Health and Safety Plan for RCC Classrooms

Summary:
Classes at Roxbury Community College shall resume with the appropriate Personal Protective Equipment (PPE), symptom monitoring, limited class size, social distancing measures, and cleaning procedures.

Student Orientation: Faculty will go over classroom and campus guidelines by the first day of class. The Guidelines will include an overview of the following:

- Symptom Monitoring Procedure at home
- Social Distancing Measures
- Use of Personal Protective Equipment (PPE)
- Maintaining Personal Cleanliness
- (Link to videos will added, once completed.)

Campus Entrance Process: All students will be required to comply with the College’s posted standard entrance process. This information can be found at –

www.rcc.mass.edu/campusaccess

Classroom Entrance and Procedure -
When entering a classroom, the Instructor and all students must wear appropriate PPE (face mask required. Face Shields and Gloves are optional) and follow the designated room procedure. While in the room the instructor and students must maintain a six-foot buffer zone, which is required for social distancing.

- Immediately prior to entering a room, students and instructors must clean their hands. This can be done by washing with soap and water, or using the hand sanitizer located either at the entrance to the room or in the hallway.
- Students may only sit in designated seats. If seats are marked off you cannot sit at those locations.
- Keep all personal items with you at all times. Do not place items on any seat other than the one you are occupying.
- Do not move seats from their original locations. They have been positioned to meet the six-foot buffer zone required for social distancing.
- Face masks must be worn at all times by the Instructor and all students.
- Instructors and students are not permitted to eat or drink in the classroom while class is in session. If anyone needs to eat, drink, pray or take medicine, they must step out of the classroom. Prior to re-entering the room, students or instructors must clean their hands again.
• Do not leave any PPE anywhere in the classroom. If you dispose of gloves, mask or any PPE, it must be placed in the garbage can.
• Upon leaving the room students and instructors must clean their hands. This can be done by washing with soap and water, or using the hand sanitizer located either at the entrance to the room or in the hallway.
• If you do not have any further class or appointment on campus, you should leave the building following the College’s posted standard exit process.

Social Distancing: For appropriate social distancing to occur, class sizes have been limited to allow students and instructors to maintain a six-foot distance from each other. This must be adhered to in the classrooms, as well as when moving around the building.

Cleaning: Student are not expected to clean their space in the classroom. Prior to the start of any class, the rooms will be cleaned by RCC facilities staff, with specific focus on high touch point locations.

Space on campus: All classrooms not in use for classes will be kept locked to minimize the potential for contamination and focus cleaning on the areas that are in use.