ROXBURY COMMUNITY COLLEGE

PROTOCOL AND GUIDELINES
FOR DISTANCING, INTERACTING
AND NAVIGATING CAMPUS

Note: The following protocol and guidelines are subject to change pending updated guidelines and requirements from city, county and state officials and departments. All following content has been developed from the May 18th press release and provision of reopening guidelines from Governor Baker and the reopening task force. Additional sources include the ACHA Considerations for Reopening IHEs and the CDC Interim Guidance for Administrators of U.S. Institutions of Higher Education.

Navigating Campus

1. All RCC members and guests are required to follow designated pathways and entry/exit points for buildings and campus illustrated by signs and pictured in the provided campus maps.
2. Following designated entry and exit points (pending emergency drill) will allow for minimal contact and potential spread of COVID-19.
3. Buildings will have dedicated elevators and stairwells for upwards and downwards navigation. For those who have accessibility concerns, please contact COVID-19@rcc.mass.edu.
4. Doorways into classrooms and office suites will be placed open (excluding rooms with sensitive or expensive materials and resources; computer labs, radiology tech labs, etc.). Once students have filled a classroom, instructor’s can close the door and then reopen at the end of class.
5. Those using the stairs must follow the common rules of traffic (remain to each persons’ relative right side of the stair case).
6. Anyone riding an elevator must wear their mask at all times and the number of riders in an elevator should not exceed the number of designated spaces for distancing in each elevator.

Interacting on Campus

1. To the greatest extent possible, people on campus must remain 6 feet from one another (indoors and outdoors).
2. Masks or face coverings are required to be worn at all times, required within 6 feet of another person.
3. Hands should be washed with soap and water for at least 20 seconds several times a day.
4. Individuals are asked to sanitize their hands before and at the end of a meeting, as often as possible.
5. Anyone working on campus or coming to campus for an appointment should bring a writing tool.
6. Anyone coming to campus who does not have their own mask or PPE should first check in with Public Safety in Building 3 to receive PPE and instructions.
7. All guests and RCC community members are asked to follow critical signs and information shared online.
Organization and Management of Office Space

1. If needed, office space should be rearranged to ensure employees are stationed at least 6 feet from one another at their desk.

2. Employees are asked to periodically wipe down their work space each day (keyboard, touch screen, desk surface, etc.).

3. Desk space should not have papers and other items laid out to ensure easy access for cleaning desk surface.

4. Waiting areas for guests must be arranged to ensure at least 6 feet of distance between them and employee work stations.

5. Departments must have hand sanitizer accessible to all employees who are stationed in that space.

6. Each department must identify and communicate a scheduling system for making appointments with those whom they serve. The number of appointments scheduled at any one time should not exceed the number of seats in their waiting space.

7. For any office who has a guest come into their office for whom they do not have waiting space for, that person must be asked to schedule for a time to return and should leave campus if there is no other business needed.

8. Office space should not exceed the 6 foot distance rule nor the current guidelines on maximum group size (10 or less).

9. Departments may want to consider use of alternative space for scheduling appointments.

Action for Symptoms of Covid19

1. Any RCC employee who demonstrates symptoms of covid19 should leave work immediately and email HR.

2. Any student who demonstrates symptoms of COVID-19 should leave campus and immediately contact the Associate Vice President of Student Life.

3. Appropriate cleaning procedures will be implemented in the spaces any expected or diagnosed party visits on campus.

4. Individuals can expect follow up from the relevant offices on campus to begin working with local health resources for contact tracing and accessing care and testing.

5. Appropriate and reasonable accommodations will be identified and arranged by relevant offices.

Hand Washing, Sanitization and Bathrooms

1. Upon first arrival to campus, any individual should wash or sanitize their hands inside the building they first enter.

2. Hand sanitizing dispensers should be placed at the entrance into each classroom, lab and office suite.

3. Individual rooms for one employee that are directly connected to a hall will have a bottle of sanitizer inside the space for that designees and others.

4. Single serve bathrooms will operate as normal.

5. Multiuse bathrooms will have designated sinks for use and signs requesting single use at a time.

6. Hand sanitization will be present at the entrance into each bathroom.

7. “Pump in, pump out”