



Nunez Community College

Return to Campus Protocols for Employees

Phase 1

Faculty and staff (No Uncontrolled Public Access during this Phase) are required to go to temperature check site before entering buildings.

1. In Phase 1, the Deans, Directors, Department Heads, and Supervisors will contact their employees and inform them of the dates and times, as scheduled, that they are expected to return to campus.
2. Supervisors should allow for remote work of employees where productivity is being sustained at or above the onsite levels.
3. Supervisors should consider allowing those that cannot easily work from home to be among the first to return to work.
4. Special considerations, including temporary alternatives to onsite work must be made for employees who:
 - a. Are considered to be in a high-risk category (i.e., over age 65, have medical conditions including but not limited to diabetes, hypertension, compromised immune system, asthma, chronic lung disease, or serious heart conditions).
 - b. Have familial obligations as a direct result of limited availability of childcare or special childcare situations. The employee must be able to produce work or may need to take annual leave.
5. Masks or face coverings are expected to be worn. Based on availability, masks and sanitizer will be distributed to all employees.
6. Employees will wear masks in public areas of the campus and may remove them while working alone in private office spaces.
7. Where deemed appropriate, employees (faculty and staff) can return to work adhering to groups of not more than 10 and social distance procedures applied.
8. To provide less cross contamination we are asking all employees to leave internal doors open at all times.
9. All gathering spaces will be closed for use i.e. kitchenettes, break rooms, conference rooms.
10. In between essential meetings in conference rooms employees need to notify the Facilities Department to allow them one hour to sanitize the areas in accordance with the cleaning procedures.
11. All vending machines will be out of order.
12. Only designated restrooms will be available.
13. If any employee has been ill or exposed to someone with COVID-19 symptoms, they must report to their supervisor said symptoms and stay home (do not physically report to campus).
 - a. COVID-19 symptoms include cough, shortness of breath or difficulty breathing, or at least two of the following: fever, chills muscle pain, headache, sore throat, recent loss of taste or smell.
14. Nunez Community College does not support any non-essential, work-related travel.



Nunez Community College

Entry Procedures – Temperature Testing and Entry into All Buildings

1. All employees' temperatures will be taken daily (7:30am to 9:00am) before entry into any building is allowed. After designated hours, contact (504) 494-0797.
2. No-contact temperature checks will be performed in the building D walkway located near the rear parking lot of the campus throughout the early phases of reopening. Designee will ensure that thermometers are frequently disinfected.
 - a. Any person experiencing a temperature reading of 100 degrees or higher should remove themselves from campus and call their personal physician or MHSF campus clinic at 504-278-6318 for a return to work note.
 - b. If the worker has a temperature lower than 100 degrees they will be allowed to enter the buildings.
3. Cloth masks or face coverings are required. Based on availability, masks will be available for those in need of one. Paper masks are not reusable.
4. Upon entry, all employees will be required to complete a temperature check and a verbal questionnaire. Responses, along with name and location of entry, will be documented and logged.
5. Once your temperature is checked and within range and the checklist is completed, all employees will receive a dated wrist band allowing them permission by the checker to enter a building for that date.

****All buildings will remain locked during this phase.**