

## What to Expect When Returning to Campus

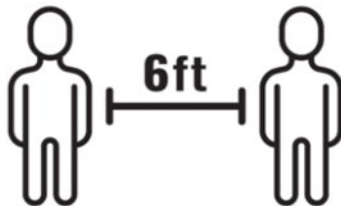
### Phased Return

Durham Tech will phase in a return of employees and students in a coordinated process to ensure appropriate safety protocols are followed. Durham Tech will phase in a return of employees and students in a coordinated process to ensure appropriate safety protocols are followed. Before arriving to a Durham Tech campus, please be sure that you and any members of your household are free from any of the following COVID-19 symptoms: A 100 degree (F) or higher fever, a cough, acute shortness of breath or difficulty breathing, chills, repeated shaking with chills, acute headaches and/or body aches, muscle pain, recent/unexplained loss of taste and/or smell, sore throat, nausea, vomiting, and/or diarrhea. If you or any members of your household have experienced any of these symptoms, you must not visit the campus.

These efforts will be tightly coordinated to mitigate potential risks and ensure the safety of our campus community. Compliance with the policies and protocol are required for continued access. For more information regarding requirements, please refer to the College's [COVID-19 Response page](#).

### Personal Safety Practices

Maintaining space between you and others is a best practice and required on all campuses to avoid exposure to the COVID-19 virus and slow its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk. Individuals on campus must follow these physical distancing practices:



- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.



Face masks/coverings (e.g., disposable masks, cloth face coverings **must be worn by all individuals** while on campus, both indoors and outdoors. **The face covering must cover your nose and mouth and be secured under the chin.** If you are working in an office or workspace and you are alone, you may remove your mask. Once another person enters the space, facial coverings are required.

The face shield is designed to provide eye protection, and individuals may choose to wear a shield **in addition to** a face mask or covering. Using both is acceptable. Using only the face shield is not acceptable.



**Wash your hands often with soap and water** for at least **20 seconds** especially after you have been in a public place, using the restroom, or after blowing your nose, coughing, sneezing, or before and after eating. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry (20 seconds). Avoid touching your eyes, nose, and mouth with unwashed hands.

### Using Restrooms

Restroom usage should ensure physical distancing is achieved. This may require the use of signage to indicate when a restroom is occupied.

### Using Elevators

Elevator usage should ensure physical distancing is achieved. Sharing an elevator is **not recommended**. If you are using the elevator, wear your face mask/covering **and** wash your hands or use hand sanitizer with 60% alcohol upon departing the elevator. Housekeeping staff will be wiping down elevator buttons frequently during the day.

### Food and Water

If obtaining food from dining sites on campus, you should wear your face mask/covering when picking up food. If you are eating in your work environment (e.g., break room, office, etc.), maintain 6 feet distance between yourself and others. Individuals should not sit facing one another. Eating alone is encouraged. Observe occupancy limits and avoid crowding of break rooms. Common break room food and beverage items should not be utilized (e.g., shared coffee pots, shared water pitchers, etc.).

Conventional water fountains **should not** be used. Individuals are encouraged to bring personal water bottles and utilize water-bottle filling stations located in various locations on each campus.

## Building Cleaning and Disinfecting Procedures

Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons). Increased cleaning will be performed in restrooms and in common areas. Hand sanitizer dispensers are available within buildings near entrances.

In addition to the frequent cleaning performed by Facility Services staff, employees working on campus may also want to have cleaning supplies available. Facility Services will supply cleaning supplies by request. These supplies include a pre-filled bottle of sanitizing solution and paper towels. If an area is in need of these supplies or a refill of supplies previously requested, a work order may be submitted directly through the [Building Coordinator](#). If the Building coordinator is unavailable, email [Anne Harris](#) with a request to submit a work order. Due to high demand, processing may take one business day. Please plan ahead.

### Reporting Symptoms and Tracking

Individuals who have visited a Durham Tech campus and are presenting any [symptoms](#), including a fever of 100 degrees or greater, should contact College's Compliance Safety Advisor (CSA) to report the dates

of their visits and to receive additional guidance (919-537-5293 or [davisj@durhamtech.edu](mailto:davisj@durhamtech.edu)). For more information and specific details, consult the [Campus Exposure Procedure](#).

## Travel

Individuals who are planning to travel outside of North Carolina should refer to the [travel guidelines](#) provided by the Centers for Disease Control (CDC). All college-related, out-of-state travel has been suspended.

If an employee is traveling within the College's service area to perform job tasks, current **Personal Safety Practices** (referenced above) are the minimum standards to be followed while working at an alternate location. Some locations may have additional safety protocols that are beyond the College's standard. When this is the case, the higher standard is to be followed.

Employee travel outside of the College's service area (Durham and Orange Counties) is limited to specific employees or granted by approval only.

## Access to All Campuses

### Students

Students are required to wear an appropriate face covering on campus, both outdoors and indoors.

Once inside campus buildings, students must follow the posted directional signage to ensure that safe distancing protocols are observed.

Students who are enrolled in a hybrid or seated course that meets on campus may access the campus where the course is scheduled, during the specific times that the class meets on campus, in the specific location for the class, and a reasonable amount of time before or after the class. Students enrolled in these courses should not visit campus at other times unless specifically requested by the instructor.

Some programs may require additional health-check screenings (e.g., temperature taken by a faculty member, completion of attestation form, etc.). Information regarding program-specific requirements will be shared with students by the appropriate instructor/program director via email (Connectmail) or Sakai. Please review the information carefully before arriving to campus. Students should report directly to the appropriate building based on their program.

Students who need to participate in instructional activities that support a fall course on campus are authorized to visit the campus where that activity is scheduled, when it is scheduled, in the location assigned to that activity, as well as a reasonable amount of time before and after that activity. Students should not visit campus at other times unless specifically requested by the instructor.

Student support services will continue to provide services remotely. Visit the [Virtual Student Resource Center](#) for more information. In addition, the College will provide walk-in, limited access to support services in the [Student Resource Center](#) and in the [Library](#) to resolve student support issues that cannot be handled in a remote environment or to provide access to services for those who may not have adequate technology. Students who have scheduled appointments with support service staff are authorized to be on the campus and at the location where the appointment is scheduled, when the appointment is scheduled to occur, as well as a reasonable amount of time before or after the appointment.

## Meetings and Activities

All activities and meetings for student clubs and organizations will only take place virtually. For additional information regarding student activities happening this semester, contact the Coordinator for Student Life ([umbergerg@durhamtech.edu](mailto:umbergerg@durhamtech.edu)).

## Employees

The College will continue to encourage employees to telework whenever possible while operating under the [State of Emergency Working Arrangements](#) (Telework) policy.

Employees who teach a course that occurs on-campus are authorized to be present when the class is scheduled as well as a reasonable amount of time before and after the class. Employees who are participating in instructional activities that support a fall course are authorized to visit campus when that activity is scheduled as well as a reasonable amount of time before and after that activity. Similarly, employees who are participating in scheduled student support services appointments are authorized to be on-campus when appointments are scheduled as well as a reasonable amount of time before and after the appointments. If an employee is requesting access for a reason that is not addressed above and has been authorized by their supervisor, they must schedule their visit using the [Campus Access Scheduling System](#) ([durhamtech.edu/BookVisit](http://durhamtech.edu/BookVisit)). Daily limits are established to support safety and security processes throughout the day. Employees are asked to [assess](#) their health before arriving to campus. If symptoms are present, employees must remain at home.

Once inside campus buildings, employees must follow the posted directional signage to ensure that safe distancing protocols are observed.

## Working in Office Environments

If you work in an open environment, be sure to maintain at least 6-feet distance from others. Consider staggering chairs or desks to achieve 6-foot distance. You must wear a face mask/covering at all times while in a shared workspace/room. You should use your own computer, phone, headset and equipment, and not use another colleagues' equipment. If you must share equipment, be sure that all items are properly cleaned between use.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other coworkers such as:

- Place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Shared resources (e.g. community pen holder/pens, magazines in main office areas, etc.) should be put away.

If more than one person is in an office/work space, face masks/coverings must be worn at all times. Following each visit, the space should be cleaned prior to another person entering the space.

## Meetings and Activities

Convening in groups represents a high risk of viral transmission. All council and committee meetings should be held in whole or part using online collaboration tools (e.g., Teams). When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet

of separation for physical distancing requirements. During your time on-site, you are encouraged to communicate with your colleagues and supervisors using available technology.

**Scheduling Rooms Not on the Fall Course Schedule**

Employees must request access to rooms, either as part of academically-related class content or for other various needs, using the [Astra Schedule](#) system.