

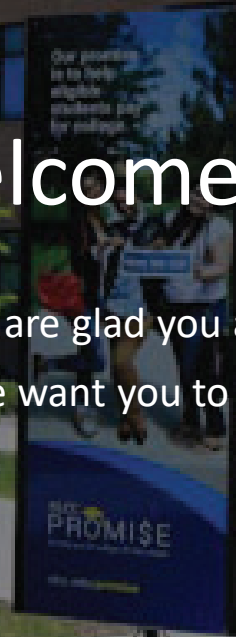
# Transitioning Back to Campus

A Discussion for Supervisors

## Welcome Back!

We are glad you are here.

We want you to be safe.



# Safety First – Flatten the Curve

- Daily Symptom Self Checking
- Use Face Coverings (available @ Parking Services drive-up window with employee S#, 8am-4 pm)
- Observe Physical Distancing – Maintain 6 Foot Distance from Others
- Frequent Hand Washing
- Avoid Touching your Face
- Cover Coughs & Sneezes
- Do not Shake Hands
- Limit In-Person Interactions



# Transmission Barriers

- Face Masks: A limited supply of washable/reusable face masks are available at the Parking Services drive-up window on the Taylorsville-Redwood Campus between 8 am and 4 pm. Each person requesting a mask must provide their S#. The reusable cloth masks are not for students.
- Face Shields: A limited supply are available at the Parking Services drive up window on the Taylorsville-Redwood Campus. Each person requesting a shield must provide their S#.
- Permanent Plexiglass: May be installed in public facing areas by facilities. Request through [fixit@slcc.edu](mailto:fixit@slcc.edu)
- If an additional barrier is required, freestanding plexiglass barriers may be purchased through purchasing and must be set up and maintained by the department. Facilities is not responsible for setting up or maintaining. Departments and Divisions will use their funds. Not all areas need these barriers and due to cost, not all departments and divisions will be able to purchase them.



# Cleaning and Sanitation Supplies for personal offices and classrooms

- Cleaning/Sanitizing Supplies: A cleaning kit will be provided to each department. Kit will include cleaning solution packets, a spray bottle, paper towels and other items as they are available.
  - Request a kit for your department/area through [fixit@slcc.edu](mailto:fixit@slcc.edu). Due to shortages of supplies, typically only one kit per department will be available.
  - Request refills for your kit through [fixit@slcc.edu](mailto:fixit@slcc.edu)
- Custodial Services is cleaning all spaces regularly. In most circumstances, cleaning and sanitation supplies, including disinfectant spray, wipes, and hand sanitizer, do not need to be purchased for personal office spaces or classrooms. For circumstances when personal office areas or classrooms need additional cleaning, we recommend utilizing the cleaning supplies provided in the cleaning kit or contacting Custodial Services.

# Additional Supplies

- In special circumstances where additional cleaning and/or sanitation supplies for personal office space or classrooms is needed, please email Brandon Ostrander ([brandon.ostrander@slcc.edu](mailto:brandon.ostrander@slcc.edu)) with the items you need and an explanation for why they are needed. Cleaning supplies for personal office spaces and classrooms should not be purchased with department funds.
- By consolidating our purchasing efforts, we can ensure all areas of the college can be adequately stocked.
- Do not use P-cards to purchase sanitizing supplies.
- Specialized cleaning supplies for specialized equipment—if not related to Covid-19—may be purchased as usual by departments.

# Access & Equipment Protocols

- Building Access: Check current building hours via [COVID-19 website](#).
- Shared Workstations: Sanitize after each use.
- Shared Supplies: Consider removing or sanitize after each use.
  - Copiers, staplers, printers, phones, etc.
- Shared Surfaces: Sanitize after each use (break room, etc.)





# Access & Equipment Protocols

- Breaks & Lunches: Stagger to allow physical distancing.
- Clean high-touch surfaces regularly – establish a procedure
- Disposable masks & gloves are NOT recyclable
- Water: Avoid drinking from fountain
  - “Clean Catch” using a container to avoid contact
- Printable signage available on [SLCC COVID-19 webpage](#) to remind employees to sanitize and keep distance.



# Space

- Tables & Chair Placement – 6 Foot Distancing
  - Remove or reconfigure furniture if needed
- Observe Signs – request additional door and clings through [fixit@slcc.edu](mailto:fixit@slcc.edu) (if not already posted)
- Printable signs available through [SLCC COVID-19 webpage](#)
- Unstructured Spaces – place floor distance markers
- Schedule extra daily cleaning of common areas through [fixit@slcc.edu](mailto:fixit@slcc.edu)





# DURING COVID-19

Please wear a mask to protect yourself and others.

Covid-19 Carrier



No Mask

TRANSMISSION PROBABILITY

**VERY HIGH**

Healthy Contact



No Mask

Covid-19 Carrier



No Mask

TRANSMISSION PROBABILITY

**HIGH**

Healthy Contact



Mask

Covid-19 Carrier



Mask

TRANSMISSION PROBABILITY

**LOW**

Healthy Contact



No Mask

Covid-19 Carrier



Mask

TRANSMISSION PROBABILITY

**VERY LOW**

Healthy Contact



Mask

# Communication & Wellbeing

- Talk with your employees. Employees may have different needs during this time.
- Conversation Guide—to help with difficult conversations
- Emotional Wellbeing Support:
  - Employee Assistance Program  
<http://i.slcc.edu/hr/benefits/full-time-employees.aspx#EAP>
  - Center for Health & Counseling  
<http://www.slcc.edu/chc/counseling-services.aspx>
  - Employee Wellness: Stress Management  
<http://i.slcc.edu/hr/wellness/Health%20Mastery.aspx>



# Employee Considerations

Employees who are unable to return to campus due to high risk status, living with someone who is high risk, illness related to Covid-19, or childcare limitations due to Covid-19 closures, may qualify for emergency pay or the new Federal leave program (FFCRA).

- Employees must apply with online application
- In most circumstances, employee will apply for the work-sharing program before emergency pay approval
- Employees will enter emergency pay code
- Supervisor will approve emergency pay—only if application has been approved
- Employees must reapply every pay period and continue to explore other options with supervisors.



# COVID-19 Potential Exposure

- If an employee tests positive for COVID-19 or has been tested and waiting for results:
  - Complete self-reporting form (Covid-19 Staff/Faculty page)
  - Contact Jill Tew, Leave Coordinator at (801) 957-4722  
[jill.tew@slcc.edu](mailto:jill.tew@slcc.edu)
  - On Positive Tests, the college will proceed with
    - Contact Tracing
    - Notification
    - Cleaning



SALT LAKE COMMUNITY COLLEGE

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