

## ON CAMPUS SOCIAL DISTANCING PROCEDURES

Governor Kate Brown's recent Executive Orders for higher education institutions and for all employers in the state include requirements related to social distancing. While community colleges are moving to remote learning for most courses, there are exceptions in Executive Order 20-09 that allow for face-to-face instruction for some certificate, license or degree programs related to critical health care fields and essential emergency response and resiliency efforts where no remote or online alternative is practicable. In addition, there are some college employees who are critical to college operations who must be on campus to facilitate the continued functioning of the college. Finally, while community college buildings are not subject to the Governor's "Stay Home, Save Lives" Executive Order 20-12, the order strongly encourages local governments including community colleges to follow the underlying directives in the Governor's order. This includes limiting public access to campus facilities, including gyms, museums, bookstores, and other retail operations; facilitating telework and work at home of employees to the greatest extent possible; and designating a college official to establish, implement and enforce social distancing policies according to guidance from the Oregon Health Authority.

### ACTIONS TO TAKE

- Designate a college official who is responsible for implementing and enforcing the college's on-campus social distancing procedures: Safety Coordinator Carol Richards at 541-888-7206 or [crichards@socc.edu](mailto:crichards@socc.edu)
- Adopt social distancing procedures for on-campus operations.
- Communicate these actions with college employees, students, contractors, and the community.

### PROCEDURES

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

- Do not come to campus if you are sick including the following symptoms: fever, cough, and/or difficulty breathing.
  - Immediately notify your supervisor or instructor if you experience any of the above symptoms while you are on campus.
- Maintain at least 6 feet of distance from other employees and students in workspaces, classrooms, labs, and throughout your time on Southwestern 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 depending on room size: choose a large room, maintain 6 feet of distance, and avoid person-to-person contact such as hand shaking.
- Do not congregate in offices, workrooms, copy rooms, classrooms, dining facilities, or other areas where people typically socialize.
- All employees, students and others who are on campus are expected to cooperate in taking steps to reduce the spread of COVID-19 in the workplace. This includes frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.
- Southwestern will ensure a clean workplace including the regular cleaning and disinfecting of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, classrooms and labs, door handles, railings and other common areas.

Any questions or concerns related to this procedure should be directed to Carol Richards at 541-888-7206 or [crichards@socc.edu](mailto:crichards@socc.edu)