

CINCINNATI STATE TECHNICAL & COMMUNITY COLLEGE
EMPLOYEE CODE of PERSONAL RESPONSIBILITY in RESPONSE TO COVID-19
(06.22.20)

I understand that my presence on Cincinnati State Technical & Community College's campus requires that I continuously act responsibly to protect myself and other members of the campus community. This means that I will:

- Avoid coming to any campus if I exhibit any of the following:
 - A fever of greater than 100.4 degrees, body aches, and/or chills
 - Mild or moderate difficulty breathing
 - New or worsening cough
 - Sore throat
 - Vomiting or diarrhea
 - Aching throughout the body
 - Evidence of any of these symptoms should be discussed with my physician and may prevent me from returning to campus until cleared by a physician or until I've experienced 72 hours without a fever and/or other symptoms (absent the use of fever-reducing medicines).
- Avoid coming to campus for a period of 14 days if I live with or was in close contact with an individual diagnosed with COVID-19. I will contact my supervisor and/or Human Resources for guidance about returning to work.
- Adhere to State of Ohio requirements for workplace health by:
 - Wearing a cloth face covering in the manner recommended by the Centers for Disease Control before entering college buildings, and for the duration of time that I am on campus in common areas, classrooms, restrooms, or in the presence of others. (If you forget your mask contact Public Safety, Room 147, Main Building for a mask.)
 - When wearing a face covering, I will ensure that my mouth, nose, and chin are securely covered at all times. I will not allow the face covering to slip below my nose.
 - I will practice hand hygiene before putting on and immediately upon removing the face covering.
 - I will launder cloth face coverings after each daily use. (Do not wear while still wet from laundering.)
 - I will not reuse disposable face coverings.
 - I will avoid touching my eyes, nose, or mouth when removing the face covering.
- Maintain the appropriate recommended social distance of 6 feet or greater when around others and comply without argument if I am asked to step back.
 - Refrain from hugging and shaking hands with others
 - Work with others in a socially distant manner, using technology to replace in-person meetings
 - Limit my time congregating on campus when otherwise unnecessary
- Practice good personal hygiene by:
 - Washing hands for 20 seconds or longer with soap and warm water, using a clean towel or air drying
 - Applying hand sanitizer throughout the day, and especially after using the restroom or touching public surfaces such as vending machines, tables, stair rails, elevator buttons, doors or desks
 - Refraining from touching my face
 - Covering my mouth when coughing and/or sneezing with a tissue or my arm
 - Immediately disposing of used tissues, napkins, disposable utensils, etc., in appropriate receptacle
- Comply with the directives found on posted signage; for example, maximum number of occupants in an elevator.
- Comply with the directives for the instructional setting as conveyed by the instructor, campus police, and Cincinnati State representatives. Instructional requirements for a course, lab, or academic support may include wearing mask, eye shield, gloves, or other safety protocols to prevent transmission of COVID-19.