The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, faculty, and staff safe during the current COVID-19 pandemic for all ON-SITE WORK/EMPLOYMENT ACTIVITIES.

As a condition for working on campus, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter on-site.

For my safety, the College/my employer will do the following:

1. Maintain a commitment to keeping educational/academic interruptions to a minimum and helping students stay on track to complete their programs of study;
2. Initiate steps to mitigate the risk and transmission of COVID-19 including the thorough cleaning and disinfecting of the on-site work environment, to include, but not limited to: offices, classrooms, lab areas, etc., at the conclusion of use;
3. Provide hand sanitizers and hand sanitizing stations on-site; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
4. Respond to faculty and staff concerns and/or questions as they may arise, and;
5. Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Faculty and Staff Expectations

As an employee, I agree to the following conditions to return to work/class:

1. I will not come to work on-site if I am sick or stay on-site if I feel sick, regardless of symptoms. I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my supervisor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources;
2. If I am exposed to someone with COVID-19, I will follow the CDC guidelines on quarantine, testing, masking, and other precautions based on my vaccination/booster status. If I must quarantine, I will not come to work. I will contact my supervisor and work with Human Resources to request appropriate accommodations, i.e., telework options, alternative work options, etc., if appropriate, until I return to work on-site;
3. I will notify my supervisor at least 2 weeks prior to any and all domestic or international travel. I will follow CDC guidelines for travel (Domestic & International) during COVID-19;
4. Current CDC Quarantine Guidelines Following Exposure & Travel:
   - If Up to Date with COVID-19 vaccinations (including a booster), you do not need to quarantine unless you develop symptoms, please adhere to the following guidelines for 10 days following exposure: Get tested at least 5 days after exposure. Wear a well-fitting mask/respirator around others, maintain social distance, take precautions, and avoid contact with high-risk individuals. Watch for symptoms consistent with COVID-19, if fever or symptoms develop, self-isolate immediately, get tested, seek appropriate medical care, and contact RCC. Do not report to campus if ill or testing positive for COVID-19;
   - If NOT Up to Date with your COVID-19 vaccinations (including a booster), you will need adhere to the following guidelines for 10 days following exposure: Stay home and quarantine for at least 5 days. Get tested at least 5 days after exposure. Wear a well-fitting mask/respirator around others, maintain social distance, avoid travel and high-risk individuals, and take precautions. Watch for symptoms, if symptoms develop, self-isolate immediately, get tested, seek appropriate medical care, and contact RCC. Avoid
contact with high-risk individuals and travel. Do not report to campus if ill or testing positive for COVID-19; (separate guidelines apply for those with ongoing exposure and healthcare personnel);

5. If I am diagnosed with COVID-19 I will not come on-site to work. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis and provide the information needed to aid in contact tracing. I may return to work after five days of isolation ONLY if I am fever-free for 24 hours (without the use of medication) AND my symptoms are improving. If symptoms are not improving, I will continue to isolate and seek appropriate medical care. When I return to campus, I will wear a well-fitting mask/respirator around others, maintain social distance, avoid high-risk individuals, and take precautions for at least 10 days following my diagnosis. If I work in healthcare settings or have a compromised immune system I will follow additional guidance. I will stay in touch with my supervisor, the COVID-19 coordinator, and Human Resources as I am able and will seek appropriate authorization from Human Resources before returning to work on-site;

6. I will follow CDC guidelines for masking, distancing, handwashing, and other precautions. I will stay aware of my COVID-19 Community Level for my residence and my work site and take precautions accordingly. I understand that masking and social distancing may be required. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor, including, but not limited to: face shields, gloves, sanitizer, antibacterial wipes, etc. Failure to socially distance, properly wear a face covering, and/or use required PPE while on-site may result in conduct violations that may lead to possible disciplinary action and/or faculty sanctions;

7. I will sign up for the College’s Alert System so that I will receive college-wide bulletins and update TEXTS/EMAILS not only about closings, but other emergency information I should know. For the latest emergency closing information, please sign up for RCC Alert here.

8. Self-Check before Returning to On-site Work/Employment
   Faculty and staff are to conduct a daily health screening by completing the CDC Self-Checker questionnaire before going to work on-site or attending class.

Signature

By signing below, I agree to the above Employee Expectations as a condition of working on-site. If, at any time, I fail to follow any of these conditions, I understand I may be subjected to possible disciplinary action, up to and including termination. This agreement will become part of my official personnel file.

___________________________           _________________________________________          ______________________
PRINTED NAME                     SIGNATURE                        DATE

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.