

Policy 10.16 Employee Statement of Personal Responsibility – COVID-19

EMPLOYEE CODE of PERSONAL RESPONSIBILITY in RESPONSE TO COVID-19 (09.01.21)

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.
- 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.
- Wear a face mask in the manner recommended by the Centers for Disease Control before entering college buildings and parking garages, and for the duration of time that I am on campus in common areas, classrooms, restrooms, or in the presence of others.
 - When wearing a face covering, I will ensure that my mouth, nose, and chin are covered at all times and that it is secured behind the head with ties or ear loops. I will not allow the mask to slip below my nose and will not untie straps or unhook ear loops.
- Maintain a safe distance when around others and comply with social distance requirements as posted or required.
- 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
 - 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 receptacles
- 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.