

## CODE of PERSONAL RESPONSIBILITY – COVID-19 PANDEMIC

I understand that my presence on Lakeland Community College's campus requires that I continuously act responsibly to protect myself and other members of the campus community. This means that I will:

- Avoid coming to campus, or leave immediately if already on campus, if I have:
  - A fever of greater than 100.4 degrees or chills (\*I understand that access to campus buildings will be limited to entrances equipped with no-touch thermal body temperature scanners.)
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - Been diagnosed with COVID-19 or advised by a healthcare provider to self-isolate because I am experiencing COVID-19-like symptoms
  - Presently asymptomatic but have been in close contact with an individual diagnosed with COVID-19. For a definition of "close contact," see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
  
- Notify my instructor of my absence in a timely manner and in accordance with class procedures.
  
- Follow guidance from the Centers for Disease Control and Prevention (CDC), if I am sick with COVID-19 or think I may have been exposed to COVID-19.
  - See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.
  
- Notify Cathy Bush, Chief of Staff and Senior Vice President for Institutional Development and Effectiveness, at 440-525-7112 or [cbush@lakelandcc.edu](mailto:cbush@lakelandcc.edu), if I have:
  - Been advised by a healthcare provider to self-isolate because I am experiencing COVID-19-like symptoms
  - Been diagnosed with COVID-19
  - Been in close contact (as defined by the CDC) with an individual diagnosed with COVID-19
  - Guidance for returning to campus will be provided in accordance with CDC guidelines.
  
- Wear a face covering, preferably a cloth mask\* in the manner recommended by the Centers for Disease Control before entering college buildings, and for the duration of time that I am on campus in common areas, classrooms, restrooms, or in the presence of others (\*If you forget your mask, limited quantities of disposable, single-use masks are available at designated entrances. If you are unable to wear a cloth face mask due to a health condition, please contact Cathy Bush prior to coming into college buildings at 440-525-7112 or [cbush@lakelandcc.edu](mailto:cbush@lakelandcc.edu).)
  - Do use coverings that fit snugly but comfortably and allow for breathing without restriction. Secure behind the head with ties or ear loops. Wear horizontally.

- Do ensure that your mouth, nose, and chin are covered at all times. Do not allow mask to slip below your nose and do not untie straps or unhook ear loops.
  - Do practice hand hygiene before putting on and immediately upon removing the mask.
  - Do launder cloth face coverings after each use; do not wear while still wet from laundering.
  - Don't reuse disposal face coverings.
  - Do not touch your eyes, nose, or mouth when removing the mask.
- Maintain the appropriate recommended social distance of 6 feet or greater when around others and comply without argument if I am asked to step back.
  - Refrain from hugging and shaking hands with others.
  - Work with others in a socially distant manner, using technology to replace in-person meetings.
  - Be alert for and respect floor markings in public areas, office reception areas, and outside of private offices.
  - Avoid congregating for extended periods of time with others in breakrooms, hallways and other areas.
  - Avoid sharing work materials, phones or equipment. Avoid sharing or leaving food out in the open.
  - Limit food and beverage consumption to designated areas (Breakers Dining Hall and BUZZ), or outside.
- Practice good personal hygiene by:
  - Washing hands for 20 seconds or longer with soap and warm water, using a clean towel or air drying
  - Applying hand sanitizer throughout the day, and especially after using the restroom or touching public surfaces such as vending machines, tables, stair rails, elevator buttons, doors or desks
  - Refraining from touching my face
  - If not wearing my face covering while eating, covering my mouth when coughing and/or sneezing with a tissue or my arm
  - Immediately disposing of used tissues, napkins, disposable utensils, etc., in the appropriate receptacles
  - Frequently disinfecting desks, workstations, shared equipment, and high-contact surfaces (e.g., vending machines, keyboards, keypads)
- Comply with the directives found on posted signage (e.g., maximum number of occupants in an elevator).
- Comply with the directives for the instructional setting as conveyed by the instructor, campus police, and Lakeland representatives.
- Report violations of the above to the Human Resources Department, the office of the Dean of Students, and/or Campus Police. Additionally, questions, concerns, and kudos related to COVID-19 may be registered via the feedback links found on the college's COVID-19 webpage:  
<https://lakelandcc.edu/web/about/notices/coronavirus-campus-updates>
- Compliance with these requirements for the presence of students on campus is enforced by the Student Code of Conduct.