



UC Clermont Spring 2021 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).



Wash hands frequently with soap and water for at least 20 seconds.



Maintain social distance of at least six (6) feet.



Disinfect shared surface areas before and after use.



Don't gather in spaces.



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
 - Academic Advising
 - Academic Affairs
 - Dean's Office
 - Library
 - Bookstore
 - Instructional Design and Technology Services
 - 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.

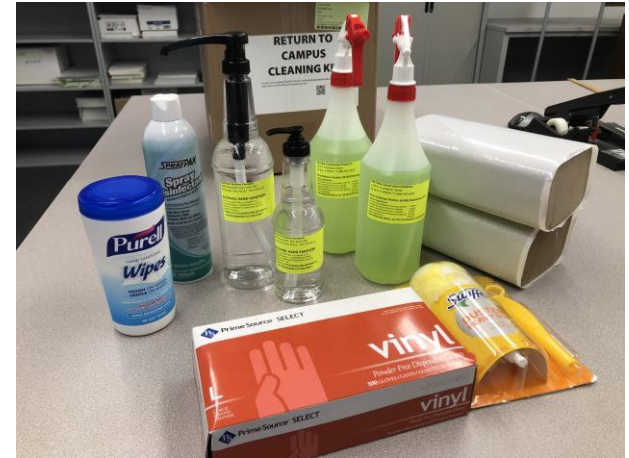
Housekeeping

- 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:
Ric Stackpole – richard.stackpole@uc.edu
- Student Services: Mae Hanna – mae.hanna@uc.edu