



==== **COVID-19** =====
RETURN TO CAMPUS
==== **GUIDE** =====



TABLE OF CONTENTS

Welcome Back To Campus!	1
Return to Campus Timeline	2
Summer Semester, Labs on Campus	
Staff Returns to Campus	3
Faculty and Students Return to Campus	
Returning to Campus Daily Checklist	4
Do you have any symptoms of illness? Stay at home.	
Clark State Cares by wearing facial coverings	5
Honor Physical Distancing	6
Wash Hands	
Practice Cough/Sneeze Etiquette	7
Mail and Package Delivery	
Clark State's Commitment to Sanitizing/Disinfecting	
Returning to Campus: Frequently Asked Questions	8-10



Dear Clark State Faculty, Staff and Students:

I look forward to welcoming you back to Clark State. During the past three months, Clark State's Board of Trustees, administration, faculty, and staff have been working on a plan to safely return to campus to ensure that we continue to meet our mission. Please use this resource guide as an opportunity to learn as much as possible about how Clark State plans to ensure the safety of employees and students. Additionally, it is the responsibility of each of us to demonstrate that Clark State Cares through following all safety protocols as designated by the Ohio Department of Health. These protocols include checking your temperature every morning before coming to campus, wearing your mask, observing physical distancing guidelines, and washing your hands frequently. The present and future may seem uncertain at this time, but we know that the above protocols will help to create a safer environment at Clark State.

While we have tried to be as comprehensive as possible, some of the questions may not be answered or addressed in this document. Should you have additional questions about the guidance or frequently asked questions section of this resource guide, please contact the Office of Human Resources.

Sincerely,

Jo Alice Blondin, Ph.D.
President

RETURN TO CAMPUS TIMELINE

We want to welcome you back to campus and we are excited to have students, faculty, and staff back this August! However, due to the evolving nature of the COVID-19 pandemic, timelines and plans may shift based on the guidance, recommendations, or public health orders we receive. It is our goal to ensure that each of you return to the safest possible environment! We will make any adjustments to this schedule based on further directives from the Governor's Office and the Ohio Department of Higher Education. Please work with us as we work together to phase in our campus operations in a flexible and intentional manner.

If you have any questions or concerns about our return to operations, please work directly with your supervisor and Human Resources. We have prepared a list of Frequently Asked Questions as well for you that might answer you most important question. If you or someone in your household has a pre-existing or high-risk condition, please discuss it with Human Resources. We are here to help!

Currently our planned phased approach for returning employees and students is below:

DATE	ACTION
May 26 to July 31	Summer semester, labs on campus
June 24 to August 7	Staff returns on a rotating schedule
July 6	Support Services available to students
August 15	Virtual commencement
August 17	Virtual convocation. Faculty formally return to campus
August 24, 2020	Fall semester classes begin

SUMMER SEMESTER, LABS ON CAMPUS

Certain classes and disciplines require in-person labs. Arrangements have been made with Deans and our Physical Plant to have certain classrooms and spaces available to students. However, instruction has been modified to ensure Ohio Department of Health (ODH) safety and strict hygiene protocols are followed, such as physical distancing, aggressive cleaning of spaces and guidelines for interaction.

Entry into Clark State buildings will be as follows:

- **Leffel Lane** - enter through door #20 (TLC).
- **BEC** - Use the double doors from the south parking lot.
- **Beavercreek** - Security will be located on campus during the scheduled class times. Faculty will be able to access the building thirty minutes before class. Security will be located at the front doors to provide access to faculty and students.
- **Xenia** - Natalie Johnson will be on campus during the scheduled class times. Faculty and students will be able to enter the building at 7:45 a.m.

Please use the sign-in sheet provided near each entrance so we know who is in the building.

Faculty who are not teaching in the summer term, but who need to retrieve items from their office may do so by contacting their College Dean.

STAFF RETURNS TO CAMPUS

>> Staggered Schedules beginning June 24 through August 7

Staggered work schedules have been developed in order to reduce the total number of people on campus. Each supervisor has developed a process to ensure a staggered schedule while maintaining support for those on campus. Whether on campus or telecommuting, staff are expected to work a normal business day based on the specific needs of the department or division. If you have specific questions about this process, please work directly with your supervisor if you are unsure of your work schedule. The intent of this staggered schedule is to ensure we can meet the varying needs of our students while maintaining lower levels of staffing and minimizing face-to-face interaction where possible. Clark State cares about each person on campus and working together, we will make sure we create a positive, supporting and safe environment for everyone!

FACULTY AND STUDENTS RETURN TO CAMPUS

>> Fall Semester August 24

We are committed to ensuring the highest level of safety while at the same time ensuring that learning can occur. Learning occurs throughout our college in many ways: face-to-face classrooms, online formats or hybrid experience which may mix online and face-to-face instruction or lab experiences.

Right now, we are planning on returning to face-to-face course delivery based on guidance from the Ohio Department of Health. These formats will be modified to ensure safety and hygiene protocols are followed such as physical distancing of desks and tables, aggressive cleaning of spaces, and guidelines for interaction. We plan to include as many hybrid classes as possible to create maximum flexibility should we need to shift back to online instruction or should guidance require us to do so. This will also provide flexibility for our students, faculty and staff.

COVID-19 will likely be a presence now and into the future. However, working together, we can work to ensure a safe environment conducive to learning. We will continue to adapt and meet student, faculty and staff needs. As we return in the fall, our environment and some processes may look different.

We are taking important steps to ensure your safety by following the guidelines developed by the Ohio Department of Health and the Centers for Disease Control:

- Physical distancing protocols and procedures for classrooms, labs, clinical experiences, offices, libraries, large group indoor and outdoor events, all based on state guidance (i.e. less students may fit in a classroom, classes may be staggered, rooms may shift to accommodate needs, etc)
- Contact tracing and reporting procedures through Human Resources in collaboration with local health departments
- Increased communication on potential changes to established plans or procedures
- Student and employee health services and support resources
- Frequent and aggressive cleaning of facilities and surfaces
- Provision of masks, hand sanitizer stations and other personal protective equipment and supplies

RETURNING TO CAMPUS DAILY CHECKLIST

All employees and students are expected to complete a daily checklist before returning to campus:

1. **Self-evaluate.** Do you have any symptoms of illness?

- Fever
- Chills
- Diarrhea
- Cough
- Muscle aches
- Loss of smell or taste
- Difficulty breathing
- Sore throat

2. **Wear a face covering.**

- Be courteous and respectful, you are protecting others. Clark State faculty and staff will be wearing a facial covering to create a welcoming and safe environment. This is one of many layers in our safety and wellness protection protocols.
- Ensure the facial covering covers your nose, mouth and chin and is worn at all times when around other people.

3. **Honor physical distancing.**

- Work and study at least six feet away from others.
- Do not gather in groups.

4. **Wash your hands.**

- Often
- For at least 20 seconds.

5. **Practice cough/sneeze etiquette.**

- Use a disposable tissue or cough into your sleeve.

We aren't collecting this information but would like for you to get into a routine of performing this self-check each day before coming to campus. These daily checks are essential to maintaining a healthy and safe campus environment.

DO YOU HAVE ANY SYMPTOMS OF ILLNESS? STAY AT HOME.

If you have had close contact with someone who has been diagnosed with COVID-19, you should not report to work. Instead please contact the Office of Human Resources at 937.328.6090 for further instruction and guidance. If you have childcare issues related to ODH public health orders or COVID-19 related issues, please let Human Resources know so they can advise you on the options available.

If you develop a fever (greater than 100.4°F) or symptoms such as cough or shortness of breath, please do not report to work and notify a healthcare provider and, at a minimum, self-isolate until criteria to discontinue home isolation are met.

RETURN TO CAMPUS CONSIDERATIONS

Employee was symptomatic, but was not tested for COVID-19. The employee may return to work if:	Employee tested positive for COVID-19. The employee may return to work if:
<ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have dramatically improved.• Seven days have passed since you first experienced symptoms.	<ul style="list-style-type: none">• They no longer have a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have dramatically improved.• OR you have received two negative COVID-19 tests in a row.



>> **We care about your health and wellness so we are wearing a facial covering for you!**

These will be worn by all Clark State employees when around other students, faculty, staff, or guests. Currently there is a State of Ohio public health order in effect that requires all employees to wear a facial covering. The rationale behind this requirement is that if as many people as possible are wearing a mask, the risk for spreading the disease (even those who may be asymptomatic) is far lower. We will remain compliant with that order and ensure we maintain a safe and health workplace for everyone.

The most recent studies available are now pointing to the fact that the most significant spread of the disease has been through airborne water droplets which are expelled normally as we breath, cough, talk, sing and/or sneeze. Healthcare experts indicate that masks primarily protect others . Facial coverings have proven to be effective at slowing down the spread of water droplets, which as of now, is the highest likelihood of infection. A cloth mask or a disposable mask that covers your nose, mouth and chin is an effective prevention method for spreading the disease which causes COVID-19. It should always be worn when not working alone in your designated work area.

Some people may have legitimate health-related reasons for not wearing masks. The Ohio Department of Health has listed the criteria below, which provide some flexibility to people who may have adverse health reaction to wearing a mask. Should a mask not be worn, these reasons should be documented with the immediate supervisor and with the Office of Human Resources in order to remain in compliance with the current public health order.

- Facial coverings in work setting that are prohibited by law or regulation
- Facial coverings are in violation of documented industry standards
- Facial coverings are not advisable for health reasons
- Facial coverings are in violation of the business's documented safety policies
- Facial coverings are not required when the employee works alone in an assigned work area
- There is a functional (practical) reason for an employee not to wear a facial covering in the workplace

Masks will be strongly recommended for students and guests. We have signage and communication plans prepared that strongly recommend them for the reasons mentioned above. We purchased a supply of reusable cloth masks for all faculty and staff. For those students or guests who do not have masks but may need them, we are in the process of acquiring a supply of re-usable cloth masks and will be strongly encouraged for use on campus.

When students are in a classroom, lab, or learning experience where physical distancing is not possible, masks should be worn by everyone in order to maximize the safety and wellness of everyone. It is important that everyone on campus create and foster a culture of care by wearing a mask.

HONOR PHYSICAL DISTANCING

>> Physical distancing shall be recognized and implemented as recommended by state and local health authorities.

Physical distancing means avoiding large gatherings and maintaining physical distances (of greater than six feet or two meters) from others when possible (e.g., breakrooms and cafeterias). Engineering strategies should be applied to workspaces shared by employees to ensure proper distancing.

Employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Utilize virtual meetings as much as possible and when not possible, every possible effort should take place to make sure that meeting rooms accommodate a minimum of six to eight feet between all individuals.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect your workspace often.
- Avoid touching your face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

WASH HANDS

>> Hand hygiene for employees, students, and patrons will include:

- Provision of alcohol-based hand sanitizers in multiple locations to encourage hand hygiene.
- Alternatives to handshaking. Other noncontact methods of greeting are encouraged.
- Avoidance of touching eyes, nose or mouth.
- Hands should be washed often using soap and water for 20 seconds.

Key times to clean hands include:

- Before, during and after preparing food
- Before eating food
- After using the toilet
- After blowing your nose, coughing or sneezing
- Before and after work shifts
- Before and after work breaks
- After putting on, touching or removing cloth face coverings
- Before and after making deliveries, including after picking up from drop-boxes and customer pickups
- After touching frequently touched surfaces, such as or door handles or telephones
- Before wearing and after removing cold-weather gloves

PRACTICE COUGH/SNEEZE ETIQUETTE

Recent studies indicate that the most significant spread of COVID-19 is through airborne water droplets which are expelled normally as we breath, talk, sing, cough and/or sneeze. Therefore, employees, students and patrons should:

- Wear a face covering.
- Practice respiratory etiquette: cough or sneeze into a disposable tissue or your sleeve.

MAIL AND PACKAGE DELIVERY

Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from products or packaging. Nevertheless, mail delivery will be performed using contactless delivery as much as possible.

CLARK STATE'S COMMITMENT TO SANITIZING/DISINFECTING

As much as possible, disposable disinfecting wipes or suitable alternatives will be provided so that commonly touched surfaces such as workstations, keyboards, telephones, handrails and doorknobs can be wiped down by employees. Each workspace, classroom, lab and common area will be sanitized at least once per day.

Faculty and staff should refrain from sharing phones, desks, offices or other work tools and equipment as much as feasible. If necessary, these tools should be cleaned and disinfected before and after use.

More thorough environmental cleaning and disinfection of workspaces will be performed by facilities personnel daily using EPA-registered disinfectants.

- Removal of trash and routine cleaning of high touch areas, surfaces and rooms.
- Removal of gloves and other PPE shall be carefully removed to prevent contamination of the wearer and of the surrounding area.

If someone presents symptoms after reporting to campus, cleaning and disinfecting of the workspace will follow procedure:

- Close off areas used by the person who was sick.
- Contact facilities and request a deep cleaning and disinfection of the areas where that person might have been.
- Clean and disinfect all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment such as computers, touch screens, keyboards, remote controls and telephones.

1) What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough or shortness of breath. **The virus is thought to spread mainly from person to person:**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies show that the virus can be spread by people before they develop symptoms or who never develop symptoms. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from products or packaging. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

2) What if someone presents symptoms?

If someone around you appears to have symptoms, please understand that there are a variety of reasons that someone may be coughing or sneezing. Many people may have allergies or other causes for what may appear to be symptoms. If you are uncomfortable around someone who may be displaying symptoms, please work with your supervisor on potential alternatives to maintain your own health and wellness.

3) What is contact tracing?

Contact Tracing is the process of working with individuals who have tested positive for COVID-19 to ensure that they have the right information and that people with whom they have been in contact with are notified that they may need to quarantine themselves.

Contact Tracers may:

- Trace and monitor contacts of infected people and notify them of their exposure.
- Support the quarantine of contacts. Help ensure the safe, sustainable and effective quarantine of contacts to prevent additional transmission.
- Use digital tools. The adoption and evaluation of digital tools may expand reach and efficacy of contact tracers

4) Should I be tested for COVID-19?

Currently the Centers for Disease Control says that not everyone needs to be tested for COVID-19. However, if you are having symptoms, we highly recommend that you engage with your healthcare provider to determine if a COVID-19 test is needed. You can also visit the Clark County Combined Health District's website to look for the latest local information on testing.

5) What is the difference between an antibody test and a COVID-19 test?

Right now, there are two kinds of tests available for COVID-19: viral tests and antibody tests. A viral test checks for a current infection of COVID-19. An antibody test checks for a previous infection.

If you think you need a viral test, call your healthcare provider and tell them about your symptoms and how you think you may have been exposed to the virus. Your healthcare provider can let you know if they offer viral tests at their office. Your local health department can also provide local information on where testing is available.

If you want an antibody test, call your healthcare provider to see if they offer antibody tests and whether you should get one. You can also visit your local health department's website for local information on antibody testing.

6) Will Clark State be testing students, faculty and staff?

Guidance on this is still being developed by the Governor's office and the Ohio Department of Higher Education. We will comply with whatever is required of us should that guidance change. If you have any symptoms, please contact your healthcare provider to ask if you should be tested.

7) Can I use the elevators in Clark State buildings?

It is difficult to maintain physical distancing in an elevator. If you choose to take the elevator, just be aware of your surroundings. Wear your face covering. If the elevator is already crowded, wait for another one. If there are occupants in the elevator who are not wearing a face covering, you may want to wait for another car.

8) What is the best way to maintain distance and safety using public restrooms?

Please use your best judgement when using public restrooms. If there are too many people, please try to use another restroom if possible. Please be sure to use soap and water to wash your hands for at least 20 seconds each time you enter and leave.

9) What about the cafeteria and other food service areas?

The cafeteria on the Leffel Lane campus is not yet open. When it does re-open, and in other food vending areas that are now available, tables, chairs and booths will be arranged to maintain social distancing between parties. Waiting-areas and the flow of customers through the service area will be arranged to ensure social distancing. Hand sanitizers will be available in food service areas.

10) Can I use the Fitness Center?

Not yet. But, when it does open, attendance will be limited based on available space and ability to social distance with six feet between members/clients. Equipment will be arranged to provide a six-foot radius. Hand washing or sanitization will be required upon entry to the facility and will also be available throughout the Fitness Center. Disinfecting wipes will be used by each patron to sanitize equipment before and after use.

11) Should I wear a mask all the time?

Face coverings should be worn any time that you are around others. If you are alone in office or enclosed cubicle, you can certainly remove your mask. Use your judgement and common sense: if you expect to interact with others in a setting that prevents physical distancing, wear a mask.

12) What do I do if someone near me is not wearing a mask?

There are several responses possible depending upon the scenario. Let's work through a few of them.

- The immediate response should be to try and maintain adequate physical distancing (at least six feet apart).
- In a friendly manner, request that they wear a face covering when around other people.
 - Tell them that we at Clark State care about you so we are wearing a mask and that you would sincerely appreciate them wearing a mask as well.
 - If possible, offer them a Clark State mask.
- If the individual is an employee of Clark State:
 - Recognize that there are some permissible exceptions to wearing face-coverings and that individual may have provided written documentation to Human Resources. Exceptions are private information and do not necessarily need to be shared beyond Human Resources.
 - If you are concerned that a Clark State employee is consistently not wearing a mask, discuss the situation with your supervisor. This reporting should not be viewed as "tattling" but rather a legitimate concern for the health of all.
- If the individual is a student or patron, and they do not want to wear a mask after being requested, offer an alternative solution to the interaction where distancing can be maintained.
 - For instance, offer to address their concerns remotely. Offer them a computer station where you can then safely interact on-line.

13) Will classroom chairs be removed to promote physical distancing?

Classrooms, labs and common areas have been reformatted to take physical distancing requirements into consideration. You may observe chairs in the back of a room or workspaces and chairs marked that they should not use. Please remain compliant with room designs. Adding more chairs or relocating tables may increase the likelihood of infection by decreasing physical distances and is strongly discouraged. In many cases, extra chairs or tables may be in the back of room but should be considered out of order.

14) I am in a high-risk category. Should I return to work?

Clark State is committed to ensuring and maintaining the health and safety of all employees. If you have a pre-existing condition that concerns you, are immune-compromised, or live with individuals in these categories, you should discuss your individual situation with Human Resources. As a reminder, all conversations with Human Resources are confidential. Clark State has a telecommuting policy and procedure. Please reference these documents and arrange a meeting with your supervisor and Human Resources.

15) Are we going to return to face-to-face teaching in the fall?

Plans are always subject to change. Right now, we are planning on having face-to-face classroom sections available to students. In-person laboratories and clinical rotations in the health sciences will continue but may be adjusted as needed. However, we will maintain a greater emphasis on distance education than you may have seen in the past. Additionally, depending on the environmental conditions or guidance from the state or local health departments, we may adjust the level of in-person and online courses to remain compliant.

16) Can I continue to work from home?

Like many other businesses and colleges, the recent stay-at-home experience has taught us that some jobs can be efficiently managed via telecommuting. If you believe that your job-duties are amenable to telecommuting, have that conversation with your supervisor. There are some restrictions (like student/employee privacy), a supervisor may be able to approve a telecommuting plan and application. Please reference the telecommuting policy and procedure and arrange a meeting with your supervisor to discuss your options.

17) Who do I report to if I have a positive COVID-19 test?

If you test positive for COVID-19 (or present with several of the most common symptoms), you should notify Human Resources at the earliest opportunity so that the Health Department can conduct contact tracing. Beyond that, however, any discussion that you have with Human Resources will be treated as confidential medical information and will be kept confidential and recorded separately from any other personnel records.

After a positive test, we will ensure that you are referred to or are being treated by a healthcare professional. In addition, you will be asked to stay at home until you no longer have a fever and cough and other symptoms have improved for at least three days without medicine.

18) What should I do if I am notified of a student or another employee has tested positive?

If you believe you are the only one who has been notified, inform the Office of Human Resources of the information. Human Resources will contact the Health Department so that contact tracing can take place. If a student was attending a traditional classroom, that section would most likely be moved to an on-line format. If you had contact with that student or colleague, it is possible that you will be asked to self-quarantine for two weeks and monitor for symptom development.

19) What if someone in my household tests positive?

If someone you live with receives a positive COVID-19 test, you should discuss the case with the Office of Human Resources. All conversations with Human Resource are confidential. In addition, the Health Department will be notified so that contact tracing can take place. It is possible, that you will be asked to self-quarantine for at least two weeks and monitor for symptom development.