



Social Distancing Policy

Why this policy is important

The United States and countries around the globe are working to reduce the spread of the coronavirus and COVID-19. To assist in these efforts, Governor Kate Brown issued Executive Order 20-09 for higher education institutions. Executive Order 20-09 limits face-to-face instruction to critical health care fields, establishes requirements related to social distancing, and allows some college employees, who are critical to college operations, to work on campus. The Order also limits public access to campus facilities and requires the designation of a college official to establish, implement and enforce social distancing policies according to guidance from the Oregon Health Authority.

Who needs to know and understand this policy

This policy applies to all students, employees and all others on all CCC campuses.

At a Glance

Topic	Date Effective/Revised
Purpose	April 8, 2020
Designation of Critical Personnel	April 8, 2020
Social Distancing Guidelines	April 8, 2020
Enforcement of Social Distancing Guidelines	April 8, 2020
Failure to Comply	April 8, 2020

Related Documents or Policies

Governor's Executive Order 20-09

Governor's Executive Order 20-12

Student Handbook – Violation of College Policies (Section IV B2)

Purpose

This purpose of this policy is to provide guidance to members of the college community to assist in slowing the spread of COVID-19 and to ensure compliance with Executive Order 20-09.

Designation of Critical Personnel

The President, Vice-President of Instruction & Student Services, Vice-President of College Services and Division Deans will determine which employees are in roles that are critical to college operations.

Social Distancing Guidelines

All CCC students, employees, critical personnel and others who are permitted on campus for instruction in programs in health care fields and emergency response and resiliency efforts must observe the following guidelines for coming to campus and social distancing requirements while on campus to minimize the spread of COVID-19 among students, faculty, staff and others:

Do not come to campus if:

- You are sick including the following symptoms: fever (defined by the Centers for Disease Control (CDC) as a temperature of 100.4 degrees or higher), a cough, and/or difficulty breathing;
- You have recently experienced a fever (a temperature of 100.4 degrees or higher). You may not return to campus until you have been fever-free for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), other symptoms have improved (including but not limited to, a cough or shortness of breath) and at least 7 days have passed since your symptoms first appeared.

While on campus:

- Take steps to reduce the spread of COVID-19 in the workplace. This includes frequent handwashing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets;
- Maintain at least 6 feet of distance from other students and employees in workspaces, classrooms, labs and throughout your time on CCC campuses;
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct college business as much as possible, even when participants are in the same building;
- If an in-person meeting is necessary, no more than 10 people may meet in the same space. If meeting in-person: choose a large room, maintain 6 feet distance while in the meeting space and avoid person-to-person contact such as hand-shaking;
- Do not congregate in offices, workrooms, copy rooms, classrooms, or other areas where people typically socialize;
- If you feel sick including the following symptoms: fever, cough, and/or difficulty breathing, immediately notify your supervisor or instructor.
- Leave the campus as soon as possible following the end of class or completion of

work responsibilities.

CCC will make every effort to clean and disinfect workplaces including regular cleaning and disinfecting of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, classrooms and other common areas.

Any questions or concerns related to CCC's Social Distancing Policy should be directed to the employee's immediate supervisor, Director or Department Dean.

Enforcement of Social Distancing Guidelines

College Safety Officers, as part of their regular College Safety services, will be enforcing social distancing practices.

Failure to Comply

Employees failing to comply with the Social Distancing Policy may be subject to disciplinary action up to and including termination.

Students failing to comply with the policy may be referred to the CARE Team for possible disciplinary action (see Section IV B2 of the Student Handbook – violation of College policies).