
- Opportunities for a wider range of events and activities offered at our campuses.
- Greater interpersonal collaboration among faculty, students, and staff.

Most importantly, a safer CCRI community supports a safer Rhode Island for our families, friends, and neighbors across the state.

## PLAN FOR OUTBREAK ON CAMPUS

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Should CCRI experience an outbreak, as defined by the RIDOH, the college will work with RIDOH to determine if the people in question had any possible contact by virtue of their roles at the college (worked/took classes on the same campus, had shared use of a bathroom, etc.). If there is a confirmed connection related to a campus, the college will take measures to protect the greater CCRI community in accordance with RIDOH guidelines.

## VISITORS AND CONTRACTORS

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All visitors and contractors must comply with CCRI COVID-19 policies, in addition to following all CDC and OSHA guidance.

Visitors and contractors are not to loiter or socialize in CCRI work areas or offices.

## ON-CAMPUS EVENTS

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The use of CCRI spaces for events by external and internal groups is extremely limited until further notice. Exceptions on a case-by-case basis may be allowed and must be approved by AVP for Administration [Alix Ogden](#).

## FOOD SERVICE AND DINING SPACES

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CCRI Dining Services, including cafeterias and on-campus catering, will be unavailable for all summer sessions. Vending machines for snacks, drinks, and limited school supplies will be available and serviced throughout the summer.

The use of seating areas in dining and common spaces will be limited with modified furniture configurations, social distancing signage, and other safety controls. When not eating or drinking, individuals will be required to wear a mask/face covering in all areas, including dining spaces, on campus. All staff and faculty with a private office should eat lunch within their office to limit interactions with others.

## CAMPUS STORES

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Campus Stores will be closed to the public for the summer sessions. Vending machines for snacks, drinks, and limited school supplies will be available and serviced throughout the summer.

## IT HELP DESK

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All IT HelpDesk services are available online through the IT HelpDesk portal, with walk-in assistance available on the Knight Campus Monday to Friday, 8 am – 4 pm. Online support and call-backs will be available during the following times:

- Monday to Thursday, 8 am – 9 pm
- Friday, 8 am – 4 pm
- Saturday, 8 am – 1:30 pm

Desktop and media services support is available for faculty and staff on all four campuses Monday to Friday, 8 am – 4 pm.

## IMPORTANT CONTACT INFORMATION

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### Campus Police

*For emergencies, call 401-825-2000*

*For non-emergencies:*

#### **Knight Campus**

401-825-2109

#### **Flanagan Campus**

401-333-7035

#### **Liston Campus**

401-455-6050

#### **Newport County Campus**

401-851-1620

### Human Resources

Phone: 401-825-2311

Fax: 401-825-2345

Email: [humanresources@ccri.edu](mailto:humanresources@ccri.edu)

**Facilities**

To request cleaning supplies or to report a restroom in need of cleaning or maintenance, please contact Facilities between 7 am – 3 pm on the appropriate campus:

**Knight Campus**

- 401-825-2026
- 401-825-2110
- 401-825-1177
- 401-825-2360
- 401-825-2118 (after 3 pm)

**Flanagan Campus**

- 401-333-7047
- 401-333-7041
- 401-333-7048 (after 3 pm)

**Liston Campus**

- 401-455-6044
- 401-455-6045

**Newport County Campus**

- 401-851-1606
- 401-851-1706