



COVID-19 Safety Standards for Returning to the Workplace

(Internal Document)

Guiding Principles

- Maricopa County Community College District's COVID-19 Safety Standards for Returning to the workplace will be rooted in safety for our students, faculty, staff, and for the public we interact with.
- The standards established in this document shall be followed by all to the extent possible.
- Maricopa Community Colleges is implementing a phased approach that includes target dates to return to in-person operations and allows for safe instruction and academic continuity. The following provides District guidelines for our phased approach and safety requirements associated with each phase.
- In addition, College Presidents will work with local teams to determine the specific dates departments and employees will return to their College locations.
 - View the [College/District Office Return to Campus Plan Template](#).

Federal and State Regulations

- **All Colleges and the District Office have an obligation to keep a safe and healthy workplace in accordance with state and federal law.** Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly.
- Under ARS 23-403, "each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." The Industrial Commission of Arizona's Division of Occupational Safety and Health (ADOSH) is responsible for occupational safety and health issues within Arizona. Some areas may also be under the Federal Occupational Safety and Health (OSHA) authority.
- All Colleges and the District Office are also required to comply with the Arizona Department of Health Services COVID-19 [recommendations](#) and Maricopa County Department of Public Health guidelines.

Administrative Regulations

- In order to promote a safe working environment for employees during the COVID-19 pandemic, MCCCDC has created COVID-19 Return-to-Workplace Standards. Each employee must adhere to these standards in accordance with MCCCDC Administrative Regulations 4.2, Employee Safety and Health Program, and 6.7, Employment Standards.

Individual College/District Office Plan Requirements

- Prior to recommencing work and approved instructional programs all College/Site Leadership Teams are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan. Leaders are encouraged to continue remote learning as much as possible to limit in-person interactions during Phases 1 and 2.
 - The COVID-19 exposure plan must follow established COVID-19 Return to Workplace Safety Standard and the COVID-19 Safety Training outlined in this document.
 - Return plans must include the following control measures outlined in this document including: necessary protective equipment utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; exposure response procedures; and a facility post-exposure incident recovery plan.
 - A copy of the College/District Office Return to Campus plan must be available at each location during any activities and available for review by employees per OSHA or inspection by state and local authorities.

Returning to the Workplace

- Phased Approach for Return
 - **PHASE 1 - Target Date: June 15, 2020** *(Dependent upon the availability of necessary protective equipment and supplies)*
 - Only select CTE classes extended from Spring 2020 may return to campus for instruction. All students and employees must follow the classroom-to-car method, ensuring minimal physical proximity for student, faculty, and staff safety. Students, faculty, and staff will have limited access to predetermined areas on campus in order to complete required coursework.
 - All predetermined areas on campus will have heightened cleaning procedures before and after room use.
 - All other services will continue to support students remotely.
 - Colleges will continue to communicate to students that they are providing services in a remote setting.
 - Any employee returning to campus during Phase I (starting June 8th) must complete our safety protocol training **before** returning to work campus. Those essential employees that have remained on campus, and those returning prior to June 8th, must complete training as soon as it is available on June 3rd.
 - All employees will be required to follow safety protocols if on-campus or at District Offices.
 - **PHASE 2 - Target Date: July 6, 2020** *(Dependent upon the availability of necessary protective equipment and supplies)*
 - Any employee returning during Phase II must complete safety protocol training before returning to work on campus. All employees will be required to follow safety protocols if on-campus or at District Offices.
 - Employees will be brought back to campus slowly as necessary protective equipment and sanitation supplies at each college permits. Employees may be scheduled in on-campus/remote rotations and remote work will still be

encouraged where essential functions of a department can still be met remotely.

- While employees will return to campus, Colleges will continue to primarily serve students through remote and online modalities. In very limited circumstances, Colleges may reopen limited areas on campus where safety protocols can be maintained.
- Colleges will implement safety protocols in all spaces accessed by faculty, staff, and students, including 6-foot distance markings prevalent throughout all facilities, guidelines for common spaces, and guidelines for workplace temperature taking.
- **PHASE 3 - Target Date: August 3, 2020** (*Dependent upon the availability of necessary protective equipment and supplies*)
 - All employees returning during Phase III must complete safety protocol training before returning to work on campus. All employees will be required to follow safety protocols if on-campus or at District Offices.
 - All employees will return to campus, though Colleges/District Office will have the discretion to determine if some tasks or positions may remain remote. Colleges/District Office may also continue to schedule employees in on-campus/remote rotations as needed.
 - Colleges/District Office will phase in on-campus services, prioritizing face-to-face services for students that directly support student enrollment and success. Some services may remain closed or continue to operate in a remote/online setting, including food services and the bookstore.
 - Colleges/District Office must maintain safety protocols in all spaces accessed by faculty, staff, and students, including 6-foot distance markings prevalent throughout all facilities, guidelines for common spaces, and guidelines for workplace temperature taking.
- Expectations and Guidelines for Health and Safety
 - Employees must stay home or leave the location when feeling COVID-19 related symptoms. If they develop COVID-19 related symptoms, they must report this information using the reporting requirements below.
 - Employees must inform their supervisors, prior to accessing MCCCDC properties, if they have a member of their household who is ill with known or suspected COVID-19. Such employees must follow the isolation/quarantine requirements as established by the State Department of Health and complete the online reporting.
- Self-Assessment and Reporting
 - Symptoms
 - [COVID-19 Symptoms per the CDC](#)
 - The checklist provided in the mandatory Return to Workplace Training will ask individuals to evaluate daily if they are experiencing each of the symptoms including: fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
 - Self-Assessment and Reporting
 - Employees must conduct daily self-assessments and take their temperature at home prior to going to work. A self-assessment checklist will be available.

- Employees who exhibit any symptoms of COVID-19 must remain at home and follow the prescribed reporting process.
 - Employees must self-report if they have tested positive for COVID-19 or believe they have been exposed to COVID-19 through the [online reporting forms](#) for tracking purposes. (See also Exposure and Case Reporting below.)
 - Employees who exhibit specific symptoms will be sent home.
 - Temperature Self-screening Stations
 - Establish one or more screening stations on each site for employees on campus to check their temperature if the employee begins to feel ill.
 - Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible (a self-standing, no-contact temperature scanner is preferred, District Office purchased the [Personnel Management Solution](#) to test).
 - If the ‘no contact’ option is unavailable, a handheld non-contact infrared thermometer may be used with guidelines on who to contact to take the employees’ temperature (Ensure that the individual manning the station knows how to use and disinfect the thermometer).
 - Any individual with a temperature of 100.4°F or higher is considered to have a fever and must be sent home. If symptoms develop during a shift, the employee should be immediately sent home.
- Staffing
 - Phased Staffing Guidance
 - Onsite and Offsite Functions and Positions
 - Each College/District Office must evaluate which functions and positions will return to the workplace during each phase.
 - Evaluate based on each phase listed above and what positions must be on site to provide services needed to support college operations.
 - Estimates (numbers) of Onsite Employees must be provided to Leadership.
 - Remote Work Today and Going Forward (Functions/Positions)
 - Each College/District Office should evaluate which positions will continue to work remotely during each phase.
 - If employees continue to work remotely they must follow the Telecommuting Policy and complete all requirements if they have not already done so.
 - Individuals Who Need to Take Extra Precautions
 - CDC guidelines for [Individuals Who Need to Take Extra Precautions](#)
 - High-risk individuals may need to delay returning to the workplace to ensure their safety.
 - See Options for Employees Unable to Return to Work below for available options.
 - Staffing Options in the Workplace
 - Remote Work

- Remote work will continue to be an option for many employees throughout the phases as long as the work is conducive to working remotely.
 - Review the Telecommuting policy for necessary requirements.
- Alternating Days in the Workplace
 - Supervisors may want to establish schedules alternating employees to ensure social distancing can be maintained.
 - Alternating schedules may include (but are not limited to):
 - Alternating every other day (employees work Monday and Wednesday, others work Tuesday and Thursday)
 - Alternating every two days (employees work Monday and Tuesday, others work Wednesday and Thursday)
 - Alternating whole weeks (first week one employee, second week the other employee.)
- Staggered Reporting and Departing in the Workplace
 - Supervisors may want to use staggered schedules to ensure social distancing can be maintained during entry and exit by staggering work schedules by at least 30 minutes
- Options for Employees Unable to Return to the Workplace
 - Employees who have been instructed to return to work on-site but are unable to do so due to health risks or child care may explore the following options depending on the situation:
 - Continue working remotely
 - Request an ADA Accommodation if the employee has a medical condition that places them in a high-risk group or is pregnant.
 - Request Leave (depending on the situation). Leave information is available on the [COVID-19 Policies and Procedures webpage](#). See the [Leave Options under COVID-19 Grid](#) to determine the right leave type.
 - Advance Sick Leave due to COVID-19
 - Emergency Paid Sick Leave due to COVID-19
 - Emergency Family and Medical Leave Expansion Act (EFMLEA) due to COVID-19
 - Compassionate Leave related to COVID-19
- Roles and Responsibilities
 - Risk Management will lead all COVID-19 exposure and confirmed case reporting and tracking, including informing College Presidents for Student cases and Human Resources for employee cases.
 - Facilities will lead all site openings and closures, signage, one-way directional paths, necessary protective equipment, cleaning and sanitation supplies.
 - Human Resources will manage Policies, Standard Operating Procedures (in partnership with Facilities and Risk Management), and requests for accommodation and leave due to COVID-19.
 - Identify the accountable, responsible, consulted, and informed parties for major areas/tasks specific to your College/Site.

Health and Safety Guidance

Adherence to the social distancing requirement and the health and safety points below will be strictly enforced.

- Safety Practices
 - Social Distancing
 - Social distancing of at least 6 feet of separation must be maintained by every person. On a case by case basis, there may be expectations based on the activity.
 - Limit the congregation of groups to no more than 10 individuals when feasible, in relation to the size of the location.
 - Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
 - Identify and control “bottle-neck” (narrowing) points and “high-risk areas” at locations where workers typically congregate so that social distancing is maintained as much as possible. Consider relocating from small classrooms into larger rooms to accommodate more room for social distancing.
 - To the extent practical, minimize interactions during class activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. One option may be to limit the number of students based on class size and activities to allow for 6-foot separation.
 - To the extent practical, allow only one group/class at a time at the same location/lab/classroom and maintain 6-foot separation social distancing for each member. If more than one group/class must be on the site, then at a minimum they must maintain social distancing policies in accordance with this guidance.
 - Colleges may approve individual based learning/one-on-one classes such as apprenticeships and independent study on a case-by-case basis if they can demonstrate an effective plan for an equivalent means of social distancing through elements such as physical barriers, ventilation, necessary protective equipment, and health monitoring through self-assessment.
 - These approvals should be limited to small-scale activities that can demonstrate that they are following guidance from the Centers for Disease Control, appropriate state and federal agencies, and Arizona Department of Health Services.
 - As needed, establish one-way, directional walking paths to reinforce social distancing in high traffic areas.
 - Cleanliness and Disinfection
 - Soap and running water shall be provided at all locations for frequent handwashing. Employees and students are encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating, before donning and after removal of face coverings and after coughing, sneezing, or blowing their nose.

- Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can be used until hand washing can be completed.
 - Post signage, in areas visible to all employees and visitors, of recommended hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol based on the type of alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
 - Supply disinfectants and towels to employees throughout the location and ensure cleaning supplies are frequently replenished.
 - Necessary Protective Equipment
 - Face Coverings
 - Face coverings that go over the nose and mouth, in accordance with Arizona Department of Health Services recommendations, must be worn at all times, except if working alone in an office, by every employee and visitor at the location.
 - Employees should provide their own face coverings. If you forget, lose or your mask becomes damaged or soiled one may be provided if supplies permit.
 - They shall not be vulgar, explicit, or offensive. If an employee is unable to procure a face covering, extras will be available (This is not to be confused with OSHA required PPE for specific job duties).
 - If an employee refuses to wear a face covering the employee will be asked to leave the workplace.
 - If employees are unable to wear a face covering they may request an ADA accommodation and go through the interactive accommodation process.
 - Gloves
 - Gloves are not necessary protective equipment for most individuals.
 - Only cleaning staff and those who staff the temperature stations (if the temperature stations require staff) may need gloves.
 - Gloves are not a replacement for good hand hygiene as gloves can carry contaminants if not disposed of immediately after use.
 - Goggles and Eye Protection
 - Goggles and eye protection are not necessary protective equipment for most individuals.
 - Protective eye coverings are not required beyond the normal requirements of one's job duties.
 - Cleaning and Disinfecting
 - Work Environments and Campuses Cleaning and Disinfecting Guidelines

- Efforts should be made to frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms.
 - If an individual reports feeling COVID-19 related symptoms and is sent home, all areas that the person came in contact with will be disinfected after the three-hour period required for airborne particles to settle.
 - Equipment Cleaning and Disinfecting Guidelines
 - Shared equipment should be cleaned after each use or disinfecting supplies such as spray or wipes should be provided for individuals to use.
 - Technology Cleaning and Disinfecting Guidelines
 - [Learn Before You Return](#): A one-page quick start guide on how to clean and disinfect equipment.
 - [Device Cleaning and Disinfecting Guidance](#): A more in-depth instruction guide covering receiving and sanitization for students, employees and ITS teams.
- Coughing and Sneezing Hygiene
 - If individuals are in a private setting and do not have on their cloth face covering, they should always cover their mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw the tissue in the garbage after use; do not place on surfaces.
 - Individuals should immediately wash their hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol depending on the alcohol type.
- Guidance for Specific Workplace Scenarios
 - Using Classrooms and Labs
 - Each College/District Office should evaluate individual buildings, classrooms and labs to ensure that social distancing can be in place as employees begin to return to work.
 - The CDC asks college administrators to “Develop a schedule for increased, routine cleaning and disinfection.”
 - Working in Office Environments
 - Each College/District Office should evaluate individual buildings, office and work settings to ensure that social distancing can be in place as employees begin to return to work.
 - Using Restrooms
 - Each College/District Office should ensure that social distancing can be maintained even while in restrooms by potentially closing down stalls or areas that do not support social distancing and ensuring that lines and overcrowding does not occur around sinks and urinals.
 - Signage will be posted informing individuals of the maximum occupancy.
 - Using Elevators
 - Depending on the size of the elevator signs should be posted cautioning individuals to ensure that maximum occupancy is, and floor markings for where

- to stand should be established to ensure users uphold social distancing guidelines.
 - Avoid touching the elevator buttons with your exposed hand/fingers if possible.
 - Call buttons should also be cleaned and disinfected regularly.
- Using Stairs
 - Minimize traffic in enclosed spaces, such as stairwells. Consider designating one directional stairwells, if possible.
 - Stairwell signs should be posted to encourage individuals to wash their hands or use hand sanitizer after touching the stair railings and doors.
- Meetings
 - Virtual Meetings and Collaboration Tools
 - See the [Anywhere Computing Guidelines](#) for resources.
 - In-person Meetings
 - Even while returning to the workplace, try to avoid in-person meetings as much as possible.
 - All in-person meetings should be held in a room that allows for required social distancing.
 - Limit the congregation of groups to no more than 10 individuals when feasible, in relation to the size of the location.
 - If social distancing is not possible in the conference room, close or restrict access to the conference room.
- Health, Safety and Wellness at Maricopa
 - Maricopa Human Resources Information
 - [COVID-19 Policies and Procedures](#)
 - [COVID-19 Frequently Asked Questions](#) (FAQs)
 - Additional Maricopa Resources
 - [Guidelines for Returning to Workplace](#) (*this is the draft document, Marketing is working on the final polished version to be published on Maricopa's website*).
 - [Maricopa COVID-19 Website](#)
 - Exposure and Case Reporting
 - Individuals who believe they may have COVID-19 or been exposed to COVID-19 must immediately isolate themselves, go home if at the office, and notify their supervisor or instructors.
 - Employees must report their case or exposure to Risk Management:
 - [Report potential exposure to COVID-19](#)
 - [Report confirmed case to COVID-19](#)
 - For questions, email dl-dssc-risk-management@domail.maricopa.edu.
 - If an employee is confirmed to have COVID-19 virus, Risk Management will work with the College to inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Risk Management should instruct fellow employees about how to proceed based on the District Reporting Protocols.

- COVID-19 Safety Training
 - Safety Training will be required for all employees to complete prior to returning to the workplace.
 - Any employee returning to campus during Phase I (starting June 8th) must complete our safety protocol training **before** returning to work campus. Those essential employees that have remained on campus, and those returning prior to June 8th, must complete training as soon as it is available on June 3rd.
 - The training will be provided virtually through the Employee Learn Center. All employees will be automatically enrolled in the required training. Training updates will be provided as necessary.
 - Signage detailing safety practices shall be visibly posted at each location.
 - Return to Workplace Training is available through the [Employee Learn Center](#) under the course name Return to Workplace.
- COVID-19 Representative
 - A site-specific COVID-19 Representative shall be designated per the program at every location to monitor the health of employees and enforce the COVID-19 site plan.
 - Once the representative is designated, please provide their contact information to Risk Management at dl-dssc-risk-management@domail.maricopa.edu.
 - The COVID-19 Representative must keep the plan current with changes to COVID-19 guidelines.
 - A COVID-19 Representative or designee must be available at all times during work and class activities.

Building Entrance and Exit Control Guidance

- Building Entrance and Exit Control
 - Establish entrance and exit controls for buildings and high traffic areas.
- Access Points (for ex, signage, designated access and exit points at buildings)
 - Establish access points, particularly for one-way directional areas.
 - Ensure proper signage and directional markings are posted.
- Access Hours (for ex, staggered arrival and departure times, etc)
 - Establish access hours as necessary depending on employee availability.
- Visitors and Guests
 - Establish guidelines for visitors and guests and ensure these guidelines are available.

Planning for a Protracted Period of Disruption

Maricopa Community Colleges should be prepared to react and respond repeatedly as the situation with the COVID-19 pandemic continues to develop and/or if exposure to COVID-19 occurs on campus.

Colleges/District Office should establish guidelines around the following items:

- Plan for Full or Partial Closures
- Plan for Greater Technology Adoption and Usage
- Plan for Sustained Remote and Remote Work Policy Enhancements
 - COVID-19 Policies and Procedures will continue to be available on the [COVID-19 Policies and Procedures website](#).

- Individual college procedures for returning to remote work should be established.

Notes

No work or activities may resume until programs meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

These Phase 1 and Phase 2 COVID-19 safety practices are required as long as the federal, state or local regulatory agency guidelines for COVID-19 remain in place.

Questions

General questions about how to comply with COVID-19 safety practices can be submitted to your COVID-19 Representative. Please share the contact information of this representative with your College/Site.

Additional Resources

- CDC Interim Guidance for Administrators of US Institutions of Higher Education: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- CDC Considerations for Higher Education Institutions: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#principles>
- CDC Activities and Initiatives Supporting the COVID-19 Response: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>
- ADHS Coronavirus 2019: https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php?utm_source=google_grant&utm_medium=cpc&utm_campaign=covid19&utm_term=covid#novel-coronavirus-home
- Maricopa County Department of Public Health COVID-19 Information: <https://www.maricopa.gov/5460/Coronavirus-Disease-2019>
- MCCCDC Coronavirus Resources: <https://www.maricopa.edu/coronavirus-covid-19>
- FEMA Toolkit for Reconstituting Operations: <https://www.fema.gov/media-library/assets/documents/188077>