UC Clermont Fall 2020 Semester Plan
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On Campus Requirements

1. Before returning to campus for the first time, all employees and students must successfully complete a brief online information session to ensure awareness of Centers for Disease Control and Prevention (CDC) and Ohio Department of Health (ODH) guidelines. Employees should go here: (link), while a tutorial link for students will be available via Canvas mid-August: (link) Employees, if you are unable to access the session, contact Trish Stewart at 513-732-5240.

2. Complete a self-administered wellness check based on CDC and state guidelines (link).

3. Bring your facial covering to all campus activities (link). If you have been granted a face mask waiver from UC Human Resources or University Health Services, you will need to wear a face shield to be in compliance with university guidelines (link).
General Guidelines

➢ Read signage before entering a space.
  – Informational signage is posted throughout the building, typically on doors and entrances.
  – Different types of space have different requirements.
  – For the health and wellbeing of our UC Clermont community, it’s YOUR personal responsibility to follow the instructions on the signage.

Sample sign
General Guidelines

- Wear a facial covering at all times (indoors and outdoors).
- Maintain social distance of at least six (6) feet.
- Don’t gather in spaces.
- Wash hands frequently with soap and water for at least 20 seconds.
- Disinfect shared surface areas before and after use.
- Stay home if sick.
Facial Coverings Guidelines

➢ Facial coverings will be worn at all times, inside and outside while on campus
  – Facial coverings will be worn even when plexiglass barriers are in use.

Sample sign
Guidelines - Stairwells & Hallways

➢ Follow traffic flow signage when listed.
➢ Maintain proper social distancing (6 feet apart).
➢ Minimize contact with surfaces.
Guidelines - Elevators

➢ Two (2) people per elevator.
➢ Give priority use to individuals who cannot use stairwells.
➢ If a waiting line forms, maintain proper social distancing (6 feet apart) using floor decals.
Guidelines - Offices

➢ Sanitize and clean personal office space after use.
➢ Prioritize virtual meetings, calls, office hours, and emails over in person meetings.
➢ Facial coverings are not required while working alone in an enclosed office space (or vehicle).
Guidelines - Restrooms

➢ Wear facial covering at all times.
➢ Wash hands with soap and water for at least 20 seconds.
➢ Maintain social distance (at least 6 feet apart), utilizing floor decals for queuing as needed.
Guidelines - Shared Areas

➢ One person in shared area at a time.
   – Includes mail/copy rooms, breakrooms, and kitchen/dining rooms.
➢ Wear facial covering at all times.
➢ Clean and disinfect all surface areas before and after use.
➢ **DO NOT** alter furniture layouts that have been modified to meet reduced room capacity and social distancing guidelines.
Guidelines - Kitchens

➢ One person in kitchen area at a time.
➢ Wear facial covering at all times.
➢ Clean and disinfect all surface areas before and after use.
➢ Meals should be eaten in a private office, not in a shared space.
Guidelines – Conference Rooms

➢ Prioritize use of virtual meetings, calls, office hours and emails over in-person meetings.
➢ 10 person limit on gatherings.
   – Exceptions on a case by case basis through approval of the Dean.
➢ Adhere to modified room occupancies posted outside each room.
➢ Wear facial covering at all times.
➢ Maintain social distance (at least 6 feet apart).
➢ Clean and disinfect all surface areas before and after use.
➢ Doors that don’t stand open on their own shouldn’t be propped open due to fire code regulations.
➢ **DO NOT** alter furniture layouts that have been modified to meet reduced room capacity and social distancing guidelines.
Guidelines - Reception Areas

➢ Prioritize use of virtual meetings, calls, office hours and emails over in-person meetings.
➢ Plexiglass barriers have been installed for the following reception areas:
  - Student Services  - Library
  - Academic Advising  - Bookstore
  - Academic Affairs  - Instructional Design and Technology Services
  - Dean’s Office  - Other areas as signs indicate
➢ Wear a facial covering at all times, even when a plexiglass barrier is in use.
➢ If a waiting line forms, maintain proper social distancing (6 feet apart) using floor decals.
➢ Clean and disinfect all areas touched or used.
Guidelines - Classrooms

➢ UC Clermont classroom cleaning procedures are posted in each classroom for your viewing.

➢ Doors that don’t stand open on their own shouldn’t be propped open due to fire code regulations.

➢ DO NOT alter furniture layouts that have been modified to meet reduced room capacity and social distancing guidelines.
Housekeeping

➢ Sanitation stations have been installed throughout campus at building entrances, elevator lobbies as well as other strategic places.
➢ One (1) person is to use the Sanitation Station at a time.
➢ If a waiting line forms, maintain proper social distancing (6 feet apart).
Housekeeping

➢ College provided cleaning kits have been distributed to individual offices, shared areas and classrooms.
➢ Be sure to read the instructions in order to avoid damage to technology equipment (do not spray equipment directly).
➢ Only EPA registered disinfectants effective against COVID-19 may be used (link).
Housekeeping

➢ Cleaning by UC Clermont Facilities staff is being completed in accordance with CDC and state guidelines.
➢ UC Clermont Facilities staff has increased the deep cleaning frequency of high-touch surfaces in common and public areas.
➢ Faculty will be responsible for daily cleaning of surfaces within their own office.
➢ Restrooms will be thoroughly cleaned and will be monitored daily checked throughout the day for cleaning as needed.
➢ Classrooms will be cleaned at regular intervals by UC Clermont Facilities staff.
➢ The University has purchased specialized cleaning tools and has provided training for proper procedures to Facilities staff (link).
Resources

➢ UC Public Health Updates (link)
➢ UC Return to Campus Guide (link)
➢ UC Clermont Covid-19 Guide (link)
➢ Center for Disease Control (CDC) (link)
➢ Ohio Department of Health (ODH) (link)
Safety Committee

➢ Special thank to the Return to Clermont Safety Subcommittee:

- Kevin Peck, Chair
- Ric Stackpole
- Gerd Christner
- Nick Maiorano
- Bill Nicholson
- Brenda Poynter
- Rebecca Proud
- Mel Sweet

➢ Special thanks to the Return to Lindner Team for providing guidance and resources to make this document informative and useful to faculty, staff, and students at UC Clermont.
Questions?

➢ If you need help or additional information, contact a member of the UC Clermont Leadership Team:

➢ Facilities: Kevin Peck - kevin.peck@uc.edu

➢ Academic Affairs:
  Mona Sedrak – mona.sedrak@uc.edu
  Ric Stackpole – richard.stackpole@uc.edu

➢ Student Services: Mae Hanna – mae.hanna@uc.edu