Working On Campus At Scripps COVID-19 Guiding Principles Fall 2020

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on Scripps College’s community, it is important that all Scripps staff and faculty follow the practices below to limit the spread of the virus.

All staff and faculty are expected to fully comply with the guidelines outlined below.

**Symptom Monitoring Requirement:**
While working on campus, staff and faculty must conduct symptom monitoring every day before reporting to campus. The employee must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by their medical provider to be eligible to report to work.

At this time, these symptoms include one or more of the following:
- Fever, a temperature greater than 100.4F
- Repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Chills
- Sore throat
- Runny nose or new sinus congestion
- Nausea or vomiting
- Diarrhea

If you have been diagnosed with COVID-19 and have been to campus in the past 30 days, then you must not report to campus until you have been cleared. You are obligated to contact the Office of Human Resources, via email ScrippsHR@scrippscollege.edu or 909-607-4112.
Working in Office Environment:
Be sure to maintain at least 6 feet distance from co-workers. You should wear a face mask or face covering at all times while in a shared workspace/room. Shared workspaces are areas that provide employees with technology that is commonly shared such as printers, photo copiers, etc.

- You will be responsible to clean your office. Facilities will provide approved staff and faculty cleaning supplies as well as instructions how to maintain cleansing standards in accordance with CDC and LA County Public Health Guidelines.
- The Facilities Department will come in and conduct a deep cleaning every 30 days.
- You must keep your door closed while in the office.
- You must place a visual door hanger indicating you are in the office and remove the door hanger when leaving the office for the day.
- You should only be in your office during the hours approved by your respective Vice President.
- If you need replacement cleaning supplies, please contact Facilities maintenance@scrippscollege.edu
- Upon leaving your office for the day, please bag up your trash and leave outside of your office door for pickup.

Sharing Equipment:
Building occupants should wipe down commonly used surfaces before and after use with products that meet the EPA’s criteria for use against COVID-19 and are appropriate for the surface. Facilities will provide approved staff and faculty cleaning supplies. Please clean any shared spaces after use. This includes any shared-space location or equipment (e.g. copiers, printers, computers, scanners, A/V and other electrical equipment, desks and tables, light switches, doorknobs, etc.).

Meetings:
Convening in groups increases the risk of viral transmission. Therefore, conference rooms are closed. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). If another person is on campus, all meetings should still take place through the collaboration tools provided. If you need to hand over a file or document, please arrange to drop off the item in a manner that provides for social distancing.
**Visitors:**
Only approved faculty and staff are allowed on campus. No visitors are allowed.

**Common Areas:**
Common areas are closed, except for shared workspaces. This includes all break rooms (and the equipment within) and water fountains.

**Face Masks/Coverings:**
At all times an employee must wear a mask when on campus unless the employee is eating or drinking in a private office by themselves with the door closed or in their private on campus residence. Staff and faculty who have been approved to be on campus will receive a supply of washable/reusable cloth face masks.

At all times, employees must be physically distanced, a minimum of six(6) feet, from all other employees, including during meal and rest breaks. Here are some CDC best practices regarding face masks/coverings:

- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Using Restrooms:**
Maximum occupancy of restrooms is limited based on the number of sinks to ensure appropriate social distancing. A sign will be placed on each restroom indicating maximum occupancy. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Restroom use is restricted to restrooms located in your office building.

**Handwashing:**
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Attached is a document indicating CDC handwashing guidelines.
Copy Center:
Scripps Copy Center will be closed. Please order all copy services through Connections. 
https://services.claremont.edu/connection/

Onsite Support:
In order to maximize social distancing and for the protection of all staff and faculty, there will be no on campus support for those working in office spaces. If you need assistance, please contact the appropriate department. Please keep in mind that as services are being provided remotely, there may be a delay in responding to your request.

Lockouts:
Employees will only be granted access to their designated buildings and offices. Employees should bring their keys and Scripps ID cards with them to campus. If an employee is locked out, they are to contact Campus Safety. If the employee does not have a Scripps ID card with them, they will not be permitted to access their areas.

Emergency Service-Campus Safety  dispatch@claremont.edu or 909-607-2000

Information Technology (IT):  help@scrippscollege.edu

Human Resources  ScrippsHR@scrippscollege.edu

Facilities  maintenance@scrippscollege.edu