

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. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No one should return to campus without authorization.

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 (<https://www.durhamtech.edu/campus-police-and-public-safety/emergency-procedures/coronavirus>).

Access to Main Campus

Employees

Employees who have received approval to return to campus will report to [Parking Lot A](#) during the mandatory check-in times (8 - 9:30 a.m., 12:30 - 2 p.m., or 5 – 6:30 p.m. Monday – Thursday, 8 – 9:30 a.m. Friday or Saturday), remain in their vehicle with their window down, and wear an appropriate face covering.

A member of our Campus Police and Public Safety staff will ask a COVID-19 health assessment question and use a touch-less infrared thermometer to scan the employee's body temperature. Campus Police and Public Safety staff will wear personal protective equipment (PPE) including a N95 mask, safety goggles, duty uniform, and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any employee is found to have a temperature of 100.0 degrees Fahrenheit or higher or reports symptoms consistent with COVID-19, that employee will be asked to immediately return home. No access to campus will be granted to that employee.

Students

Students will have their temperature taken by a faculty member using the procedure as outlined within their campus authorization email. Please review the email carefully before arriving to campus. Students who have received an approval email to return to campus will report directly to the appropriate building based on their program (e.g., the main entrance of Building 8 or Building 9).

Students approved to visit Main Campus for critical non-instructional purposes must follow the campus access procedures provided within their email approval. These procedures will be identical to those used by employees to access Main Campus.

Access to Orange County Campus

Individuals who have received approval to return to campus are asked to park in the front parking lot; or, the lot adjacent to College Park Road. Enter the main entrance of the building during the mandatory check-in times (8 - 9:30 a.m., 12:30 - 2 p.m., or 5 – 6:30 p.m. Monday – Thursday, 8 – 9:30 a.m. Friday or Saturday). A member of our Campus Police and Public Safety staff will ask a COVID-19 health

assessment question and use a touch-less infrared thermometer to scan the individual's body temperature. Campus Police and Public Safety staff will wear personal protective equipment (PPE) including a N95 mask, safety goggles, duty uniform, and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any employee is found to have a temperature of 100.0 degrees Fahrenheit or higher, or reports symptoms consistent with COVID-19, that employee will be asked to immediately return home. No access to campus will be granted to that employee.

Once in the building, all hallway traffic will flow in one direction. The main entrance will be used to enter, only. Likewise, all persons will exit the building using the doors located in the rear of the building.

Access to Northern Durham Center, Building 1

Employees who have received approval to visit the Northern Durham Center will enter the designated Building 1 entrance during the mandatory check-in times (8 - 9:30 a.m., 12:30 - 2 p.m., or 5 - 6:30 p.m. Monday – Thursday, 8 – 9:30 a.m. Friday or Saturday). A member of our Campus Police and Public Safety staff will ask a COVID-19 health assessment question and use a touch-less infrared thermometer to scan the employee's body temperature. Campus Police and Public Safety staff will wear personal protective equipment (PPE) including a N95 mask, safety goggles, duty uniform, and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any employee is found to have a temperature of 100.0 degrees Fahrenheit or higher, or indicate symptoms consistent with COVID-19, that employee will be asked to immediately return home. No access to campus will be granted to that employee.

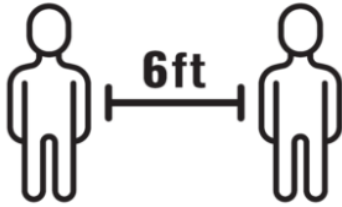
BLET Cadets and Instructors will access Building One through the rear entrance and follow the program-specific requirements for complying with public safety standards.

Access to Duke Street North

Individuals (employees and/or students who have been invited to return to the facility to complete instruction) who have received approval to visit Duke Street North will enter the designated entrance during the mandatory check-in times (8 - 9:30 a.m., 12:30 - 2 p.m., or 5 - 6:30 p.m. Monday – Thursday, 8 – 9:30 a.m. Friday or Saturday). College staff will ask a COVID-19 health assessment question and use a touch-less infrared thermometer to scan the individual's body temperature. College staff who are conducting this check will wear personal protective equipment (PPE) including a face mask and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any individual is found to have a temperature of 100.0 degrees Fahrenheit or higher, or indicate symptoms consistent with COVID-19, that individual will be asked to immediately return home. No access to campus will be granted to that individual.

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 or cloth face coverings) must be worn by all individuals working on campus at all times in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, in restrooms, etc.).



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. Avoid touching your eyes, nose, and mouth with unwashed hands.

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from any others. Consider staggering chairs or desks to achieve 6-foot distance. You should 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.

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 you work in a personal office, no more than one person should be in the office unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face masks/coverings should be worn at all times.

Face masks/coverings must be worn by any person in a reception/receiving area. Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, campus outdoor spaces, in restrooms, etc.).

Using Restrooms

Restrooms 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 more frequently during the day.

Meetings

Convening in groups represents a high risk of viral transmission. 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.

Food

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 (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.).

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 in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings

Cleaning products and materials will be provided to departments to support keeping workspace and high touch areas clean between cleanings.

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, are asked to contact College's Compliance Safety Officer (CSO) to report the dates of their visits and to receive additional guidance (919-537-5293).

Travel

Individuals who are planning to travel outside of the State, for personal reasons, 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.