

# River Parishes Community College

## Return-to-Campus Plan

Effective August 1, 2020 until further notice

We intend to serve the needs of our students, customers, and stakeholders while placing high priorities on their health and safety. For **ALL ACTIVITIES** conducted on our campuses, we will be working within CDC and state guidelines for limiting and controlling COVID-19 exposure with Personal Protective Equipment (PPE), social distancing, symptom monitoring, and aggressive sanitation practices.

### Campus Availability

- Previously observed campus hours, including evening hours, will return August 1, 2020.
- Services to our students and customers will be provided to accommodate their needs. This may be a combination of in-person and online services.
- **Employees**
  - When appropriate, faculty and staff will be able to work from home, with their supervisor's permission.
  - Schedule changes should be confirmed with supervisor in advance (24-hour notice required).
- **Students**
  - Student are encouraged to email or call for assistance with **Enrollment, Advising, and Business Office** matters.
  - **Student Services** and the **Business Office** will be open to assist students online and in-person
  - Contact information -
 

<a href="mailto:admissions@rpcc.edu">admissions@rpcc.edu</a>	<a href="mailto:businessoffice@rpcc.edu">businessoffice@rpcc.edu</a>
<a href="mailto:financialaid@rpcc.edu">financialaid@rpcc.edu</a>	<a href="mailto:disabilityservices@rpcc.edu">disabilityservices@rpcc.edu</a>
  - Family members or friends of students will be discouraged from entering the buildings so that social distancing can be accommodated. Clients and other customers will be encouraged to visit the campus only if necessary.
  - Students on campus with Enrollment and Advising needs will remain in designated spaces for social distancing purposes with entry limited.
  - For students' convenience and to practice safe distancing, all payments can be made online through student LOLA accounts. Go to the student tab and click "*Payment/Payment Plan Processing.*" (debit, credit cards and electronic checks only). Those needing to make cash/check payments may do so at the cashier's window.

### Protective Guidance:

- Individuals are expected to follow CDC guidance including social distancing and frequent hand washing.
  - Social distancing should occur in all public/common areas (i.e. library, hallways, restrooms). Please wait to enter if someone is already in an area and using equipment.
  - Hand sanitizers are available throughout the buildings.

- Face masks should be worn in all public/common areas.
  - You may remove the mask while working alone in your designated workspace.
  - All individuals entering campuses are encouraged to use their own mask but anyone without one will be given a mask for future use.
  - Masks do not have to be worn outdoors unless social distancing can't be accomplished.
  - Masks do not have to be worn in labs that require face-shields (such as welding).
- Common areas and vending machines will be closed so plan accordingly.
- Cleaning and disinfecting will occur throughout the day and at end of the day.

#### **Check-In Procedures (Gonzales, Plaquemine, Reserve)**

- Single point of entry and exit (do not use side doors).
- COVID-19 CDC Guidelines will be posted in common areas and at entrances. The guidelines will explain that no one should enter any RPCC building or exterior training area if they:
  - are currently experiencing or have experienced in the last 14 days any of the following symptoms: fever, cough, shortness of breath, body aches and pains, sneezing, loss of smell and/or taste, persistent headaches, fatigue, diarrhea, sore throat.
  - have been asked by a health official to self-quarantine and have not been released,
  - have been in close contact with anyone who has exhibited any symptoms noted above within the last 14 days,
  - have tested positive for COVID-19 or been in contact with someone who has tested positive for COVID-19 within the last 14 days
  - traveled to a restricted area under a level 2, 3, or 4 Advisory by the CDC.
- Prior to entrance, every individual must receive a thermal scan temperature check and will be allowed entrance if temperature is less than 100.4 degrees Fahrenheit.
- Disinfect hands and use face masks (see requirements above).
- After check-in, each person will receive a wrist band for that day; the wristband must always be worn while on campus because no one without a wristband will be allowed entry into any building or exterior training area.
- Students and staff are required to stay home when sick and will be required to leave if they become sick while on campus. Notify your instructor or supervisor immediately by email and contact your healthcare provider.

#### **Step to take after testing positive for COVID or being exposed to a COVID-positive person**

- Students:
  - Notify your instructor(s) for instructions on any course(s) not currently taken online.
  - Self-quarantine
  - See Return to Campus Self-Certification
- Faculty/Staff:
  - Notify your supervisor for direction on teaching/working from home.
  - Notify Human Resources for additional direction related to time entry/leave processing (if too ill to work versus self-quarantine).
  - See Return to Campus Self-Certification



## Return to Work Self-Certification for COVID-19

Name: \_\_\_\_\_

LOLA #: \_\_\_\_\_

I have either tested positive for COVID-19, have had COVID-like symptoms, or have been or believe that I have been exposed to someone who has tested positive or has COVID-19 symptoms. I understand that I may return to campus only under the following conditions and that I will comply with these guidelines.

- **Persons with COVID-19 symptoms and/or a positive test who were directed to care for themselves (self-isolate) at home may end self-isolation and return to campus when at least three days (72 hours) have passed since recovery meaning:**
  - Fever free (temperature  $\leq 100.4^{\circ}\text{F}$ ) without the use of fever-reducing medications; AND
  - Improvements in respiratory symptoms (e.g., cough, shortness of breath), AND
  - At least 10 days have passed since symptoms first appeared.
- **Persons with laboratory-confirmed COVID-19 who have not had any symptoms may return to campus when at least 10 days have passed since the date of their last positive COVID-19 test and have had no subsequent illness.**
- **Persons suspected of having COVID-19 who have been tested and receive a negative test may return to campus provided they feel well.**
- **Persons who are sick with non-COVID-19 symptoms, or sick but tested negative for COVID-19, must be symptom free for three days (72 hours) before returning to campus.**
- **Persons who have close contact (defined as within 6 feet for 15 minutes) of a person with a confirmed positive test result may return to campus after a 14-day isolation period has passed and no symptoms develop or after testing negative on the PCR test conducted at least five (5) days after exposure to a COVID-positive person or a person with a suspected illness.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date