



**CCRI COVID  
EMPLOYEE MANUAL**  
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Keeping you safe on campus



## CCRI COVID EMPLOYEE MANUAL PRINCIPLES

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The Community College of Rhode Island policies and protocols for responding to the COVID-19 pandemic are based on the core values and the mission of the college.

1

### **Safety First.**

We will make every effort to mitigate risks to the safety and well-being of our college community.

2

### **Mission-Focused.**

We will make decisions consistent with our mission and sustain the quality and accessibility of our academic programs and student support services while remaining nimble and adaptive.

3

### **Flexibility.**

We will continue to be flexible as health conditions, as well as state and federal guidance related to the virus, evolve.

The following plan provides general information on policies and expectations of students, employees, and visitors in alignment with our priority to maintain the health and safety of our college community and beyond. The COVID-19 pandemic requires a dynamic response that continues to evolve. We will therefore update these policies and protocols as circumstances require.

For questions about the CCRI COVID Employee Manual and/or college operations as we welcome back many more people to our campuses, please submit them [here](#). We will share common questions and answers in upcoming editions of CC Daily or will respond directly to those who have specific questions based on their individual circumstances.

## SCOPE OF CCRI COVID-19 EMPLOYEE MANUAL

This manual was created to provide enhanced health and safety measures for our college community with the intention to mitigate the risk of COVID-19 at the Community College of Rhode Island and any potential spread within our college community.

Employees can help keep our community healthy by being mindful of their actions, getting a COVID-19 vaccine, and following the protocols set forth in the CCRI COVID-19 Employee Manual.

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## EXPECTATIONS AND GUIDELINES

**All students, faculty, and staff are expected to comply fully with the policies, protocols, and guidelines outlined here, including the Employee Public Health Expectations Policy, as well as specialized and more stringent guidance from particular departments.**

## EMPLOYEE PUBLIC HEALTH EXPECTATIONS POLICY

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All employees are expected to comply with the directives of the college, the Rhode Island Department of Health (RIDOH) and the Governor's Office. Employees are required to:

- Stay home if feeling ill. As a reminder, the symptoms of COVID-19 are:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Repeated shaking with chills
  - Runny nose or new sinus congestion
  - Muscle pain
  - Headache
  - Sore throat
  - Fatigue
  - New gastrointestinal (GI) symptoms
  - New loss of taste or smell
- Stay home if you are waiting for the results of a COVID-19 test.
- At all times, wear a face mask over both your nose and mouth to prevent the spread of micro-droplets. You may remove your mask if you are alone in a private office or eating/drinking.
- If you are not fully vaccinated, you must answer the screening questions on the COVID Health Check (or respond verbally to the screening) and take a temperature check to gain entry. If you answer yes to any of the questions and your symptoms cannot be attributed to a known condition unrelated to COVID-19, such as allergies, you will be denied entry. You will be provided a sticker to indicate that you will need to be screened upon entry each time you come to campus.
- If you are fully vaccinated, you will receive a sticker for your employee identification badge that you will be required to present to gain entry. This sticker indicates you have a "fast pass" to enter the building, and you will not be required to answer screening questions or undergo a temperature check.
- Maintain a social distance: "Social distancing" means the practice of keeping space between oneself and others when outside of the home in order to restrict the spread of infectious disease.
- Comply with posted notices regarding entrances and exits, flow of traffic, spacing in lines, and classroom instructions.

Employees who are unable to wear a mask due to a disability or medical condition should contact [Human Resources](#) for appropriate accommodations.

Failure to comply may result in disciplinary action, consistent with Council on Postsecondary Education policy, relevant state policy or law, and relevant collective bargaining agreements up to, and including, termination.

## VACCINE POLICY & ACCESS TO CAMPUS

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Under the [Council on Postsecondary Education COVID-19 vaccine policy](#), all Council of Postsecondary Education employees, meaning **full- and part-time faculty and non-classified employees, must be fully vaccinated by November 1, 2021**. Exemptions for qualifying [medical conditions](#) or [sincerely held religious beliefs](#) will be recognized.

The affected employees at CCRI include full-time faculty, adjunct faculty, all members of CCRIPSA, all driver's ed instructors and other Division of Workforce Partnerships instructors, all full- and part time non-union Council employees, and internal payroll employees. *(The policy does not apply to classified ESPA members who are State employees and not Council employees. The college strongly encourages our classified, State employees to be vaccinated.)*

To be "fully vaccinated," it must be 14 days from the final dose of one of three available vaccines (Moderna, Pfizer, or Johnson & Johnson). This means employees without exemptions who are currently unvaccinated must receive their second shot of the Moderna or Pfizer vaccine, or one dose of Johnson & Johnson, by **October 18** at the latest.

Employees who do not comply will be in violation of our Employee Public Health Expectations policy and will be subject to progressive discipline per the policy and relevant collective bargaining agreement and/or Council personnel policy.

Broad immunization is critical to help stop the current pandemic and to protect our college community, as well as the fastest path to returning to a much more normal existence, including here at CCRI.

Benefits specific to the CCRI community include:

- Easier access to campus with a "fast-pass" check-in.
- Supporting the college and Rhode Island Department of Health contact tracing.
- More opportunities for interpersonal collaboration among faculty, students, and staff.

Most importantly, a safer CCRI community supports a safer Rhode Island for our families, friends, and neighbors across the state.

### **Fully vaccinated and registered with CCRI**

If you have already registered your vaccination status and received the green "fast pass" sticker, you do not need to provide any additional information to Human Resources.

### **Fully vaccinated but NOT registered with CCRI**

If you are fully vaccinated and have not already done so, please email a photo of your CCRI ID and the front of your vaccination card to [humanresources@ccri.edu](mailto:humanresources@ccri.edu) to register your vaccination with the college. The verification process may take up to five days, so please bring your proof of vaccination (vaccine card or a picture of it) with you each time you arrive at campus until verification is complete.

If you do not have a CCRI ID, please email a photo of your vaccination card along with your full name, date of birth, and Banner ID number to [humanresources@ccri.edu](mailto:humanresources@ccri.edu). You can also visit Human Resources on the Knight Campus to register your vaccine information in person or for any additional questions.

### **Unvaccinated or Partially Vaccinated**

Employees who are unvaccinated or partially vaccinated must show proof of a negative test within 72 hours each time coming to campus and undergo daily COVID screening until such time as they are fully vaccinated and verified that information with Human Resources.

**Even if you are only partially vaccinated, please register your vaccination status with Human Resources immediately so we can better track employee compliance.**

### **Medical or Religious Exemptions**

The deadline for requesting a **medical** or **religious** exemption is October 15. Completed medical or religious exemption request forms must be provided to Human Resources by October 15.

Employees whose request for an exemption is approved must show proof of a negative test within 72 hours each time coming to campus and undergo daily COVID screening for the remainder of the semester.

## **ACCESS TO CAMPUS**

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**Employees must not come to campus if they have tested positive for COVID-19 or are experiencing symptoms of COVID-19.** Employees who become sick while on campus must immediately leave the campus, get tested, and quarantine.

Depending on your vaccination status, employees will be required to use designated entrances to gain entry to campus.

Fully vaccinated employees with the green “fast pass” sticker may use any entrance and must show the green sticker each time coming to campus.

Partially vaccinated/unvaccinated employees and employees with approved medical or religious exemptions **MUST** use designated entrances listed below:

### **Campus Entrance Points (Unvaccinated/Partially Vaccinated/Exemptions)**

- Knight: Enrollment Services or Ground Floor
- Flanagan: Entrance B
- Liston: Main Entrance
- Newport: Main Entrance

Partially vaccinated employees must stop at the Faculty & Staff check-in at the designated entrances every day to show proof of a negative test within 72 hours each time coming to campus and undergo daily COVID screening until such time as they are fully vaccinated and verified that information with Human Resources.

Employees whose request for an exemption is approved must stop at the Faculty & Staff check-in at the designated entrance every day to show proof of a negative test within 72 hours each time coming to campus and undergo daily COVID screening throughout the semester.

**Please familiarize yourself with the screening questions that you will be required to answer upon entry.** If you answer “yes” to any of the questions, you may not be admitted to campus.

You will be asked to complete a touchless temperature scan before you are allowed onto campus. **Anyone with a temperature above 100.0 degrees Fahrenheit will not be allowed on campus.**

If employees leave the building for whatever reason, they **MUST** re-enter through designated entrance points. Employees should **NOT** prop open exterior doors for any purpose without prior approval from Campus Police.

## CCRI HEALTH CHECK

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To ease congestion at campus entrance points, all partially vaccinated or unvaccinated employees should complete the online **CCRI COVID Health Check** form **BEFORE coming to campus** to show compliance with CDC guidance upon entry.

The **CCRI COVID Health Check** is available [here](#), and can be saved to the home screen of your mobile device. Once you answer all the questions, you will see a screen with the date, time, and a green check mark that reads, “You are granted access to CCRI at this time.” Please take a screen shot or leave the page open on your device to show the date, time, and green check mark to the Campus Police as you enter the building. **Please familiarize yourself with the questions that you will be required to answer.**

If you choose not to bookmark the **CCRI COVID Health Check**, you may scan the QR code posted on signs by the entrances and complete it while waiting to gain entrance. If you do not complete the form, you will be required to verbally attest to questions before gaining access to campus.

We strongly urge everyone to bookmark the link to and use the CCRI COVID Health Check form to limit delays accessing buildings.

*Please note: Individual health information will not be collected or maintained by the college.*

REOPENING CCRI

CCRI COVID HEALTH CHECK

STEP 1  
Scan QR Code to access health check

STEP 2  
Complete and click submit\*

STEP 3  
Show upon entry to Campus

\* Anyone who answers "yes" to any of the screening questions and cannot explain these symptoms by known allergies or non-infectious illnesses, or anyone who is sick, will not be granted access to campus.

ccri.edu/covid-19 | health.ri.gov/covid

## WHAT TO DO IF YOU ARE EXPOSED TO COVID-19

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- If you are vaccinated, you should get tested 3–5 days after exposure, monitor for symptoms and wear a mask in public indoor settings for 14 days or until you receive a negative test. You do not have to quarantine as long as you remain symptom free.
- If a vaccinated person has continuous exposure, such as a vaccinated parent caring for a COVID-positive child, they should get tested every 3–5 days during the course of the child's isolation and then 3–5 days after the COVID-positive child's isolation is done.
- People who are not fully vaccinated should get tested immediately after being identified as a close contact. If test results are negative, they should get tested again immediately if symptoms develop during quarantine or 5–7 days after their last exposure. Continue to watch for symptoms for 14 days from exposure.

## FACE COVERINGS/MASKS

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Employees and students are required to wear a mask/face covering over both their nose and mouth at all times when on campus, except at a private workstation or office where no other personnel are present. Employees and students are expected to provide their own mask/face covering, however the college will provide a mask/face covering at entry if a person comes to campus without one. Face shields without a face mask are not an acceptable face covering.



If you encounter anyone not wearing a face covering, maintain social distancing, please remind the individual to put on or adjust the mask. Employees with concerns about compliance with the mask-wearing requirement or who have health concerns related to wearing a mask should contact [Human Resources](#) (or 401-825-2311). Failure to comply may result in disciplinary actions up to, and including, termination per the Employee Public Health Expectations Policy.

## ENHANCED ENVIRONMENTAL HEALTH AND CLEANING PROCEDURES

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CCRI's Facilities Management Department has enhanced protocols for cleaning materials and frequency while using appropriate personal protective equipment.

Many of the custodial services you have seen in the past in public spaces will continue as normal, including:

- Daily or more frequent cleaning of restrooms, lobbies, and break rooms
- Dusting and vacuuming
- Glass cleaning



- Emptying and relining trash and recycling receptacles
- Extra cleaning and sanitization



In addition to CCRI's standard cleaning, the college is using CDC-approved disinfectant products to sanitize frequently-touched surfaces, such as:

- Door handles
- Elevator buttons
- Light switches
- Handrails
- Other high-touch areas

CCRI will use disinfectant mist machines that increase the number of surfaces cleaned, and ensure hard-to-clean surfaces are disinfected in classrooms before the start of the first class and after the last class of the day. **Faculty should request students use the provided cleaning supplies to wipe down their desks/workspaces at the end of every class.**

## MAINTAINING WORKSPACES

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It is important for all workspaces to be disinfected on a regular basis. Each workspace will need to be cleaned by the user(s) to allow the Facilities Department to spend the extra time needed to clean and disinfect public areas. Before starting work and before you leave any room or workspace in which you have been working, you must wipe down all work surfaces with sanitizing materials provided by the college. Before and after using any shared space or equipment (e.g. copiers, printers, computers, keyboards, mouse, phone equipment, desks, coffee makers, microwaves, light switches, doorknobs, etc.), employees should sanitize their hands. CDC-approved cleaning products will be placed in all department areas.

Employees are required to place their recyclables in containers located in the hallway, and secure trash in proper receptacles to be placed outside the office door at the end of each workday.

If you require special cleaning of your office, please submit a Facilities **work order request**.

To request cleaning supplies or to report a classroom or workspace in need of cleaning or maintenance, please contact Facilities on the appropriate campus:

### **Knight Campus**

- 401-825-2026
- 401-825-2110
- 401-825-1177
- 401-825-2360
- 401-825-2118 (after 3 pm)

### **Flanagan Campus**

- 401-333-7047
- 401-333-7041
- 401-333-7048 (after 3 pm)

### Liston Campus

- 401-455-6044
- 401-455-6045

### Newport County Campus

- 401-851-1606
- 401-851-1706

## CONFERENCE ROOMS

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**Employees should utilize WebEx or Zoom to hold meetings, even with those working on campus.** If a face-to-face meeting is necessary for work, an employee may use a conference room, however, participants must wear a mask/face covering at all times, and, at the conclusion of the meeting, each individual in attendance will be responsible for cleaning and disinfecting the spaces they touched. Cleaning includes wiping down all spaces, including tables, chairs, light switches, and door handles using college-provided cleaning supplies.

## PHYSICAL BARRIERS

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Physical barriers, such as Plexiglas screens, have been installed where extended face-to-face services are provided. Face coverings are still required where physical barriers are installed. If your workspace requires a physical barrier, please submit a Facilities [work order request](#).

## CONTACT TRACING

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Any employee, regardless if they have been on campus or not, who receives a positive COVID-19 test must isolate in compliance with the RIDOH regulations and contact CCRI's Contact Tracing team at [covid19testing@ccri.edu](mailto:covid19testing@ccri.edu) for further instructions and provide their name, date of birth, cell phone number, and the date they were last on campus.

## TESTING CONSIDERATIONS

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COVID testing clinics will be offered at all four campuses throughout the fall semester, available to faculty, staff, and students:

- Knight Campus, Field House: 7 am–7 pm
- Flanagan Campus, Cafeteria: 7 am–7 pm
- Liston Campus, Atrium: 7 am–7 pm
- Newport Campus, Atrium: 7 am–5 pm

## PLAN FOR OUTBREAK ON CAMPUS

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Should CCRI experience an outbreak, as defined by the RIDOH, the college will work with RIDOH to determine if the people in question had any possible contact by virtue of their roles at the college. If there is a confirmed connection related to college interactions, we will take measures to protect the greater CCRI community in accordance with RIDOH guidelines.

## VISITORS AND CONTRACTORS

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All visitors and contractors must comply with CCRI COVID-19 policies, in addition to following all CDC and OSHA guidance.

Visitors and contractors are not to loiter or socialize in CCRI work areas or offices.

## ON-CAMPUS EVENTS

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The use of CCRI spaces for events by external and internal groups is extremely limited until further notice. Exceptions on a case-by-case basis may be allowed and must be approved by AVP for Administration [Alix Ogden](#).

## IMPORTANT CONTACT INFORMATION

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### Campus Police

*For emergencies, call 401-825-2000*

*For non-emergencies:*

#### **Knight Campus**

401-825-2109

#### **Liston Campus**

401-455-6050

#### **Flanagan Campus**

401-333-7035

#### **Newport County Campus**

401-851-1620

### Human Resources

Phone: 401-825-2311

Fax: 401-825-2345

Email: [humanresources@ccri.edu](mailto:humanresources@ccri.edu)