

Phase 2.5

Phase 2.5 shall go into effect August 17, 2020 unless there is a change in the status from federal/state/local officials that suggests we should not reintegrate.

Any changes in the state that result from federal/state/local officials, multiple individuals testing positive and have been in contact with other individuals, or community virus spread being detected in the area may be a cause to return to fully remote working.

CAMPUS ACCESS DURING PHASE 2.5

- Returning to modified business operations on campus.
- Open to employees and students scheduled for face-to-face instruction, labs, tutoring, or other campus activities. Limited opening for contractors and other individuals who have a documented business need on campus. Contractors and other documented business partners will follow all social distancing guidelines and protocol as established for employees and students.
- Continued general closure to public except in designated areas that have been equipped for social distancing. Campus buildings will remain locked until designated areas are properly established and the areas are set-up per approved CDC and SCDHEC guidelines.
- Normal working hours.
- Personal visitors and family members (including children) are not allowed on campus for students or employees.

STAFFING DURING PHASE 2.5

- All employees, with the exception of those with high-risk exemption, should have a presence on campus during normal business operating hours. Employees may be required to report to work on campus at least 2 days per week while having flexibility to continue working remotely 3 days.
- Exceptions will be allowed for employees who have requested and been approved for high risk exemption as defined by SCDHEC; employees who have requested and been approved by their supervisor to work additional hours due to job duties requiring more than two days on campus; employees who are experiencing childcare issues due to COVID19 childcare facility closings; and, employees who are experiencing issues related to a child's school utilizing virtual learning, creating hybrid schedules, or school closing.
- Employees will continue working schedules based on approaches, which support social distancing, and other public health related guidelines.
- DO NOT REPORT to campus if any fever exists. Employees must remain home if not feeling well for any reason and will be sent home if they are not feeling well at work.
- High-risk employees should continue to shelter in place. Determinations regarding whether an employee is in a high-risk population will be made thru HR with final notification sent to the employee and the supervisor without disclosure of medical information.

HEALTH, PPE, AND HYGIENE DURING PHASE 2.5

- All employees and students returning to campus should follow the advice of public health officials.
- Follow signage posted on campus.
- Employees and students are encouraged to self-report illness to supervisors, HR POC, or instructors. Employees and students are encouraged to take their temperature from home before reporting to campus.
- Facemasks/face coverings are required for employees and students when in common and open areas. TCL will provide facemasks for those who do not have their own. Individuals who have legitimate medical reasons for not wearing a mask may be given an exception through reasonable accommodation process.
- Masks must be worn when meeting with other individuals and when someone enters your personal space.

SOCIAL DISTANCING DURING PHASE 2.5

- Meetings held via Zoom are preferred or the meeting must be in an area set up following 6' social distance rules and wearing proper PPE.
- Employees and students are required to follow 6' social distance rules in all areas including personal workspace, common areas, labs, and classrooms.
- No congregating or lingering in open and common areas.
- Conference rooms, auditorium, kitchen areas, and break rooms remain closed during this time.

SANITATION DURING PHASE 2.5

- Sanitation stations are located at all building entries.
- Sanitation cleaning supplies are located in all buildings for employees and students to use as needed in workspaces, offices suites, classrooms, and labs.
- Staggered space usage with employees and students disinfecting in between.
- Employees are encouraged to take periodic breaks during the workday to sanitize work spaces and high touch areas in your personal work environment.

TRAVEL DURING PHASE 2.5

- **Limited travel for Faculty and Staff within the college's service delivery area.**
- Continued travel ban for all Faculty and Staff **outside the college's service delivery area while on business hours.**
- Facilities only use of college vehicles.