



PROTOCOL FOR COMING TO CAMPUS DURING COVID-19 OPERATIONS

ONLY COME TO CAMPUS AT YOUR PREARRANGED TIME

- You will be turned back at the gate if your name is not registered on the list with Security.
- Limited number of staff will be permitted in the designated building at any given time. Only arrive at your designated time and check in and out with your assigned Building Captain.
- Do not enter a building until your Building Captain has authorized you to do so.

DO NOT COME TO CAMPUS IF:

- You are experiencing symptoms of COVID 19 such as
 - Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell
- You are an at-risk population
 - Older adults, 65 or older, immunocompromised, have heart conditions, chronic lung, kidney disease, and/or diabetes
- You or anyone you have been in close contact with has been diagnosed with COVID-19 or placed on quarantine
- You have been asked to self-isolate or quarantine by medical professional or local public health official

Students may send someone else in their place to drop off materials, by pre-arrangement

ON THE DAY OF YOUR PREAPPROVED VISIT TO CAMPUS:

- You must self-assess whether or not you have experienced any symptoms of COVID 19 listed above; if so, stay home
- If you have not experienced any symptoms listed above, continue to campus at your pre-determined time.
- Anticipate being asked additional screening questions by Campus Security upon your arrival.

YOU MUST:

- Wear a mask while on campus at all times
- Follow the specific directions and map being sent to you
- Remain at least 6 feet away from other people while on campus. Avoid physical contact.
- Go directly to your assigned area.
- Do not remain on campus longer than is needed to complete the pre-arranged task.

APPROVED 5-14-2020; updated 5-26-20

- Time limitations will be enforced.
- Follow the directions of Campus Security and the EOC staff at all times.

REGISTRATION CERTIFICATION

- Certain events will require preregistration.
- All faculty, staff, students, and community visitors must check-in at the North Gate with security prior to admittance to campus.
- Initial screening questions regarding Covid-19 symptoms will be asked upon entrance by Campus Security.
- All visitors at campus will be checked in and out and timestamped by Building Captains.

FACULTY & STAFF RETURN TO CAMPUS (*San Martin Airport TBD*)

- To close out spring term, faculty and staff will be permitted to return to campus to drop off and pick up supplies.
- Same protocols will be in place as previous campus returns for staff.
- Faculty and staff must pre-register to return to campus. Staff not registered will be turned away.
- Hollister Briggs staff should be prepared to drop off and pick up materials on the same day as the laptop/hotspot return (**THURSDAY, MAY 28th 3p-6p**).
- Staff will be given 30 minutes to return/pick up belongings by building groups.
- All visitors at campus will be checked in and out and timestamped by Building Captains.
- Entrance into each building will be through one main entrance.

Date	Building	Time	Check-in Location	Building Captain(s)	Building Entrance
Wed, 5/27	Coyote Valley Campus	10am-12pm	At Site	Sweeney, Susan	Main Office
Wed, 5/27	Morgan Hill	10am-12pm	At Site	Bernabe, Linda	Main Office
Thurs, 5/28	Hollister Briggs Building	3p-6pm	Briggs-Hollister	Rodriguez, Judy	Main Office
Mon, 6/1	Business	8a.m.-10a.m.	Lot A North Gate	Gutierrez, Annette	East Main Door
Mon, 6/1	Student Center, Administration, Athletics, APE	8a.m.-10a.m.	Lot A North Gate	Martinez, Whitney, Hannon	Main Doors; Gym: West Door at Lot G
Mon, 6/1	Social Science	10a.m.-12p.m.	Lot A North Gate	Pescarmona	Downstairs Office
Mon, 6/1	Art, Music, Theater	12p.m.-3p.m.	Lot A North Gate	Noriega, Brown	Through Quad front doors
Wed, 6/3	Math, Life Science, Physical Science, HOB	8a.m.-10a.m.	Lot A North Gate	Nari, Brown, Trevathan	Through Quad of three buildings
Wed, 6/3	CDC, Library, Humanities	10p.m.-12p.m.	Lot A North Gate	Chargin, Cisneros, Gutierrez	Front main doors
Wed, 6/3	MP, Security/Facilities, GECA	8a.m.-12p.m.	Lot A North Gate	Terrill, Billups, Flores	Front Main Doors
TBD	San Martin Airport	TBD	At Site	Hannon or Sweeney: TBD	Main Office