

JARVIS CHRISTIAN COLLEGE COVID-19 CAMPUS PROCEDURES AND GUIDELINES FOR ALL EMPLOYEES, STUDENTS, AND VISITORS

Guidance:

Jarvis Christian College is committed to providing a safe and healthy learning space for students, staff, faculty, and community. Members of JCC's leadership are closely following COVID-19 developments and continue to follow guidance from local, state, and national levels. JCC has developed a COVID-19 Campus Guidance which depicts the expected measures and guidelines that all employees are required to follow as well as understand what their roles and responsibilities are during this COVID-19 pandemic.

Adhering to JCC guidance and procedures, Texas Department of State Health Services and Centers for Disease Control guidelines, and regulatory requirements is the best strategy to combat the risk of COVID-19. Every staff, student, faculty, and community member shares a responsibility in trying to maintain a healthy and safe environment at JCC.

The information in this guide is intended to help employees understand their responsibilities and rights during the ongoing global COVID-19 pandemic. As more information about COVID-19 is learned, guidance and recommendations will evolve. Similarly, the contents of this guide and JCC guidance will evolve, and the community will be updated of changes. If you are unclear, encountering a new situation, or have concerns, please ask your supervisor for clarification and guidance.

Scope:

All employees, visitors, and students must comply with this guidance.

Keeping Jarvis Safe:

In order to comply with CDC and the State of Texas Guidance, Jarvis Christian College will follow the guidance listed below to help slow down, mitigate and stop the spread of COVID-19.

- **Custodial Services:**

JCC custodial staff is working hard to help keep us all safe. The team has always placed real importance on a healthy work environment. The surfaces custodial staff will not only clean, but will sanitize areas such as: tables, floors, phones, and door handles. Custodial services are not responsible for cleaning specialized equipment or computer equipment.

In addition to daily schedule of custodial duties, additional COVID-19 precautions and duties have been assigned. These are not limited to, but include:

- Extensive training in the proper use of chemicals.
- Extensive training in the proper use of all PPE.
- Clean all high contact surfaces: stair rails, door handles, etc.

Employees will take ownership of cleaning personal spaces (i.e. personal desk/cubicle/counter, keyboard, phone, etc.), so you will need to do this upon your return to the worksite. The level of use should determine the frequency of cleaning. Talk with your supervisor about your plan to maintain a clean work environment on a daily basis.

- **Facilities:**

Facilities staff has cleared out common areas of furniture and provided 6ft designated standing areas to ensure that students as well as employees are not congregating too closely.

- Maintain at least 6 feet or more between workers
- Place appropriate signage at entrances indicating how to proceed
- Identify and follow allowable occupancy guidelines in order to control workflow and/or establish maximum attendance
 - Every classroom, office, lounge area, and inside common area must abide by the occupancy guidance as directed:
 - All classrooms, office spaces, common areas, etc., will have a placard placed on the wall of all areas that indicate the maximum occupancy allowable during the COVID-19 pandemic.
- Make face coverings available
- Post maximum occupancy in common break areas and configure to accommodate appropriate physical distancing
- Providing sanitizing supplies for individuals to clean their areas before and after use.
- Remove high-touch items such as magazines, common pens, etc.