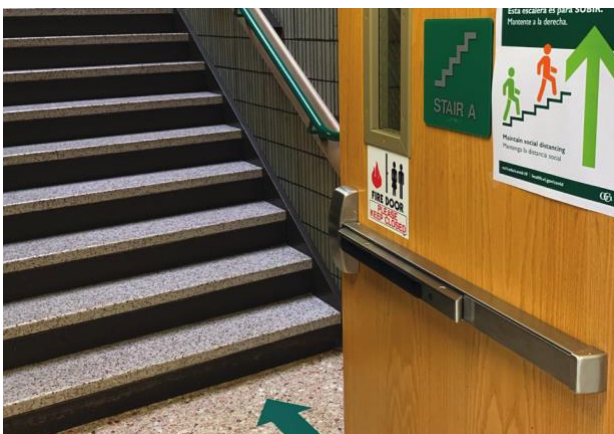
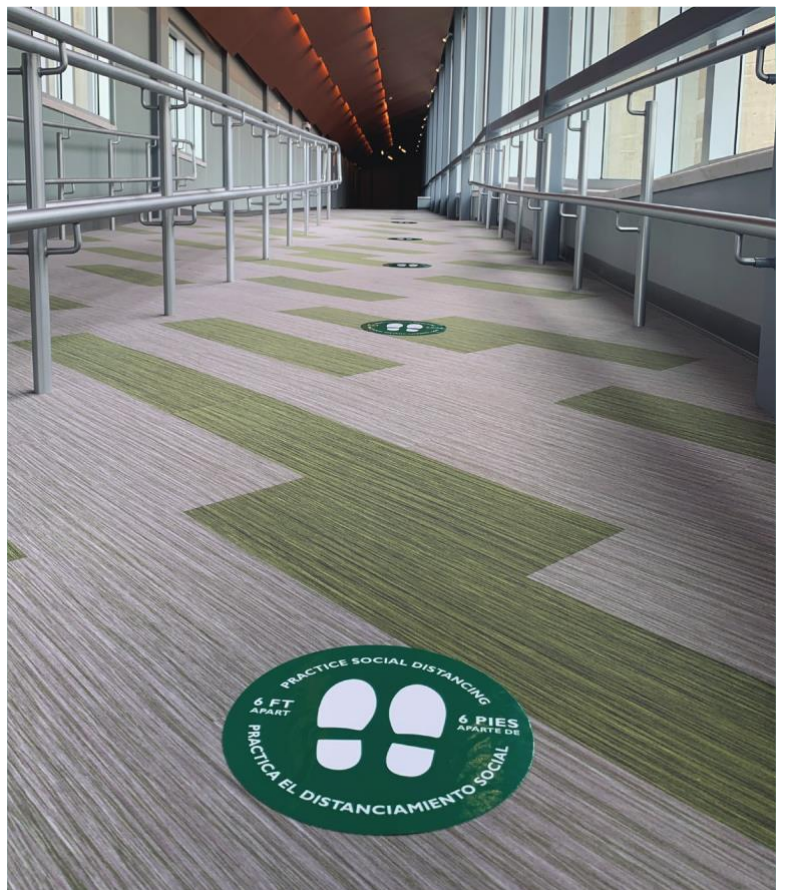


# FALL 2020 CAMPUS PLAN

Rules to keep you safe on campus



## REOPENING PRINCIPLES

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The Community College 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

### **New Normal.**

We will plan for returning to a reimagined way of teaching, learning, and working.

4

### **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 details on how we will return to campus safely as we strive to preserve the health of our college community and beyond. The COVID-19 pandemic is a dynamic situation that continues to evolve, and our response will inevitably evolve as well. We will therefore update these policies and protocols outlined in the plan as circumstances require.

*We appreciate your patience as we continue to navigate uncharted waters.*

### **COVID-19 Warning**

While 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, we acknowledge that elimination of all risk while still operating is impossible.

**An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and those individuals with underlying medical conditions are especially vulnerable.**

**By engaging in the on-campus community of CCRI, you voluntarily assume all risks related to exposure to COVID-19.**

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

## RE-ENTRY EXPECTATIONS AND GUIDELINES

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

## ACCESS TO CAMPUS

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### **Buildings remain ID-access only.**

Acceptable forms of ID include a CCRI ID, driver's license, state identification card, passport, or military ID. Students, faculty, and staff **MUST** show their ID to gain access to campus and should keep their ID with them at all times.

**All faculty, staff, and students MUST sign in when they enter campus each day.**

### **Employees and visitors must not come to campus if they are sick.**

Employees must immediately report their illness to their supervisor. Any person who starts to feel sick while on campus should immediately notify their supervisor and go home.

To allow for the required COVID-19 screening of all individuals arriving at each of our four campuses, access will be limited to specific entrances. When arriving on campus, please follow the directional signage and social-distancing decals leading to each entrance. All other access points on each campus will be marked "Exit Only." Listed below are the entrance points for each campus:

#### **Knight Campus\***

- The "new" ramp
- Ground Floor Side Entrance (accessible entrance, located by the elevators on the ground level)

*\*Accessible parking will be available in the short-term parking lot and behind the main structure*

#### **Flanagan Campus**

- Entrance B

#### **Liston Campus\***

- Entrance A

*\*Faculty parking lot will be closed*

#### **Newport Campus**

- Main Entrance

***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 CHECKER

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

The **CCRI COVID Health Check** is available [here](#), and can be saved to the home screen of your mobile device. Once you answer “no” to the questions and submit the form, you will be asked to select the option that best describes you; among the choices are “faculty” and “staff.” Upon completing the questionnaire, you will see a screen with the date and a green check mark that reads “Admittance to CCRI Granted.” Please take a screen shot and show to the Campus Police as you enter the building.

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

Lastly, you will be asked to sign in (and also sign out when you leave) and 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 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.

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

**REOPENING CCRI**

CCRI  
COVID  
HEALTH  
CHECK

**STEP 1**  
Scan QR Code to  
access health check

**STEP 2**  
Complete and  
click submit\*

**STEP 3**  
Show upon entry  
to Campus

\* Anyone who answers "yes" to any of the screening questions and cannot explain these symptoms by known allergies or non-infectious illnesses, or anyone who is sick, will not be granted access to campus.

ccri.edu/covid-19 | health.ri.gov/covid

## PERSONAL PROTECTIVE EQUIPMENT (face coverings/masks)

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Employees and students are required to wear a mask/face covering 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 if a person comes to campus without one.



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 a physical distance of at least six feet. Please do not confront an individual who is not wearing a mask, as there may be a circumstance that prohibits an individual from wearing one. Employees with concerns should contact Human Resources ([humanresources@ccri.edu](mailto:humanresources@ccri.edu) or 401-825-2311); students can contact DSS ([dss@ccri.edu](mailto:dss@ccri.edu)).

## GLOVES/GOGGLES/FACE SHIELDS

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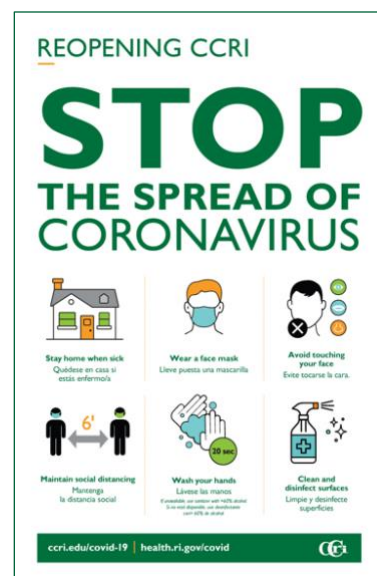
The CDC indicates that gloves are not necessary for general use and do not replace good hand hygiene. Students, faculty, and staff do not need to wear goggles or face shields as part of general activity on campus. Health science students and personnel should follow the PPE guidelines for their specific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

## SOCIAL DISTANCING

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Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slow its spread. Since people can spread the virus before they know they are ill, it is important to practice proper social distancing at all times, even when you have no symptoms. Students, faculty, and staff should follow these social distancing practices:

- Stay 6 feet apart (about two arm lengths) at all times.
- When in open spaces such as hallways, labs, and lobbies, maintain social distancing of at least 6 feet apart when possible.
- All workstations should be oriented to maintain 6 feet apart in all directions when possible.
- If you work in a private office, keep your door closed.
- Do not gather in groups that cannot comply with social distancing.
- Stay out of crowded places and avoid large gatherings.
- Meetings should take place online instead of conference rooms. If you must meet in person, wipe down all surfaces, chairs, and equipment after each use and maintain social distancing of at least 6 feet.
- Minimize use of common breakrooms, coffee stations, or refrigerators to store food.
- Rearrange furniture in common areas to maintain social distancing.
- Do not bring children, visitors, guests, or pets to the workplace without prior written approval.
- Minimize non-essential movement around campus. If duties require movement to other physical areas on campus, practice social distancing and follow all health and safety guidelines for those locations.
- Some activities may require personnel to work within the 6-foot social distancing guidelines. It is critical to keep those interactions to a minimum.



## HANDWASHING AND HAND SANITIZERS

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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 will be available at multiple locations throughout the four campuses. The college has obtained a limited quantity of personal bottles of hand sanitizer that will be distributed to employees who come to campus. Employees should place hand sanitizer in workspaces for easy access.



## 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 ensures hard-to-clean surfaces are disinfected.



## 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 will be reduced 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 should make an effort to use the same restroom throughout the day.

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

## HVAC

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HVAC filters are replaced twice each year in compliance with OSHA requirements. CCRI will monitor the air quality on campus and replace filters or improve the efficiency of the system as needed.

## MAINTAINING WORKSPACES

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As students and employees re-enter campus, workspaces 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 wipes. This includes shared space and equipment (e.g. copiers, printers, computers, keyboards, mouse, phone equipment, desks, coffee makers, microwaves, light switches, doorknobs, etc.). CDC-approved cleaning products will be made available to all departments.

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 6 feet distance from co-workers. If possible, have at least one workspace separating you from a co-worker. Wear a mask/face covering at all times while in a shared workspace.
- Some activities may require personnel to work within 6 feet of one another. Every effort must be explored to find alternatives and it is critical to keep the length of these interactions to a minimum.
- Follow all one-way directional signage in large open workspaces to increase distance between employees moving through the space.
- Follow one-way directional signage identifying traffic flow throughout campus, including designated stairways for up and down.



## WATER FOUNTAINS

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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

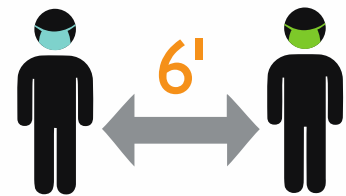
#### **Newport County Campus:**

- Second floor by the public bathrooms

## CONFERENCE ROOMS

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Employees should utilize WebEx to hold meetings, even with those working on campus. If a face-to-face meeting is necessary for work, an employee can use a conference room, however, social distancing guidelines must be followed (individuals must remain 6 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.



## CLASSROOMS

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Departments may utilize identified classroom space not being used for instruction to hold pre-scheduled meetings and appointments with students. Each department will have a list of assigned employees and classrooms. Employees utilizing classroom space for pre-scheduled meetings and appointments are responsible for cleaning where they touched a surface. Students will be asked to do the same. Cleaning includes wiping down all surfaces, including desks, chairs, light switches, and door handles using college-provided cleaning supplies. The Facilities Department will disinfect the classroom space at the end of each weekday.

Academic Affairs will provide the Facilities Department with a schedule of classrooms used for instruction. The Facilities Department will disinfect the classrooms between uses.

## PHYSICAL BARRIERS

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



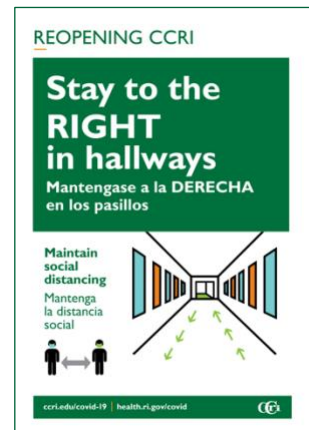
## CAMPUS PEDESTRIAN TRAFFIC FLOW

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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:

1. Certain staircases will be designated **up or down**.
2. **Stay to the right** in hallways and when ascending or descending stairs.
3. Elevator capacity is **limited to two persons**, with priority given to persons with mobility challenges.

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 countries with a CDC Level 2 or Level 3 Travel Health Notice related to COVID-19 or additional travel prohibitions as identified by the State of Rhode Island.

As of June 30, the State of Rhode Island requires that anyone returning from a state with a 5% or higher infection rate must self-quarantine for 14 days when they return or be tested for COVID-19. A list of states with a positivity rate greater than 5% can be found [here](#).

Although the College cannot prohibit personal travel, community members should be aware their personal travel could impact their ability to return to the campus. Employees must notify Human Resources of travel to a CDC Level 2 or Level 3 Health Notice country or a domestic location for which the State of Rhode Island has additional restrictions before returning to campus.

## CONTACT TRACING

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The Rhode Island Department of Health (RIDOH) has developed the **CRUSH COVID RI app**, which offers a contact-tracing feature:

- The **My Location Diary** feature uses GPS location data that is already available from your phone to help you easily track the places you visited over the past 20 days. All data will be stored locally on your device. It is only shared when you voluntarily decide to share it. If you test positive for COVID-19, and you agree to share this information with RIDOH, they can quickly identify places you visited and people you were in contact with to reduce the spread of COVID-19.

CCRI encourages all employees and students to use the CRUSH COVID RI app and take an active role in slowing the spread of COVID-19 in Rhode Island. To download the app, or to learn more, please visit [health.ri.gov/covid/crush](https://health.ri.gov/covid/crush).

For employees who choose not to download the CRUSH COVID RI app, a physical contact tracing journal is required.

## TESTING CONSIDERATIONS

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While the college does not have an on-campus testing protocol, we encourage faculty, staff, and students to seek regular testing at community-based testing centers found [here](#).

In addition, we encourage **asymptomatic individuals between the ages of 18 and 39 to self-schedule a free asymptomatic test through [portal.ri.gov](https://portal.ri.gov)**.

## INCIDENT REPORTING

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All employees are instructed to contact Terri-Ann Milligan at [tamilligan@ccri.edu](mailto:tamilligan@ccri.edu) if they receive a positive test result or if they are required to quarantine due to being in contact with a COVID-positive individual.

## PLAN FOR OUTBREAK ON CAMPUS

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Should CCRI experience an outbreak, meaning at least two members of our community tested positive for COVID-19, we would 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 possible connection related to a campus, the college will immediately move all classes, activities, and work at the campus to a remote modality and close the building for a thorough cleaning per CDC and RIDOH guidelines.

## VISITORS AND CONTRACTORS

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Use of CCRI facilities by visitors is limited to approved contractors. While working at CCRI, contractors must comply with CCRI COVID-19 policies, in addition to following all CDC and OSHA guidance.

Contractors working at CCRI are expected to wear masks/cloth face coverings in accordance with RIDOH and CDC guidance whenever they are in common areas (e.g. hallways, classrooms, work areas, elevators, restrooms, etc.) or any other area where it may be difficult to maintain a minimum 6-foot distance from other persons. 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 or internal groups is prohibited until further notice. For questions, please contact Deloise White at [dwhite1@ccri.edu](mailto:dwhite1@ccri.edu).

## FOOD SERVICE AND DINING SPACES

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CCRI Dining Services, including cafeterias and on-campus catering, will be unavailable for the fall semester. Vending machines for snacks and drinks will be available and serviced throughout the fall semester.

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 dining areas 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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CCRI Campus Stores will operate online for the fall semester. Bookstore ordering will be solely online. Orders will be picked up during designated times for customer pick-up.

## 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, Wednesday and Friday, 10 am – 3 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