



What to Expect When Returning to Campus

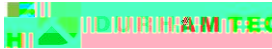
Phased Return

Durham Tech will phase in a return of employees and students in a coordinated process to ensure appropriate safety protocols are followed. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No one should return to campus without authorization.

Access to Main Campus

Employees

Employees who have received approval to return to campus will report to



assessment question and use a touch-less infrared thermometer to scan the individual's body temperature. Campus Police and Public Safety staff will wear personal protective equipment (PPE) including a N95 mask, safety goggles, duty uniform, and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any employee is found to have a temperature of 100.0 degrees Fahrenheit or higher, or reports symptoms consistent with COVID-19, that employee will be asked to immediately return home. No access to campus will be granted to that employee.

Once in the building, hallway traffic will flow in one direction. The main entrance will be used to enter, only. Likewise, all persons will exit the building using the doors located in the rear of the building.

Access to Northern Durham Center, Building 1

Employees who have received approval to visit the Northern Durham Center will enter the designated Building 1 entrance during the mandatory check-in times (8 - 9:30 a.m., 12:30 - 2 p.m. 6:30-8:00 p.m. Monday t Thursday, & 9:30 a.m. Friday or Saturday). A member of our Campus Police and Public Safety staff will ask a COVID-19 health assessment question and use a touch-less infrared thermometer to scan the employee's body temperature. Campus Police and Public Safety staff will wear personal protective equipment (PPE) including a N95 mask, safety goggles, duty uniform, and latex gloves. The stand-off distance will be 6 feet while using a touch-less thermometer. If any employee is found to have a temperature of 100.0 degrees Fahrenheit or higher, or indicate symptoms consistent with COVID-19, that employee will be asked to immediately return home. No access to campus will be granted to that employee.

BLET Cadets and Instructors will access Building One through the rear entrance and follow the program-specific requirements for complying with public safety standards.

Access to Duke Street North

Individuals (employees and/or students who have been invited to return to the facility to complete

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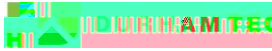
Stay at least 6 feet away from others.
Do not gather in groups.
Stay out of crowded places and avoid mass gatherings.

Face masks/coverings (e.g., disposable masks or cloth face coverings) must be worn by all individuals working on campus at all times in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break-rooms, in restrooms, etc.).

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, using the restroom, or after blowing your nose, coughing, sneezing, or before and after eating. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.

Working in Office Environments

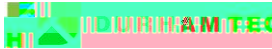
If you work in an open environment, be sure to maintain at least 6 feet distance from any others. Consider staggering chairs or desks to achieve 6-foot distance. You should wear a face mask/covering at all times while in a shared workspace/room. You should use your own computer, phone, headset and equipment, and not use another person's.



Using Restrooms

Restrooms usage should ensure physical distancing is achieved. This may require the use of signage to indicate when a restroom is occupied.

Using Elevators



Travel

Individuals who are planning to travel outside of the State, for personal reasons, should refer to the [travel guidelines](#) provided by the Centers for Disease Control (CDC). All college-related, state travel has been suspended.

Personal CE Safety Practices (referenced above) are the minimum standards to be followed while working at an alternate location. When this is the case, the higher standard is to be followed.

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