

# COVID-19 GUIDANCE FOR CAMPUS PARTNERS

**Avoid coming to campus, or leave immediately if already on campus, if you have:**

- A fever of greater than 100.4 degrees or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Been diagnosed with COVID-19 or advised by a healthcare provider to self-isolate because you are experiencing COVID-19-like symptoms
- Presently asymptomatic but have been in close contact with an individual diagnosed with COVID-19. For a definition of “close contact,” see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.



**Follow guidance from the Centers for Disease Control and Prevention (CDC) if you are sick with COVID-19 or think you may have been exposed to COVID-19.**

- See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.

**Notify Cathy Bush, Chief of Staff and Senior Vice President for Institutional Development and Effectiveness, at 440-525-7112 or [cbush@lakelandcc.edu](mailto:cbush@lakelandcc.edu) if you have:**

- Been advised by a healthcare provider to self-isolate because you are experiencing COVID-19-like symptoms
- Been diagnosed with COVID-19
- Been in close contact (as defined by the CDC) with an individual diagnosed with COVID-19
- Guidance for returning to campus will be provided in accordance with CDC guidelines.

**Wear a face covering, preferably a cloth mask,\* or face shield in the manner recommended by the CDC before entering college buildings, and for the duration of time that you are on campus in common areas (exclusive of those designated for consumption of food and beverages), classrooms, restrooms, or in the presence of others.**

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**Wear a face covering (Continued)** (\*If you forget your mask, limited quantities of disposable, single-use masks are available at designated entrances. If you are unable to wear a cloth face mask due to a health condition, please contact Cathy Bush prior to coming into college buildings at 440-525-7112 / cbush@lakelandcc.edu.)

- Do use coverings that fit snugly but comfortably and allow for breathing without restriction. Secure behind the head with ties or ear loops. Wear horizontally.
- Do ensure that your mouth, nose, and chin are covered at all times. Do not allow mask to slip below your nose and do not untie straps or unhook ear loops.
- Do practice hand hygiene before putting on and immediately upon removing the mask.
- Do launder cloth face coverings after each use; do not wear while still wet from laundering.
- Do not reuse disposal face coverings.
- Do not touch your eyes, nose, or mouth when removing the mask.

**Maintain the appropriate recommended social distance of 6 feet or greater** when around others and comply without argument if you are 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. If a meeting cannot be conducted virtually, keep participation to fewer than 10 individuals and enforce appropriate physical distancing and wearing of masks or face coverings.
- Be alert for and respect floor markings in public areas, office reception areas, and outside of private offices.
- Avoid congregating for extended periods of time with others in breakrooms, hallways and other areas.
- Limit food and beverage consumption to private offices, designated areas (Breakers Dining Hall and BUZZ), or outside.

**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 your face.
- If not wearing a face covering while eating, covering your mouth when coughing and/or sneezing with a tissue or your arm.
- Immediately disposing of used tissues, napkins, disposable utensils, etc., in appropriate receptacles.
- Avoid sharing work materials, phones or equipment.
- Avoid sharing food or coffee (Exception: single serve machines such as Keurig) or leaving food and drinks out in the open.
- Removing magazines, brochures, pens, candy, and other shared items from reception areas.
- Frequently disinfecting desks, workstations, shared equipment (e.g., copy machines, microwaves, refrigerators), and high-contact surfaces (e.g., door knobs, vending machines, keypads) after use.
- Propping open main doors to office areas, as appropriate, to reduce touching of door handles.

**Comply with the directives found on posted signage** (e.g., maximum number of occupants in an elevator).

**Report violations of the above** to the Human Resources Department, the office of the Dean of Students, and/or Campus Police. Additionally, questions, concerns, and kudos related to COVID-19 may be registered via the feedback links found on the college's [COVID-19 webpage](#).

*Updated: August 14, 2020*

