

Spring Quarter COVID-19 Safety Plan for On-Campus Work Exceptions

Bates Technical College will be operating under the expectation that employees will do their part and work from home as much as possible. In the rare event that employees have to report to campus it is very important that they maintain social distancing of six feet. Members of the college community should not report to work if they have a temperature over 100.4 degrees, shortness of breath with a cough, or any cold or flu symptoms. This good faith effort must be maintained in order to provide a safe and healthy work environment.

Buildings may only be accessed Monday-Friday from 7:00AM – 4:00PM. Closed on weekends. No exceptions.

At this time, all access to spaces on campus are subject to approval by the college president. Requesting access to any space on campus will require the following:

1. Submit your request to your Dean/Director with a cc to Vice President over your area at minimum one day before you need access. In your request, detail exactly which space(s) you need to access (office or classroom), the purpose of your campus visit (e.g., filming a lab activity), and the expected time you will be on campus (e.g., 2 hours).
2. Upon approval by your VP, your Dean/Director will schedule your access. You will be responsible for entering the information below into *smartsheets*:
 - a. The date and time you accessed the building and left the building
 - b. The building and room number you accessed
3. When you arrive on campus, you are required to contact Campus Public Safety (253)680-7111 to report the following:
 - a. The specific building you will be entering
 - b. The time you intend on being on campus and time of departure
4. You will be directed by Campus Public Safety to enter a specific entrance to the building.
 - a. You are responsible for ensuring the alarm is deactivated upon entry (if unsure of your alarm code or how to deactivate the alarm contact Campus Public Safety ahead of time)
 - b. You are responsible for activating the alarm upon your departure from the building (if you are the only person in the building)
5. After leaving the building you are required to document utilizing *smartsheets*:
 - a. The specific building you entered
 - b. The date and time you entered the building
 - c. The date and time you exited the building
 - d. Proceed to the office or work location and remain in that area unless using the restroom nearest to your location.
 - e. Before leaving your office or work location, contact Campus Public Safety to inform them you are leaving campus.
 - f. Leave the building the same door you entered.
 - g. Campus Public Safety will then contact custodial crews to report this area for cleaning.

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Step 1

- Seek approval from VP and Dean/Director to work on campus at minimum one day before entering the space
- Approval granted by VP and Dean/Director

Step 2

- Contact Campus Public Safety when you arrive on campus (253)680-7111
- Code into the building

Step 3

- Contact Campus Safety before leaving campus
- Code out of the building
- Enter your in/out date, time and buildings accessed into *smartsheets*