

Instructional Office Use Procedures

Reserve space in 25Live (Refer to 25Live Office Hours Reservation Instructions)

1. **Before arrival on campus for the first time:**

[Online Safety Training](#)

You are required to complete an online Safety Training prior to arrival on campus the first time. After completion the first time, the training is required to be completed weekly.

2. **Each Week that you intend to continue visiting campus:**

[Online Safety Training](#)

You are required to re-complete the online Safety Training weekly.

3. **The Day Before each campus visit:**

[Online Health Screening](#)

Online health screening must be completed three times for each campus visit:

1. The day before your next arrival on campus
2. Again at the health care screening area upon campus arrival
3. Again before departing campus each day.

4. **Upon Arrival to campus for each visit:**

[Daily Check-in Procedures](#)

Faculty and Instructional Staff must check in at the designated area in Building 14. **Facial coverings must be worn by every employee, student, and visitor when not working alone (with no chance of human interaction) at all times.** Refusal to wear a required face covering by any person will result in their immediate removal from campus, and may result in corrective or disciplinary action consistent with college policies.

At check-in, you will be asked to complete your second [Online Health Screening](#) to re-acknowledge your health attestation from the day before. It will be verified that you completed the Safety Training, and your temperature will be scanned for documentation in the online health screening.

- Anyone with a temperature of 100.4°F or higher is considered to have a fever and will be sent home.
- If sent home, you may only return to campus after following the CDC guidelines for “How to discontinue home isolation,” which are covered in the online training.

5. **While on campus**

- Enter your building through the entrance annotated in the Office Availability document.
- Faculty/Staff will be responsible for cleaning/wiping down their own workstation areas each time they visit. These areas include: monitor, keyboard, mouse, desk, chair, light switch (if used), office door handle, etc.
- Restroom use is restricted to the designated restroom annotated in the Office Availability document.
- Exit the building using the exit annotated in the Office Availability document.

6. **Upon Exit from campus from each visit:**

[Online Health Screening](#)

For the purposes of contact tracing you must use the online health screening to check-out when you leave campus. You will be asked where you went and who you had contact with.