**Phase I: Effective May 26, 2020**

### Key Factors Driving Phase I

- Governor’s Executive Order
- Guidance from CDC, OSHA, and local health departments
- Accessibility of remote work options
- Vulnerable populations as outlined by the CDC

### Goals

- Bring back critical employees only, in a very limited capacity
- Allow facilities time to prepare buildings and develop plans for occupancy
- Follow social distancing guidelines
- Follow federal and state orders

### Employees Included in Phase I

Campus safety, facilities, essential employees, and contractors approved by the BC Pandemic Response Team may return to campus-based work

### Protocols for Phase 1

**Employees must maintain social distancing and proper hygiene:**

- Wash hands often with soap and water for at least 20 seconds
- Use hand sanitizer, at least 60% alcohol, if soap and water are unavailable
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear face coverings and use appropriate respiratory etiquette

**Participate in cleaning and disinfecting your work areas**

**If you are sick, stay home**

**BC will adhere to CDC guidelines for confirmed or suspected cases/contacts**

**Anyone who has been exposed to COVID-19 must:**

- Immediately notify supervisor
- Self-quarantine for 14 days
- Seek immediate medical care or advice
**OVERVIEW**

- Only employees specifically approved by BC Pandemic Response Team may return to campus
- Limited access to buildings; most offices remain closed
- Face coverings must be worn by employees at all times
- Employees must maintain CDC social distancing regulations

**CHANGES TO YOUR WORKPLACE**

- Self-certification health assessment required daily before entering a campus building
- Daily temperature checks are required at designated entrances on campus, and once approved, employees will be provided a wristband to wear for the day
- Shared spaces have been closed and adherence to visual cues for social distancing is required
- Current, and future, educational resources provided by BC that are related to COVID-19 must be reviewed by all employees

**ENvironments**

- Remote work still mandatory for non-essential employees
- No in-person large meetings
- Limit sharing of office supplies and equipment

**Academic Classrooms**

- Continue virtual learning environment
- The CTE provides continued support to faculty

**Facilities**

- Small meeting rooms, on-site fitness centers, student centers, and breakrooms are closed until further notice
- Microwaves and appliances still available for employee use

**Student Affairs**

- Academic Advisors are available virtually to assist students
- OneStop and Financial Aid will continue to be available to assist students remotely

**Residence Life**

- Residence Halls are open for students taking courses
- Campus Safety continues to maintain a presence on campus with students living in Residence Halls