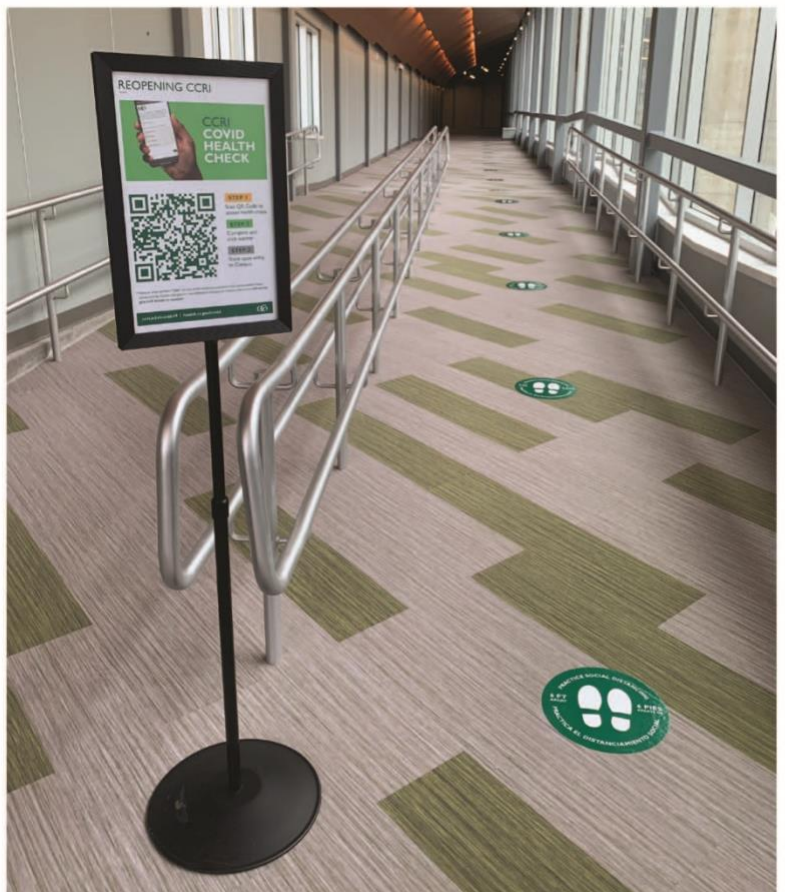




CCRI COVID STUDENT MANUAL

Rules to keep you safe on campus



REOPENING PRINCIPLES

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.

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

RE-ENTRY EXPECTATIONS AND GUIDELINES

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

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.

Students, employees and visitors must not come to campus if they are sick. Any person who starts to feel sick while on campus should immediately 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 students leave the building for whatever reason, they MUST re-enter through designated entrance points.

CCRI HEALTH CHECKER

Once you arrive to campus, you'll need to check in with Campus Police at one of the designated campus entrances. To ease the congestion at the entrances, we've created a new [COVID Health Check](#), a faster way for all members of the CCRI community to gain access from their mobile device prior to their arrival each day on campus.

Here's how it works:

1. Go to the website here or use the camera on your mobile device to scan the following QR code:



2. Select which campus you're visiting.
3. Fill out the health check survey. You will be asked if you've experienced any of the most common COVID-19 symptoms within the last three days. **(You've probably seen this list on signage posted around grocery stores and other places since March!)** Check "yes" or "no" for each symptom listed. You will also need to answer four additional "yes" or "no" questions regarding the amount of contact you've had with anyone suffering from COVID-19 – or its symptoms – out-of-state travel, and whether or not you've been forced to quarantine within the past two weeks.
4. On the next page, select the option that best describes you; naturally you will select "student."
5. You will now be redirected to a new page asking for your CCRI ID number and the reason for your visit. Select all that apply. ***If you select that you are here for an appointment with a faculty or staff member for one of [our limited on-campus resources](#), you will be asked to provide the name of the department or faculty member.**

Those who have an on-campus class or a scheduled appointment / reservation will see the following message with the corresponding date:



Admittance to CCRI Granted.

Congrats! You've made it! You must fill out this form each day you come to campus and show it to Campus Police, along with a valid form of ID, upon arrival. (Acceptable forms of ID include a CCRI ID, driver's license, state identification card, passport, or military ID.)

PRO TIP: Take a screenshot of the check mark page so you don't lose it!

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, may not be allowed onto campus. Campus Police will provide further instructions.

On the other hand, if you do not have an appointment or a scheduled in-person class, or you select “Other” as your reason for visiting campus, you will see the following message:

Please stop at the front desk for assistance.



Now what? **No need to panic!** Once you receive your designation, whether it’s the green checkmark or the yellow question mark, you will then sign in at the front desk and complete a touchless temperature scan provided at the designated entrance(s) of each campus. You are required to have your temperature checked daily before being admitted onto the campus. **Anyone with a temperature above 100.0 degrees Fahrenheit will not be allowed on campus.**

Those with the green checkmark who pass the temperature scan are now permitted to enter campus; if you’ve passed the temperature scan, but have a yellow question mark, you will then speak with a Student Affairs representative at the entrance to see if an appointment can be made for you before you’re allowed onto campus. **It’s that simple!**

By completing this questionnaire ahead of time, you won’t have to complete the verbal health screening once you arrive to campus. We recommend bookmarking the COVID Health Check page on the home screen of your mobile device for easier, faster access.

You will need to fill out the [**COVID Health Check**](#), sign in, and complete a temperature scan **each day** you report to campus.

To ensure your privacy, the data submitted to CCRI’s daily health check is not maintained by CCRI or any outside party.

PERSONAL PROTECTIVE EQUIPMENT (face coverings/masks)

Students and employees are required to wear a mask/face covering at all times when on campus. Students and employees 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.



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. Students with concerns should contact Disability Student Services (dss@ccri.edu).

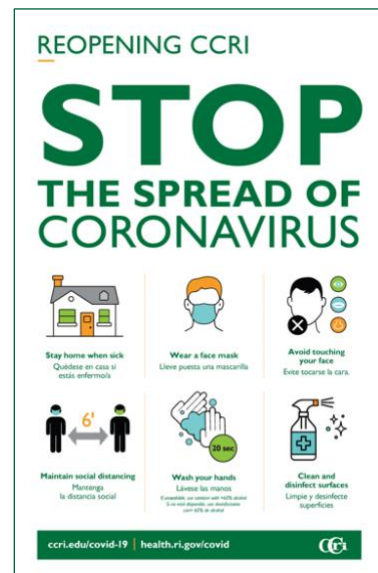
GLOVES/GOGGLES/FACE SHIELDS

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

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.
- Do not gather in groups that cannot comply with social distancing.
- Stay out of crowded places and avoid large gatherings.
- Minimize non-essential movement around campus.



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 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

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

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

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. Everyone 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.

WATER FOUNTAINS

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:

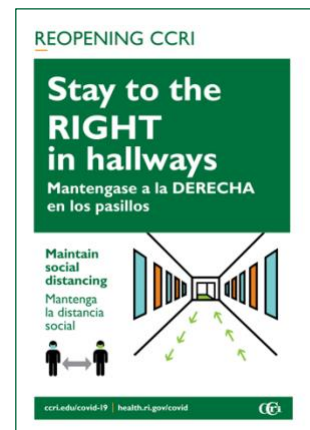
- Second floor by the public bathrooms

CAMPUS PEDESTRIAN TRAFFIC FLOW

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

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

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.

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

TESTING CONSIDERATIONS

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**.

PLAN FOR OUTBREAK ON CAMPUS

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.

FOOD SERVICE AND DINING SPACES

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.

CAMPUS STORES

CCRI Campus Stores will operate online for the fall semester. Bookstore ordering will be solely online. To order course material, school supplies or CCRI merch, please visit the [Campus Store website](#).

IT HELP DESK

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

STUDENT SERVICES

While our campuses will be open for the Fall 2020 semester, student access to campus will be limited to those with on-campus classes, appointments to meet with a professor, advisor or other CCRI staff, or to utilize one of the limited on-campus services like the open study spaces, computer labs, among other resources. Limited in-person meetings, by appointment only, are available on campus. We strongly encourage students to take advantage of the many virtual resources available. Information on a reservation system for the open study spaces will be available soon.

Below please find a list of the many available student services, information on what each offers, and virtual and appointment-only options.

CCRI Common Space Reservation System

We recognize that students who rely on CCRI campuses for internet access will need safe, physically distant spaces to work and study. We have set up common spaces for students to work and study on each campus.

Please visit our [Learning Remotely webpage](#) to reserve physically distant desks in the on-campus common areas. Note that there is a limited number of spaces available on each campus for any date and time. Spaces are reserved on a first-come, first-served basis.

Please note: you do NOT need to use this Reservation System if you have a pre-scheduled appointment, are coming to class, or are on campus to use the Academic Computer Labs.

Academic Computer Labs

Academic Computer Labs provide students with the technology and resources needed for managing your password, preparing assignments, conducting research, printing documents, and other academic-related services. Academic Computer Labs will be available for students to use this fall on the following campuses:

Knight Campus (Warwick)
Monday–Thursday, 8 am – 6:30 pm
Friday, 8 am - 4 pm

Flanagan Campus (Lincoln)
Monday–Thursday, 10 am - 6 pm
Friday, 10 am - 4 pm

Liston Campus (Providence)
Monday–Thursday, 10 am - 6 pm
Friday, 10 am - 4 pm

Newport County Campus
Closed

Computer Labs are first come, first serve and do NOT require an appointment. When using the Computer Lab, please follow these rules:

- Face coverings must be worn at all times while in the Computer Lab.
- No food or drinks allowed in the computer lab.
- The computer labs will no longer supply paperclips, staplers, headsets, or other shared items for student usage.
- If you require assistance while using a computer, please raise your hand and someone will assist you when available.
- If you need to print, please ask the computer lab staff for assistance, students ARE NOT to touch the printer.
- Computer lab staff CANNOT touch your personal device to add or configure software, (i.e. email setup, wireless connection) but staff can provide handouts with instructions.

- Students will be limited to a one-hour time limit for computer use when other students are waiting.
- Computer staff will clean/sanitize each work area between use.

For more information, please visit <https://www.ccri.edu/it/labs/>.

ACCESS to Opportunity

ACCESS to Opportunity supports first-generation and low-income students in finding academic success by providing eligible students with a comprehensive continuum of support. Services include a structured first-year experience; a project-specific Student Success Seminar; in-depth, proactive academic advising; professional tutoring; financial aid advising and application assistance; a financial literacy workshop series; and ongoing transfer advising. For the fall semester, ACCESS advisors will be available for phone and virtual appointments. For more information or to contact your ACCESS Advisor, please visit <https://www.ccri.edu/access>.

Admissions & Enrollment Services

The Admissions team and Enrollment Services counter will offer limited in-person appointments during the hours listed below. To schedule an appointment, please call (401) 825-2003 or email enrollmentservices@ccri.edu. Be sure to specify the type of in-person service you require, and the day and campus you would like your appointment on in the email.

In-person, by appointment, hours and campuses:

Knight Campus (Warwick)
Mondays: 8 am – 6 pm
Fridays: 8 am – 4 pm

Liston Campus (Providence)
Wednesdays: 8 am – 6 pm

Flanagan Campus (Lincoln)
Tuesdays: 8 am – 4 pm

Newport Campus
Thursdays: 8 am – 4 pm

Advising & Counseling

For assistance with class selection, registering for classes, Starfish issues, and questions about classes to add/drop, you can meet with an advisor virtually by signing up for a virtual Advising Drop-In Session. <https://www.ccri.edu/advising/index.html>.

In-person appointments are also available on a limited basis during the hours below. Please email advising@ccri.edu. Please be sure to include your full name, phone number, CCRI ID#. If you do not know your CCRI ID#, please provide your DOB. Once we receive your email, we will contact you to schedule your on-campus appointment.

Students who have questions may do so by texting 401-308-3537 or emailing advising@ccri.edu.

In-person, by appointment, hours and campuses:

Knight Campus (Warwick)
Mondays: 8:30 am – 4:30 pm
Fridays: 8 am – 4 pm

Liston Campus (Providence)
Wednesdays: 10 am – 6 pm

Flanagan Campus (Lincoln)
Tuesdays: 8 am – 4 pm

Newport Campus
Thursdays: 8 am – 4 pm

Bursar's Office

The Bursar's Office is responsible for the billing and collection of tuition and fees on student accounts. The Bursar's Office will be open with a limited schedule beginning August 31. Appointments for the Bursar Office are encouraged. It is recommended you schedule an appointment when possible by calling 401-825-2151 or emailing Ebursar@ccri.edu. Please specify the service you require, and the campus and date you would like your appointment.

In-person, by appointment, hours and campuses:

Knight Campus (Warwick)
Mondays: 8 am – 6 pm
Fridays: 8 am – 4 pm

Liston Campus (Providence)
Wednesdays: 8 am – 4 pm (closed between
1pm to 2 pm)

Flanagan Campus (Lincoln)
Tuesdays: 8 am – 4 pm

Newport Campus
Thursdays: 8 am – 4 pm (closed between 1pm
to 2 pm)

Career Services

Career Services provides students with the tools to prepare for a rewarding career after graduation and connections to internship and job opportunities. Staff can assist students with everything from exploring career possibilities to building a top-notch resume and acing an interview. For the fall semester, Career Services will continue to provide all services in a virtual format with in-person appointments by schedule only. CCRI's new Career Lab, located on the Knight Campus, will be utilized for the pre-scheduled, in-person appointments.

Students looking to schedule an in-person appointment should email Career Services at CareerServices@ccri.edu. Virtual, in-person, or phone appointments can be made through [Starfish](https://www.ccri.edu/careerservices/appointments.html) or <https://www.ccri.edu/careerservices/appointments.html>.

Disability Services for Students

Students with disabilities who may need accommodation in order to fully participate in their classes should contact the Disability Services Office at dss@ccri.edu. For the fall semester, DSS Coordinators are available to meet with students by appointment only via virtual meetings (e.g., Zoom or Webex) or telephone. In-person appointments may be scheduled when deemed necessary, and when they can be conducted safely with current protective measures in place. Please contact DSS by email at dss@ccri.edu or text 401.405.4333 for assistance.

Educational Opportunity Center

The Educational Opportunity Center (EOC) provides confidential, one-on-one assistance with applying for admissions, financial aid, career exploration and other services. Bilingual counseling is available in Spanish, French, and Kriolu (Cape Verdean). For the fall semester, EOC will provide phone or virtual appointments daily, with limited in-person appointments available. To make a free, one-on-one appointment with EOC click [here](#), email eoc@ccri.edu or text 401.310.0730.

Financial Aid Services

The Financial Aid office can assist students with FAFSA, student loans, and student grant opportunities. For the fall semester, Financial Aid services will continue to be offered virtually, with limited in-person appointments available during the hours listed below. To schedule an in-person appointment, please call 401-825-2468 or email financialaid@ccri.edu. Be sure to specify the type of in person service you require, and the day and campus [where](#) you would like your appointment in the email, (financial aid services are unavailable at the Newport campus). **When you send the email, please use the Subject: "Appointment," and await a confirmation email before going to campus.**

Additional information about financial aid is available online: <https://www.ccri.edu/oes/fa/>.

In-person, by appointment, hours and campuses:

Knight Campus (Warwick)

Mondays: 8 am – 6 pm

Liston Campus (Providence)

Wednesdays: 8 am – 4 pm

Flanagan Campus (Lincoln)

Tuesdays: 9 am – 4 pm

Food Pantry

CCRI is committed to ending food insecurity in our community. The CCRI Food Pantry provides non-perishable food items and some personal care products and is available to all enrolled students. To learn more or to submit a confidential request for assistance, please visit: <https://ccri.edu/osl/ccri-food-pantry.html>.

Library

CCRI library spaces will not be open for the fall semester, but students can still access all the features at our online library located at ccri.edu/library. Librarians have created a resource for students adjusting to online learning with its [Get the Facts: Coronavirus and Distance Learning for Students](#) guide. In addition students can visit the [Ask Us!](#) site for research help and answers to questions about library resources and services.

For a full list of CCRI Library resources or to contact a librarian, [click here](#).

Office of Community and Social Resources (CSR)

The Community and Social Resources Office helps remove obstacles to student success by providing resources and referrals at CCRI and in your community. Whether it's groceries, transportation, or referrals out in the community, we can help! For confidential and compassionate assistance, call/text 401.484.1650 or email swells1@ccri.edu or complete our [online referral form](#).

Student Life

The Student Life Team is committed to fostering a vibrant and dynamic campus life that provides opportunities for students to expand and enjoy their current interests, explore new interests, apply classroom knowledge, and experience the breadth and depth of intellectual and cultural diversity. To learn more about the many Student Clubs and Groups at CCRI, visit <https://ccri.edu/osl/> or email studentlife@ccri.edu.

Student Success Center (Tutoring & Academic Coaching)

The Student Success Center provides academic assistance through tutoring services and coordinates information and referrals to college resources.

Tutoring

Tutoring helps students learn course material for a specific class. Tutors provide students with clarification of course concepts and practice with course materials in an informal self-paced and self-directed learning environment. A tutor's job is to help students become an independent learner, not to do the student's homework! Tutors help students understand basic class concepts by asking lots of questions until the student discovers the answer on his or her own. Directions on how to schedule an appointment with a tutor through Starfish, [click here](#).

Academic Coaching & Study Strategy Workshops

Academic coaching helps students discover how to learn! An academic coach works individually with students to examine their academic concerns and perceived barriers to success in school. These coaches provide support in areas such as transitioning to online classes, time management, overcoming procrastination, effective textbook reading, note taking skills, and test taking study strategies. Schedule an Academic Coaching appointment through [Starfish](#).

Veteran Services

The CCRI Veteran Services Office is committed to being a resource to all VA education beneficiaries. Our mission is to assist veterans, service members and dependents in the pursuit of their educational goals by maintaining up-to-date information on current programs and resources. Through a combination of experience with the educational system and contacts within the VA, we can help you with any aspect of your higher education. For questions on benefits and available services, please send an email to Veteranservices@ccri.edu.

IMPORTANT CONTACT INFORMATION

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

Dean of Students

Michael Cunningham

deanofstudents@ccri.edu