

EMPLOYEE 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
 - Been in close contact with an individual diagnosed with COVID-19, unless I am fully vaccinated (2 weeks have passed since I received the second of a two-shot vaccine or the first of a one-shot vaccine) and asymptomatic. For a definition of "close contact," see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

- Notify my supervisor of my absence in a timely manner and in accordance with departmental procedures.

- Follow guidance from the Centers for Disease Control and Prevention (CDC) if I am sick with COVID-19 or I am not fully vaccinated and think I may have been exposed to COVID-19.
 - See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.
 - Fully vaccinated individuals who think they may have been exposed to COVID-19 can find CDC guidance here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

- Complete and submit the questionnaire at this link (requires myLakeland login), 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, unless I am fully vaccinated and asymptomatic
 - The confidential questionnaire includes guidance for returning to campus per CDC guidelines. Respondents may be contacted with additional questions and/or instructions after it is reviewed. Questions or concerns may be directed to Cathy Bush, Chief of Staff and Senior Vice President for Institutional Development and Effectiveness, at 440-525-7112 or cbush@lakelandcc.edu.
 - The college is committed to providing support in accordance with Health Insurance Portability and Accountability Act and local, state, and/or federal guidelines for reporting and contact tracing efforts.

- Wear a face covering, preferably a cloth mask,* or face shield (faculty while lecturing in the classroom) 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 (exclusive of those designated for consumption of food and beverages), 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.)

- 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.
 - Do not reuse disposal face coverings.
 - Do not touch your eyes, nose, or mouth when removing the mask.
- If you are unable to wear a cloth face mask due to a health condition, please contact Cathy Bush (440- 525-7112 or cbush@lakelandcc.edu) to discuss accommodations.
 - 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. If a meeting cannot be conducted virtually, keep participation to fewer than 10 individuals and enforce appropriate physical distancing and wearing of masks or face coverings.
 - 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.
 - Limit food and beverage consumption to private offices, 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, I am 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.
 - Avoid sharing work materials, phones or equipment.
 - Avoid sharing food or coffee (Exception: single serve machines such as Keurig) or leaving food and drinks out in the open.
 - Removing magazines, brochures, pens, candy, and other shared items from reception areas.
 - Frequently disinfecting desks, workstations, shared equipment (e.g., copy machines, microwaves, refrigerators), and high-contact surfaces (e.g., door knobs, vending machines, keypads) after use.
 - Propping open main doors to office areas, as appropriate, to reduce touching of door handles.
 - Comply with the directives found on posted signage (e.g., maximum number of occupants in an elevator).
 - 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:

