

## Policy 10.16 Employee Statement of Personal Responsibility – COVID-19

### EMPLOYEE CODE of PERSONAL RESPONSIBILITY in RESPONSE TO COVID-19 (Revised 03-14-2022)

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.

I understand that whether I am fully vaccinated, partly 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, including guidelines for wearing a mask when necessary because of a positive test or exposure.
  - 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](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 understand that Cincinnati State recommends, but does not require, wearing face coverings (masks) while on campus, except as may be required to meet safety standards for some settings and situations described above. However, masks continue to be a valuable form of protection for those at higher risk and are recommended for those who are not fully vaccinated while in locations that are indoors and/or crowded. Therefore, I will support and respect individuals who choose to wear masks.
- I will 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 will comply with safety directives on posted signs and provided in email communications from the College.