

RESTORE RICHLAND QUICK FACTS

IMPLEMENTATION OF THIS PLAN WILL BEGIN TUESDAY, JULY 7, 2020,
AND BE IN EFFECT UNTIL FURTHER NOTICE



STAY HOME IF YOU EXHIBIT ANY OF THE FOLLOWING SYMPTOMS OF COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

PRE-SCREEN PROTOCOL

- Before coming to campus each day, all individuals will be required to fill out the pre-screening form at: <https://richland.edu/prescreen>.
- You will immediately receive an email with one of the following status indicators:

BLUE – you are clear to come to campus for an onsite temperature check. You will receive a 3-digit code that you must use to verify your status during your onsite temperature check.

RED – you have a risk factor, and should not come to campus.

ONSITE TEMPERATURE CHECK

Upon arrival onsite personnel will:

- Enter your code to verify your **BLUE** status
- Check your temperature with a no-touch thermometer
- Record your temperature (information will remain confidential)
- Verbally allow (or disallow) access to campus based on your temperature reading, which must be below 100.4°F.

ENTRY POINTS FOR STAFF/STUDENTS

- **Employees** use **Parking Lot A** and proceed to the Coffee Shop Entrance to the west of the North Wing entrance.
- **Students** use **Parking Lot C** and proceed to the Southeast Entrance of campus (near the art gallery).

FACE COVERING REMINDER

Employees must wear a face covering in all common areas. If you do not own an approved face covering, Richland will provide you with one disposable face covering per day. Face coverings are not required to be worn in private offices, when the employee is alone.

HAND-WASHING REMINDER

Employees must wash or sanitize hands upon entering and exiting the building and throughout the day.

STUDENT GUIDELINES FOR CAMPUS VISITS

- Until further notice no students will be allowed on campus without an appointment.
- **No guests** will be allowed with the student at their appointment.
- All students will be required to follow Richland's pre-screening and on-site temperature check protocol will prior to being welcomed onto campus.

CLASSES AND LAB DELIVERY

- **ONLINE CLASSES**
- **ONLINE LIVE CLASSES**
- **HYBRID CLASSES**

TRAVEL REMINDER

- All essential travel regardless of transportation mode must be pre-approved by the employee's respective Cabinet member.
- If an employee travels for a personal trip outside of the Decatur area or area of residence, please contact HR to determine if self-isolation will be necessary upon return.

FACILITY CLEANING

- Enhanced cleanings of all common areas and classrooms will be performed regularly
- Additional cleaning supplies will be available for students and instructors to clean learning spaces after use.
- All restrooms will be cleaned and disinfected a minimum of twice daily.
- Drinking fountains at all locations will be taped off and disabled.