**College Entry Protocols**

**COVID-19 Restrictions**

Individuals that meet any of the following criteria must not enter College facilities:

* Have been diagnosed positive with COVID-19 by a medical provider or laboratory results.
* Have been in close contact\* with a person known to have COVID-19 within the last fourteen (14) days.
* Displays known COVID-19 symptoms, including but not limited to:
  + Fever - The CDC considers a person to have a fever when he or she has a measured temperature of 100.4 °F [38 °C] or greater, feels warm to the touch, or provides a history of feeling feverish
  + Coughing
  + Shortness of breath or difficulty breathing
  + Other symptoms: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose
* Individuals who are sick must stay home and contact their health care provider for further directions.

*\*For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hour before the person began feeling sick until the time the patient was isolated.*

**Access Protocol**

Individual access requests must be received at least **72 hours** prior to arrival time. Program/Department and Class requests must allow as much lead time as possible. Access to any of our facilities will be approved or denied by the Chief of Police [[Video](https://www.youtube.com/watch?v=pIVzcRVGH-c)].

1. **Employees** must email their supervisor and be clear on the details and purpose. Requests should be routed to the Executive Administrator for approval and strictly scrutinized prior to authorizing. The Executive Administrator will send an email to the Chief of Police requesting approval for entry.

**Contractors/Tenants** request access authorization through the sponsoring unit/department representative. Sponsoring unit/department will send an email to the Chief of Police requesting approval for entry.

**Academic Employees/Programs** (on-site courses)

**Step 1** Discuss your request with your leadership all the way up to approval from the highest Executive Leadership Team (ELT) member in your chain of command.

**Step 2**  You will then receive Approval or Denial from your chain.

* If approved, let Facilities/ College Police know via email so additional planning can occur.
* Facilities will communicate with you regarding the classroom spaces, mapping out for social distancing, acquiring the appropriate PPE, etc.
* A walk through of the classroom/facility will then be conducted with your Team, Dr. David Dore, and a Facilities representative.
* Bill Ward, Vice Chancellor for Facilities and Designated Emergency Incident Commander, will inform the Chancellor for his final approval as well as the Board Chair’s.
* Once the Chancellor and the Board Chair approve the program/course proceeds to run for the approved personnel, dates/times and locations.

1. Approval will be sent to Environmental, Health & Safety (EH&S) who will provide Personal Protective Equipment (PPE) and ensure hygiene safety supplies and custodial services are readily available.
   1. Employees will receive one distribution of PPE upon arrival.
   2. Contractors are responsible for their own PPE, unless other arrangements have been made in advance.
2. Access is granted only for the day/time that was approved.
   1. For Programs: include all personnel that will be needed to complete the program as approved by the administrator. Personnel that are not listed in the original approval are not auto-approved and will need to go through the approval process.
3. Notify College Police Dispatch 520-206-2700 when arriving and leaving the facility on a daily basis.
4. Go directly to the designated checkpoint at each location to sign-in [[Check-in Video](https://drive.google.com/file/d/1XO8WGAmJqirs_xhmHCjpscLAc59kvxT0/view?usp=sharing)]. Note: There are two different check-in points, one for students and personnel onsite related to an Academic program/class, and one for individual employee access requests and Operations-related activity (Facilities, IT, Contractors/Vendors) (see attached maps for the latter).
   1. PPE will be available at the check-in point for individuals who have not previously received one. PPE Kit containing masks, gloves and instructions for use. Although gloves are not required for entry, they are provided as an additional layer of protection, as needed.
   2. Body temperature (forehead) is being checked utilizing a non-contact, infrared thermometer. This is conducted following regulatory compliance.
5. Stay at least 6 feet (about 2 arm’s length) from other individuals.
6. Go directly to ONLY the area for which access was approved.
7. Time limit - 30 minute maximum unless otherwise noted in your approved request.
8. Return to the designated checkpoint to sign-out.

**Personal Protective Equipment (PPE)**

Gaining access requires individuals to wear the following PPE. One distribution of PPE includes the following:

* Masks or Face Covering over their nose and mouth must be worn at all times while on PCC premises, unless working alone in a closed door office. [PPE Videos [Donning](https://drive.google.com/file/d/1hgei3V9JQrv5XuLL--EplpILXtpQ0SaF/view?usp=sharing) [Doffing](https://drive.google.com/file/d/10cgUCnJ88Uz2lOc9416pD-oT4z15mnqE/view?usp=sharing)] [[Cloth Face Coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)]
* Safety Vest (e.g. orange/yellow, reflective) - Typically required for Facilities, Information Technology, Contractors, or as designated by the College.
* Gloves/Face Shields - Individuals will be notified if gloves/face shields are required to be worn (e.g. laboratories, check-in personnel) or are otherwise optional.

**Hygiene Safety, Cleaning, and Disinfecting**

Routine cleaning and disinfection of frequently touched surfaces is being conducted. EPA-Registered disinfectants approved for use against the virus that causes COVID-19 are being used by custodial service personnel and distributed throughout the College.

* Clean hands often, including immediately after removing gloves, with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 % alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. [[Hand Washing Video](https://www.cdc.gov/cdctv/healthyliving/hygiene/fight-germs-wash-hands.html)] [[Hand Sanitizer Use](https://www.cdc.gov/handwashing/hand-sanitizer-use.html)]
* Custodial services have been concentrating efforts on areas currently occupied, increasing disinfecting frequency, and ensuring thorough disinfection for the protection of our College community [[Video](https://drive.google.com/file/d/1abjFY7GhEjcem9VAPDorerRokh1mOH3t/view?usp=sharing)]
* Cleaning and disinfecting supplies provided for [classrooms](https://drive.google.com/file/d/1QzHn87Y5TeZTnsk3OSYHIVx1Bn9sWDux/view?usp=sharing) and [offices/workstations](https://drive.google.com/file/d/1cRvp6PPBmU_uh889V_J0pqCyDefFfGdb/view?usp=sharing) [Videos].