



# Phoenix College (COVID-19) Guidelines for Return to On-Campus Operations

## Guiding Principles

- The foundation of these guidelines is the health and safety of employees, students, and the community.
- The standards established in this document shall be followed by all employees to the extent possible.
- The return to work approach will be phased to allow for safe instruction and academic continuity.
- We will open services when we are able to meet all safety protocols, and with as much flexibility as possible.
- We will maintain our commitment to continuous improvement and flexibility, which will include reviewing how operations are working and adjust as necessary.

## Phased Approach to Return to On-Campus Operations

- PHASE 1 - June 15, 2020
  - Only select CTE classes, extended from Spring 2020, will return to campus for instruction.
  - Select departments and employees will return to work on or before June 1 to prepare the workplace for the safety of all involved with phase 1.
  - Select CTE departments and employees will return to work on June 8 to prepare for the instruction and delivery of classes involved with phase 1.
  - Only predetermined areas on campus, necessary to complete the CTE coursework, will be accessible.
  - All other services will continue to support students remotely.
  - Any employee returning for Phase 1 must complete the online [Return to Workplace Safety](#) training. This training will be available on June 8th and must be completed before, or on the first day of, returning to work on campus. For employees who returned prior to June 8th, please review the [CDC's recommendations](#) for safety at colleges. The online training will then need to be completed on June 8th.
- PHASE 2 - July 6, 2020
  - Employees will be brought back to campus on a staggered approach to successfully position the college for Phase 3.
  - Employees may be scheduled in on-campus/remote rotations. Remote work is encouraged where essential functions of a department can still be met remotely.
  - While employees may return to campus, PC will continue to primarily serve students through remote and online modalities.
  - Any employee returning for Phase 2 must complete the online [Return to Workplace Safety](#) training. This training must be completed before, or on the first day of, returning to work on campus.
- PHASE 3 - August 3, 2020
  - Employees will return to campus (faculty return on August 14).
  - At the discretion of College Leadership, some employees may work remotely as appropriate.
  - Select on-campus services will be available, prioritizing in-person services that directly support student enrollment and success. College Leadership will determine the in-person services available.
  - Select services will remain closed or continue to operate in a remote/online setting, including food services and the bookstore.
  - Any employee returning for Phase 3 must complete the online [Return to Workplace Safety](#) training. This training must be completed before, or on the first day of, returning to work on campus.

## Health and Safety Guidelines

- Health
  - Employees will follow [MCCCD policies and guidelines](#) for COVID-19.
  - Employees must stay home (or leave the work location) when experiencing symptoms of acute respiratory illness, or when they have been in close contact with a person who has a confirmed positive case of COVID-19.
  - Employees must immediately report a health situation to their supervisor.
  - Screening stations will soon be available on campus for employees to self-check their temperature (Note: the screening equipment is being procured and will be delivered in July).
- Safety
  - Supply Caddies for Employees
    - Employees will receive a caddy with the following supplies:
      - Surgical masks, sanitizer, paper towels and gloves.
    - All supplies issued by the college must be used for work purposes and remain on campus.
  - Face Coverings – REQUIRED
    - Face coverings must be worn by employees at all times, except when working alone in an office or work space.
    - Employees should provide their own face coverings. The face covering shall not be vulgar, explicit, or offensive.
    - If an employee is unable to procure a face covering, a surgical mask will be provided in the caddy, and then as needed by the college.
    - If an employee refuses to wear a face covering, the employee will be asked to leave the workplace and HR will be notified.
  - Social Distancing
    - At least 6 feet of separation must be maintained by every person at all times.
  - Regular Hygiene
    - Wash your hands often with soap and warm water for at least 20 seconds.
    - Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissue in the trash. Employees should immediately wash their hands with soap and warm water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
  - Cleaning and Disinfecting
    - Efforts should be made to frequently clean and disinfect your work space and common surface areas - including desks, chairs, counters, doorknobs, light switches, phones, keyboards and mice.
    - Shared equipment should be cleaned and disinfected regularly, preferably after each use.
  - Gloves
    - Not necessary for most employees.
    - Not required beyond the normal requirements of one's job duties.
  - Goggles and Eye Coverings
    - Not necessary for most employees.
    - Not required beyond the normal requirements of one's job duties.
  - Signage
    - Appropriate safety signage will be posted in various areas on campus including classrooms, exterior doors, common areas, restrooms, elevators, stairwells, break rooms, etc.

## Guidelines for Specific Workplace Scenarios

- Classrooms and Labs
  - Evaluate individual buildings, classrooms and labs to ensure that social distancing can be in place.
  - Adjust layout and/or limit the number of persons in an area to the extent possible.
  - Clean and disinfect spaces regularly.
- Office Environments
  - Evaluate individual buildings, office and work settings to ensure that social distancing can be in place.
  - Adjust layout and/or limit the number of persons in an area to the extent possible.
  - Clean and disinfect spaces regularly.
- Meeting/Conference Rooms
  - Continue to attend meetings virtually when on campus; avoid in-person meetings as much as possible.
  - Evaluate rooms to ensure that social distancing can be in place.
  - Adjust layout and/or limit the number of persons in an area to the extent possible.
  - Clean and disinfect spaces regularly.
- Large Gathering/Event Spaces
  - Pursue virtual group events, gatherings or meetings, if possible.
  - Evaluate spaces to ensure that social distancing can be in place.
  - Adjust layout and/or limit the number of persons in an area to the extent possible.
  - Clean and disinfect spaces regularly.
- Restrooms
  - Evaluate individual restrooms to ensure social distancing can be in place.
  - Close stalls, urinals or sinks as needed.
  - Do not form lines or an overcrowding around sinks and urinals.
  - Clean and disinfect spaces regularly, including door handles.
- Elevators
  - Evaluate individual elevators to ensure social distancing can be in place.
  - Add floor markings to indicate where to stand.
  - Clean and disinfect spaces regularly, including call buttons.
- Stairwells
  - Evaluate individual buildings to ensure that social distancing can be in place.
  - Consider designating one directional stairwells, if possible.
  - Clean and disinfect spaces regularly, including stair railings.
- Break Rooms and Common Areas
  - Employees should not congregate in break rooms or common areas.
  - Evaluate individual buildings to ensure that social distancing can be in place.
  - Adjust layout and/or limit the number of persons in an area to the extent possible.
  - Wash hands properly before and after use of all kitchen equipment.
  - Disinfect kitchen equipment, such as microwaves and refrigerators, regularly.
  - Clean and disinfect spaces regularly.
- Water Stations/Drinking Fountains
  - Will remain accessible and functioning.
  - Clean and disinfect stations regularly.

## Resources

- [MCCCD Human Resources COVID-19 Website](#)
- [MCCCD COVID-19 Website](#)
- [Maricopa County COVID-19 Website](#)
- [Centers for Disease Control and Prevention COVID-19 Website for Colleges and Universities](#)
- Exposure Reporting
  - Employees who believe they may have COVID-19, or been exposed to COVID-19, must immediately isolate themselves, go home if at the campus, and notify their supervisor.
  - Employees must report their case or exposure to Risk Management at the District office:
    - [Report potential exposure to COVID-19](#)
    - [Report confirmed case to COVID-19](#)
  - For questions, email [dl-dssc-risk-management@domail.maricopa.edu](mailto:dl-dssc-risk-management@domail.maricopa.edu)
- MCCCD's Return to Workplace Safety Training
  - Safety training is required for all employees and must be completed before, or on the first day of, returning to work on campus.
  - Safety training will be provided virtually through the [Employee Learn Center](#) and will be available on June 8th.
  - For employees who returned to campus prior to June 8th, please review the [CDC's recommendations](#) for safety within institutions of higher education. The online training will then need to be completed on June 8th.
  - All employees will be automatically enrolled in the required training. Training updates will be provided as necessary.

## Questions

Please email questions related to PC's "Plan for Return to On-Campus Operations" or compliance with MCCCD's COVID-19 'Health and Safety Guidelines' to any of the following employees:

- Paul DeRose, Vice President Administrative Services
- Heather Kruse, Vice President Student Affairs
- Doug Berry, Vice President Academic Affairs
- Doug McCarthy, Facilities Director
- Barbara Cherner, Human Resources Director