



<b>Directive:</b> Special Order #	<b>Subject:</b> Campus Access Policy
<b>Effective Date:</b> 3/18/20	<b>Date of Issue:</b> 3/18/20 Updated 7/08/2020, 8/05/20, 8/29/20, 9/8/20, 3/23/21; 4/7/21
<b>Issued By:</b> Executive Director Orlando Cuevas	



**Purpose:**

The purpose of this Campus Access Policy is to outline proper access procedures consistent with Stage 2 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 policy reflects the directive of Governor Murphy’s Executive Order No. 155, including safeguarding practices for key on-campus operations and locales.

Under Stage 2, the College will continue to maintain a safe and secure campus environment through adherence to PPE use, observing hygiene and social distancing guidelines, and an effective disinfectant and cleaning protocol. Emphasis will be on communicating shared responsibilities for all campus entrants. Limited campus access is granted to faculty, staff, students, partners and vendors in support of in-person learning and College operations as allowed by RTC Stage 2 guidelines. Facilities will be modified for consistent social distancing and monitoring access safety and security.

**Procedures:**

Camden County College permits limited access to its campus locations to facilitate the instructional process and related business while adhering to State, Federal and local directives related to the COVID 19 pandemic. To accomplish this effort, CCC shall limit access to employees, students, educational partners, vendors & visitors, as necessary, to conduct instruction and business operations requiring in-person contact.

1. All persons gaining access to the College campus locations will be required to abide by the following safety protocols:
  - a. Wear facial covering at all times
  - b. Maintain social distancing
  - c. Wash hands regularly
  - d. Abide by posted signage
  
2. The College will monitor access to the Campus by means of a tracking system to identify all employees, students, educational partners, vendors and visitors.
  - a. Employees working on campus will be tracked by use of an online Campus Access Form maintained by Public Safety. The form must be completed for each day you access the campus and can be accessed on the Return to Campus page on the website. (<https://www.camdencc.edu/return-to-campus/>) All employees approved to work on the College campus will require prior approval by their supervisor or College liaison.

- b. Attendance by students receiving approval to attend classes on College property will be administered by their course instructor/professor.
  - c. Students conducting College related activities, including registration, testing, instructional support, and bookstore purchases, will be tracked on campus by an assigned Public Safety officer or other designated College employee using the online Campus Access Form maintained by Public Safety.
  - d. Educational Partners will be required to abide by the above listed guidelines for College employees and students regarding the campus access management. Any exceptions to the stated process will require Public Safety approval.
  - e. All vendors or contractors performing custodial work, landscaping, repairs, improvements or construction on College property will be tracked on campus by the assigned Facilities Department liaison in conjunction with Public Safety.
  - f. All other visitors not covered by this procedure (Sections 3.a-e) will be directed to Public Safety for access approval (856-3794-5089).
3. All campus entrants are required to monitor their health condition prior to arrival on campus. Anyone with a temperature at or above 100.4F must remain home for 24 hours after the symptoms without fever reducing medications. All campus entrants are required to complete a Health Questionnaire. The questionnaire only has to be completed once. However, it will be the responsibility of the individual to notify the College of any change in health condition. The questionnaire can be accessed on the Return to Campus page on the website. (<https://www.camdencc.edu/return-to-campus/>)
  - a. Employees are required to submit Health Questionnaire. Completed questionnaires will be maintained by the Human Resources Department.
  - b. Students attending classes on College property will be required to complete the Health Questionnaire in advance or upon arrival to the College.
  - c. Students conducting College related activities, including registration, testing or instructional support, will be required to complete a Questionnaire with the assistance of a Public Safety officer or other designated College employee.
  - d. Educational Partners will be required to complete Health Questionnaires for all staff and students.
  - e. All vendors or contractors performing custodial work, landscaping, repairs, improvements or construction on College property will be required to complete Health Questionnaires.
  - f. All other visitors not covered by this procedure (Sections 3.a-e) will be directed to the Public Safety to complete Health Questionnaires (856-3794-5089).
4. All employees, students, and partners are required to carry College approved ID cards.
5. Any employee entering College property will be required to review the COVID-19 Awareness safety video prior to return to campus.
6. Students, educational partners, vendors, and visitors will be encouraged by Public Safety to view the Camden County College COVID-19 Safety Video located on

the College website prior to campus access.

[https://www.camdencc.edu/student\\_life/safety-on-campus/?highlight=safety](https://www.camdencc.edu/student_life/safety-on-campus/?highlight=safety)

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. In the event the College becomes aware of students, employees, or partners who may have been exposed to the Coronavirus, the Human Resources Director and Public Safety Office will coordinate with the Camden County Health Officer directly to report an instance and to solicit guidance on quarantine, referral, contact tracing, and return to campus requirements.
9. Faculty, staff, students and partners who test positive for COVID-19 must follow CDC, State and County guidelines for quarantine and contact tracing. College permission for return to campus will require completion of a revised Health Questionnaire and documentation of compliance with the county and College mandated quarantine period for any individual diagnosed as positive for the Coronavirus.

#### *Campus Quarantine Policy (4/7/21)*

10. The CDC provides guidance regarding travel advisories due to community spread of COVID-19. CCC implements and follows guidance on self-quarantine for individuals who have traveled internationally within the past 14 days. Domestic travel quarantines are likewise strictly observed in consultation with prevailing State and County DOH advisories.
11. If fully vaccinated or fully recovered from the Coronavirus in the past three months, it is no longer necessary to quarantine or get tested before or after domestic travel.
12. If it has been more than two weeks since receiving a second dose of the Pfizer-BioNTech or Moderna vaccine, it is no longer necessary to quarantine or get tested before or after domestic travel.
13. If it has been more than two weeks since receiving a first and only dose of the Janssen/Johnson and Johnson vaccine, it is no longer necessary to quarantine or get tested before or after domestic travel.
14. Please note that for international travel, the federal requirement for testing upon return to the United States still stands for both unvaccinated and fully vaccinated travelers – additional details are listed below:

<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>