

## RMEC – Phase II – Safer-at-Home back to work Plan – June 1, 2020

### **NOTICE MASKS ARE MANDATORY AT ALL TIMES INSIDE AND OUTSIDE ON RED ROCKS COMMUNITY COLLEGE CAMPUS GROUNDS**

This plan is based on what has currently been outlined by the Governor and is based on information that is provided by the Colorado Department of Public Health and Environment. Should the Governor change expectations this plan will be flexible and fluid to meet all set requirements.

#### **Cleaning:**

RMEC Offices/Reception area/ Classrooms/Break area and Bathroom Clean & Disinfect prior to holding any courses. This clean/disinfect will be completed by RMEC employees on a rotating schedule prior to June 1<sup>st</sup>, and no one should be in those areas that have been cleaned after the cleaning/disinfecting has been completed. A schedule of 3 employees per day would be set up for the week of May 26-29 – if we are not already back at work by that time.

- All Areas must be vacuumed and dusted
- All chairs in classrooms, offices, and reception must be vacuumed
- All chairs in classrooms, offices, and reception must be cleaned using water and detergent.
- All surfaces will be disinfected with a bleach solution, as outlined by the CDPHE Environmental Cleaning Guidance for COVID-19
- Disposable gloves will be worn for all cleaning and all staff who are in the office will be wearing cloth masks.

Cleaning will continue to occur on a regular basis once we have started training again.

- Classroom tables and door handles will be cleaned/disinfected each morning prior to student arrival. Students will be asked to place their materials on their chair for the evening to make cleaning easier.
- Common areas that are touched on a regular basis i.e. doorknobs, bathroom sink handles, countertop at reception will be cleaned/disinfected no less than 3 times per day by staff. Rotation will be set up with staff to clean throughout the day.

#### **Staff:**

There are seven (7) full time staff members of the RMEC. A rotating schedule could be established to allow for only three (3) employees to be in the office at any given time. If any employee is in a high-risk category, those employees will continue telecommuting.

All RMEC will be required to wear cloth masks as suggested by the Colorado Governor.

Staff will receive a strong reminder if they are feeling sick in any way they SHOULD NOT COME to work.

Staff will be encouraged to look at their desk and remove items that could be touched by students on a regular basis - i.e. business cards, community pens, paper clips – these items should for the time being be put away and handed to students as needed on an individual basis.

#### **Students:**

Students will be contacted prior to their course and if they did not pay when they registered, they will have to pay for their training before they arrive on campus over the phone – no credit card payments will be accepted at check-in, in order to help maintain social distancing during check-in.

Student will be required to bring their own laptops for use in the trainer courses, the bank of computers will not be used.

Students will be asked to wear cloth masks during training.

Students will be discouraged from leaving the RMEC area.

At the beginning of each class students will be reminded about the importance of social distancing, washing hands, using Kleenex to over cough and sneezes, wearing masks, if they are sick they should not come to training, etc.

**Environment:**

Reception Area

The front door to the RMEC area will be propped open to reduce the touching of the door handle or the handicapped switch being used.

For student check in students will see marks on the floor as they enter and will be asked to stay 6' apart a sign will be posted outside the door as well explaining the requirement. Daily course check in will be handled the same way.

The chairs and couch in the reception area will be blocked off, so that students cannot sit in them.

Staff & students are not to hang around the front desk area and there should be no "group" conversations.

Classrooms

Classes will be limited to 9 participants – plus the instructor to make sure we do not have more than 10 people in a classroom at a time.

Students seats will be set up prior to the start of the course with course materials and will be staggered to assure they are 6' apart. Extra chairs will be removed from the classroom to prevent anyone moving to a different seat & the instructor will be told to assure students sit only at the locations that are set up they cannot move their chair to a different location.

We will not be using the reusable name tents – plain name tents will be provided for each student with markers – the markers are to be wiped down after each class.

Coffee Area & Kitchen Area

These areas will not be open for students. We will not be providing coffee to students, as they tend to gather around the coffee area. We will inform students prior to their attendance that coffee service is temporarily closed for now.

As with the coffee area the kitchen area will be temporarily unavailable to students – we will notify them that we will not have a microwave or refrigerator available for their use prior to coming. Staff will also be encouraged to not leave food in the refrigerator over night and the microwave if used by staff should be wiped down by that staff member after each use.

Copier

The copier should only be used by staff members in the RMEC. Should instructors require copies they will be instructed to ask a staff member. Staff members should wipe down the copier after each use.

**Equipment/Supplies:**

RMEC will be ordering disinfecting wipes for each classroom, front office, bathroom, copier, and upstairs areas. These will be available for use by students, instructors and staff.

RMEC will also order additional Kleenex to encourage students to cough and sneeze into a Kleenex.

Additional cleaning materials such as paper towels and cleaning sprays will need to be ordered and kept in stock.

Currently we have a box of disposable gloves that are used in the Hazwoper class to show students how to suit up – we will use those gloves for staff to perform daily cleaning.