

Policy 10.16 Employee Statement of Personal Responsibility – COVID-19

EMPLOYEE CODE of PERSONAL RESPONSIBILITY in RESPONSE TO COVID-19 (Revised 01-12-2022)

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:

- 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.
 - If I am on campus after an exposure to COVID-19 I understand that I must wear a KN95 or N95 mask for 10 days after the exposure.
 - If I am returning to campus after a positive COVID-19 test I understand that I must wear a KN95 or N95 mask for 5 days after my return or as directed by Human Resources.
- 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

I understand that whether I am fully vaccinated or unvaccinated:

- I will comply with safety directives as conveyed by College Administration which may include following requirements that apply to a specific classroom, lab, or academic support area such as wearing a mask, eye shield, or gloves, or using other safety protocols.
- I will follow the guidelines published by the CDC if I test positive for COVID-19 or I am in close contact with someone diagnosed with COVID-19.
 - CDC Guidelines: <https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>
 - Cincinnati State flowchart based on guidelines: https://www.cincinnati-state.edu/wp-content/uploads/2022/01/Cincinnati-State-COVID-19-Guidelines_Spring-2022.pdf
(Or go to <https://www.cincinnati-state.edu/covid-19> - section "If You Are Feeling Sick")
 - "Close contact" means I was within 6 feet (2 arm lengths) of the person diagnosed with COVID-19 for 15 minutes or more over a 24-hour period.
 - Symptoms associated with COVID-19 include:
 - 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
 - Loss of ability to taste and/or smell

- If I must miss work because of a positive COVID test or exposure, I understand that I will need to notify my manager.
- I will comply with safety directives on posted signs and provided in email communications from the College.