



CCAD Employee Return to Campus Guidelines

These guidelines are up-to-date as of July 1, 2020 and are subject to change. Information detailed below is intended to inform and support Columbus College of Art & Design faculty and staff in their return to working on CCAD's campus.

Date

Monday, Aug. 10: CCAD offices will “open” under revised guidelines and schedules as articulated below.

Schedules

General college working/open hours for offices remain unchanged (8:30 a.m.–5 p.m.) per the Staff Handbook.

Departments or specific services fall schedule modifications will be shared later in the summer or as they are developed.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated to reflect any additional information. CCAD will follow any local, state, or federal mandates. In addition, CCAD is closely following Centers for Disease Control (CDC) guidance for Institutions of Higher Education as well as guidance from the Ohio Department of Health (ODH).

- [CDC Considerations for Institutions of Higher Education](#)
- [Ohio Department of Health portal on coronavirus \(COVID-19\)](#)

Therefore, we are taking a **four-part** approach as recommended by the CDC.

1. CCAD will promote behaviors that reduce spread of the virus

- Staying home or self-isolating as appropriate
 - Before returning to campus, we ask students, faculty, and staff who have been sick with [COVID-19 symptoms](#), tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) follow [CDC guidance](#) to self-isolate or stay home.
 - We will communicate and reinforce our [current policies](#), which strongly encourage sick individuals to stay at home without fear of reprisals.
 - Students, faculty, and staff who have recently had a close contact with a person with COVID-19 are also recommended to [stay home and monitor their health](#).
- Hand hygiene and respiratory etiquette
 - We strongly recommend and reinforce the importance of [handwashing](#) with soap and water for at least 20 seconds as the most effective means to prevent contact spread of the coronavirus. (If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used as available.)

- We strongly encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. (Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used as available.)
- Face masks/cloth face coverings
 - We will provide (1–2 per person), require, and reinforce use of [cloth face coverings](#) among students, faculty, and staff. In cases where cloth face masks are not possible for staff, face shields or other alternatives may be requested by contacting Human Resources, humanresources@ccad.edu. Faculty requiring face shields or other alternatives may contact their supervisor.
 - We will provide information to all students, faculty, and staff on [proper use, removal, and washing](#) of cloth face coverings.
- Adequate supplies
 - We will support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, paper towels, tissues, disinfectant, and cloth face coverings. Cleaning stations will be installed in classrooms and offices so CCAD community members can disinfect their workstation before and after use.
 - We will provide hand sanitizer containing at least 60% alcohol as we are able to procure it.
- Signs and messages
 - We will post [signage](#) in highly visible locations (e.g., building entrances, restrooms, dining areas) that [promote everyday protective measures](#) and describe how to stop the spread of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)). In addition, we will provide Information Stations in our residence halls, master leased apartments for students, and main campus buildings that will provide take-away one-page guidance issued by the CDC and ODH on protective measures, guidance, etc. for our community.
 - We will plan messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students (such as on CCAD websites, in emails, and on CCAD social media accounts) in accordance with the [Clery Act](#).

2. CCAD will maintain healthy environments

- [Cleaning and disinfecting](#)
 - Frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, hand railings, bathroom stalls) will be cleaned and disinfected daily and between uses as much as possible by CCAD housekeeping personnel.
 - Employees will be responsible for keeping their personal items (e.g., cell phones, other electronics) and personal work spaces clean. CCAD will provide disinfectant spray and paper towels at Cleaning Stations and Cleaning Refill Stations for this purpose.
 - All CCAD classrooms will be outfitted with a Cleaning Station. Cleaning Stations will also be located in shared office spaces and other central locations for staff offices.

- Employees are strongly encouraged to disinfect communal desks, equipment, and other shared objects and surfaces before and after use.
- Ventilation
 - We will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Drinking fountains
 - We strongly encourage faculty, staff, and students to bring their own water to minimize use and touching of water fountains.
 - When using water fountains, we will encourage filling one's own clean vessel at one of the water bottle-filling locations around campus.
- Distancing, physical barriers, and guides
 - We will modify office layouts for desks and/or chairs to be at least six feet apart whenever feasible.
 - We will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart, whenever feasible.
 - We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least six feet apart in lines and at other times.
- "Stay to the right"
 - When going up or down stairs, down hallways and corridors, or through double doors, we encourage students, faculty, and staff to "stay to the right" and six feet behind the person in front of you to maintain spacing and flow.
 - "In" doors/paths and "out" doors/paths will be marked where appropriate.
- Elevators
 - Reduced occupancy guidelines will be forthcoming.
- Communal spaces
 - We encourage staff and faculty teams to close or modify the use of shared spaces such as staff and faculty lounges and kitchenettes (staggered use, restriction of the number of individuals allowed in at one time, etc.).
 - We will add physical barriers to shared spaces as much as feasible.

3. CCAD will maintain healthy operations

- We will provide flexible options for higher risk staff such as continued remote work, eg. A new Staff Remote Work Policy is being developed and will be shared soon for further details.
- Faculty needing accommodations should reach out to their supervisor.
- Gatherings and events
 - We will follow state policies related to group gatherings to determine if events can be held.
 - We will pursue virtual group events, gatherings, or meetings, whenever possible, and promote social distancing of at least six feet between people if events are held. Group size will be limited to the extent possible.

- We will limit activities involving external groups or organizations as much as possible.
- Remote work and virtual meetings
 - We will continue to encourage and support remote work and staggered scheduling for as many faculty and staff as possible.
 - Administrative meetings are to take place via Microsoft Teams or other approved CCAD remote platforms whenever possible and whether or not individuals are on campus. We will permit small in-person meetings when deemed necessary (student services, confidential concerns, sensitive topics, etc.) **and** physical distancing can be practiced.
- Travel and transit
 - We will limit non-essential travel. Details regarding what travel will be considered essential will be forthcoming.
 - Students, faculty, and staff who use public transportation or ride sharing are encouraged to follow CDC guidance on how to [protect yourself when using transportation](#). [COTA also has policies](#) regarding face masks and other practices for those who ride its buses in central Ohio.
- Communication systems
 - We will put systems in place for:
 - Reporting procedures for students, faculty, and staff if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#).
 - Notifying faculty, staff, students, families, and the public of CCAD closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation, additional moves to remote learning).
 - Designated COVID-19 Administrative Contact (for purposes of reporting and communication):

COVID-19 point of contact for faculty: Joshua Butts, jbutts@ccad.edu

COVID-19 point of contact for students: Athena Sanders, asanders@ccad.edu

COVID-19 point of contact for staff: Beverly Thomas, beverly.thomas@ccad.edu
- Time off and excused absence policies
 - We will continue our [flexible sick leave policies and practices](#), which enable employees to stay home or self-isolate when they are sick, have been exposed, or are caring for someone who is sick.
 - CCAD time off and absence policies also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Back-up staffing plans
 - We encourage supervisors to cross-train staff and create a roster of back-up staff.
- Information
 - We will inform employees on safety, cleaning, disinfecting, and social distancing protocols, including any updates to these protocols.

- Faculty and staff will self-monitor and conduct their own daily health checks at home before coming to campus (e.g., temperature screening and symptom checking).

4. CCAD will plan for and be prepared for the likelihood of someone in the campus community falling ill with COVID-19

- Sick faculty, staff, or students should not attend in-person classes, come to CCAD facilities, or end isolation until they have met CDC's [criteria to discontinue home isolation](#).
- We will help facilitate transportation for those who become sick on campus
 - Faculty, staff, and students should not to come to campus if they are sick, and should notify their COVID-19 Administrative Contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

COVID-19 Administrative Contact for faculty: Joshua Butts, jbutts@ccad.edu
 COVID-19 Administrative Contact for students: Athena Sanders, asanders@ccad.edu
 COVID-19 Administrative Contact for staff: Beverly Thomas, beverly.thomas@ccad.edu

- Individuals who are sick will be required to immediately go home, go to their residential room or to a healthcare facility, depending on the severity of their symptoms.
- CCAD Safety & Security will continue to do medical and non-medical transports when needed. Safety & Security staff will wear personal protective equipment (PPE) and sanitize vehicles after transport.
- We will establish cleaning and disinfection protocols once sick person has left a space
 - We will close off areas used by a sick person and leave those areas unused and unoccupied until after [cleaning and disinfecting](#).
 - We will try to wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, we will wait as long as possible. We will ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#).
- We will establish a notification/communication process following a CCAD community member's positive test for COVID-19
 - We will notify local health officials of any case of COVID-19 among those who have been physically present on the CCAD campus. Those notifications will maintain confidentiality in accordance with the ADA (Americans with Disabilities Act), [FERPA](#) (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), or/and other applicable laws and regulations.
 - We will inform, to the best of our ability, those in the CCAD community who have had close contact on campus (roommates, direct co-workers, etc.) with a person diagnosed with COVID-19. [CCAD will not be conducting formal contact tracing investigations, but will be in contact with the ODH.](#)

For more information about CCAD's response to COVID-19, please visit ccad.edu/publichealth. Faculty or staff with additional questions about how this response impacts them should contact their supervisor. For all other questions specifically regarding CCAD and COVID-19, please email publichealth@ccad.edu. These guidelines are up-to-date as of Wednesday, July 1, 2020 and are subject to change.