



Directive: Special Order #	Subject: Campus Access Plan
Effective Date: 3/18/20	Date of Issue: 3/18/20 Updated 7/08/2020, 8/05/20, 8/29/20, 7/12/21, 9/21/21
Issued By: Executive Director Orlando Cuevas	



Campus Access Plan

Last Revision: September 21, 2021

Purpose:

The purpose of this Campus Access Plan is to outline proper access procedures consistent with Stage 4 Full Return to Campus of the Camden County College Return to Campus (RTC) plan approved by the Office of the Secretary of Higher Education (OSHE) on July 20, 2020. The plan reflects the directive of Governor Murphy’s Executive Order No. 155, including safeguarding practices for key on-campus operations and locales. This update to the Campus Access Plan has been adopted and implemented in accordance with Governor Murphy’s Executive Order No. 242.

Under Stage 4, the College will continue to maintain a safe and secure campus environment through adherence to OSHE guidelines, CDC Directives, safety recommendations and cleaning protocol. Emphasis will be on communicating shared responsibilities for all campus entrants. Full campus access has been granted to faculty, staff, students, partners, vendors and visitors in support of in-person learning and College operations, as allowed by RTC Stage 4 guidelines.

Procedures:

Camden County College now permits full access to its campus locations to facilitate the instructional process and related business while adhering to current Federal, State, and local directives related to the COVID 19 pandemic. To accomplish this effort, CCC will permit campus access to employees, students, educational partners, vendors & visitors, without restriction, to resume normal instruction and business operations.

1. All persons experiencing COVID-19 symptoms or suspected or diagnosed to be positive of COVID-19 shall not enter a Camden County College campus without approval from a COVID 19 Safety Team member. COVID-19 symptoms may include: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell.
 - a. Any employee who is experiencing COVID-19 symptoms during work hours shall immediately notify their supervisor. Otherwise, any employee who is experiencing COVID-19 symptoms or who is suspected or diagnosed to be positive for COVID-19 shall contact the Department of Human Resources to report the onset of COVID-19 symptoms. The COVID-19 Safety Team representative from the Department of Human Resources will consult the County Health Department for guidance. The

COVID-19 Safety Team representative will then make a determination regarding the employee's access to campus and will provide direction to that employee.

- b. Any student who is experiencing COVID-19 symptoms during class shall notify their instructor immediately. The instructor will then immediately notify the appropriate division dean or program director, who will in turn notify the Department of Public Safety. Otherwise, any student who is experiencing COVID-19 symptoms or suspected or diagnosed to be positive of COVID-19 shall contact the Department of Public Safety (856-3794-5089) to report the onset of COVID-19 symptoms. The COVID-19 Safety Team representative from the Department of Public Safety will consult the County Health Department for guidance. The COVID-19 Safety Team representative will share all collected information with a representative from the Office of Student Affairs who will make a determination regarding the student's access to campus and provide direction to that student.
 - c. Any partner, vendor or visitor who is experiencing COVID-19 symptoms or who is suspected or diagnosed to be positive of COVID-19 shall contact the Department of Public Safety to report a change in their health condition. The COVID-19 Safety Team representative from the Department of Public Safety will consult the County Health Department for guidance. The COVID-19 Safety Team representative will then make a determination regarding the partner, vendor or visitor's access to campus and will provide direction to that partner, vendor or visitor.
 - d. The COVID-19 Safety Team may approve alternative reporting procedures for College partner agencies, which remain consistent with this policy & all local COVID-19 laws & directives.
2. All persons who wish to access the campus should abide by the following safety protocols:
 - a. Masks must be worn in all indoor public spaces regardless of vaccination status. Exceptions to this policy may be made for persons seated in indoor areas designated for eating, and for events that allow a designated speaker to maintain a distance of at least six feet from other masked attendees.
 - b. Maintain social distancing when possible
 - c. Practice recommendations for maintaining hand hygiene
 3. All employees, students, and partners are required to carry College approved ID cards.
 4. All employees will review the COVID-19 Safety video, as directed by Human Resources.
 5. All safety concerns related to COVID-19 must be reported to a supervisor or the Department of Public Safety without delay.
 6. Students, employees, educational partners, vendors, and visitors are encouraged to view the Camden County College COVID-19 Safety page for information related to COVID-19 safety on our campuses. This page will be updated periodically, as necessary.

7. Individuals may require special accommodations. Employees should seek approval from Human Resources and their immediate supervisor. Students should contact Student Services. All others should contact Public Safety for assistance and referral (856-3794-5089).
8. COVID Report Form
 - a. The health and safety of our faculty, staff, students, and community we serve remain our top priority as we welcome you back to campus. If you have any questions or concerns regarding cleanliness or protocols, we invite you to share them with us by completing a COVID report form.
 - b. Please find a link below for quick access to the COVID Report Form:
 - i. [COVID Report Form](#)