

Student Guide to  
**STLCC Safe Return**



St. Louis Community College  
Expanding Minds. Changing Lives.

August 2020

## Safe Return Plan

St. Louis Community College is committed to the safety of our students, employees, and the broader STLCC community. This document makes use of what is currently known about best practices regarding COVID-19, along with local, state and federal guidelines. While changes are expected in the coming months, everyone is required to follow these rules when visiting a STLCC location **every** time in order to continue our mission of empowering students, expanding minds, and changing lives.

The COVID-19 pandemic is a constantly-evolving situation. What we know about preventing spread of the virus, and the resulting guidance from public health authorities, changes frequently. This document will be updated when possible to reflect the latest information and guidance. However, students, faculty and staff are encouraged to check the STLCC COVID-19 page frequently for the latest information. <https://stlcc.edu/covid-19/>

This document is intended to provide high-level guidance for minimizing risk during the COVID-19 pandemic. It does not contain detailed protocols for every academic department or student services function. Specific protocols are the responsibility of the individual departments and will be provided through a variety of communication channels, for example: your course syllabus, information posted throughout campus, and e-mail communications. If you have concerns or questions about safely returning to campus during COVID-19 that are not addressed in this guidebook, please contact your Campus Vice President for Student Affairs:

### **STLCC-Florissant Valley, BRDG Park**

Deborah Carter  
314-513-4250  
[dcarter@stlcc.edu](mailto:dcarter@stlcc.edu)

### **STLCC-Forest Park, Harrison Center**

Dr. Franklyn Taylor  
314-644-9009  
[ftaylor65@stlcc.edu](mailto:ftaylor65@stlcc.edu)

### **STLCC-Meramec, South County**

Dr. Keith Robinder  
314-984-7607  
[krobinder@stlcc.edu](mailto:krobinder@stlcc.edu)

### **STLCC-Wildwood**

Laura Davidson  
636-422-2008  
[ldavidson3@stlcc.edu](mailto:ldavidson3@stlcc.edu)

**IMPORTANT:** Every student must complete an online health screening every day before entering any College location. This is best done before traveling to campus.

[stlcc.edu/go/healthfully/](https://stlcc.edu/go/healthfully/)

Students who arrive on campus without a completing the daily health screening are expected to complete the screening using a personal electronic device or by accessing a public computer on campus upon arrival. Students will receive a notification upon completion of the screening. This notification should be saved or printed each day.

If the notification indicates a CLEAR screening result, you may proceed to classes, appointments with staff, or utilize other campus resources. You may be asked to show your CLEAR screening result before receiving services or instruction.

If the notification indicates a CAUTION screening result, you should NOT come to campus. You will receive additional instructions on next steps based on your screening results. This does NOT mean you are presumed to have COVID-19, but is a precautionary step taken to minimize the risk of spreading infection. Information on appropriate next steps will be provided to facilitate a healthy and safe return to campus.

## Guidelines for Health and Safety

### Personal Responsibility

While the measures outlined in this guide can help minimize the spread of COVID-19, safety begins with individual responsibility. Every student must both self-monitor for symptoms and remain aware of contact with individuals exhibiting symptoms. Students are expected to honestly and accurately complete the health screening each day prior to coming to campus.

Any STLCC student who exhibits potential COVID-19 symptoms **should not come to campus** until cleared to return by a medical professional. Authorization to return to campus must be provided using the online tool found here: [stlcc.edu/go/healthfully/](https://stlcc.edu/go/healthfully/)

Keeping everyone safe requires that STLCC systematically collect information about positive COVID-19 tests, and about other individuals who may have been exposed to the virus, in a timely manner. Students, faculty and staff should report all positive COVID-19 cases to [covid19@stlcc.edu](mailto:covid19@stlcc.edu).

Individuals diagnosed with COVID-19, those who have been in close contact with individuals diagnosed with COVID-19 (close contact is less than 6-feet for more than 15 minutes), and those who screen at-risk using the STLCC screening tool must be cleared by a medical professional to return to campus. When clearance from a medical professional cannot be obtained, individuals will be required to self-quarantine for at least 14 days prior to returning to campus. Student requests to return to campus must be submitted using the online tool found here: [stlcc.edu/go/healthfully/](https://stlcc.edu/go/healthfully/)

### Campus Safety Expectations

#### Face Coverings

All students, visitors and employees are expected to wear cloth face coverings at all times at any STLCC facility, whether indoors or outdoors, except for students with qualifying medical exceptions documented through the campus Access Office. Use of personal face coverings is expected. The campus bookstores will have face coverings available for purchase. Disposable face coverings may be available at reception areas. Individuals without face coverings will be required to leave campus.

#### Medical Exceptions

Students with a qualifying medical condition that prevents use of cloth face coverings while on campus should contact the Access Office to make appropriate arrangements. Documentation from a medical professional may be required. Contact information for campus Access Offices:

#### Florissant Valley

[fvaccess@stlcc.edu](mailto:fvaccess@stlcc.edu)  
314-513-4551

#### Forest Park

[fpaccess@stlcc.edu](mailto:fpaccess@stlcc.edu)  
314-644-9039

#### Harrison Center

314-763-6000

#### Meramec

[mcaccess@stlcc.edu](mailto:mcaccess@stlcc.edu)  
314-984-7673

#### South County

[scaccess@stlcc.edu](mailto:scaccess@stlcc.edu)  
314-984-7200

#### Wildwood

[wwaccess@stlcc.edu](mailto:wwaccess@stlcc.edu)  
636-422-2000

<b>WHAT TYPE OF MASK DO I NEED?</b>			
<b>Homemade Mask or Paper Mask</b>  <b>Who should wear:</b> General public  <b>When to wear:</b> When a person can't perform social distancing; scarves and bandanas can be used if necessary.  <b>Use limitations:</b> Cloth masks should be washed after each use; don't wear damp or when wet from spit or mucus.	<b>Surgical Mask</b>  <b>Who should wear:</b> Health care workers and patients in health care settings  <b>When to wear:</b> During single or multiple patient interactions or routine health procedures; recommended when N95s aren't available.  <b>Use limitations:</b> Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.	<b>N95 Respirator</b>  <b>Who should wear:</b> Health care workers  <b>When to wear:</b> Caring for patients with COVID-19 and performing procedures that put them most at risk of the virus exposure.  <b>Use limitations:</b> Ideally should be discarded after each patient encounter. Extended use is preferable to reuse.	<small>Adapted from the Pennsylvania Department of Health</small>

Use of N95 respirators may be dangerous for individuals with heart and respiratory diseases and should not be used without prior medical clearance and the appropriate training.

For more information concerning the use and care of face coverings, see the following resources from the Centers for Disease Control and Prevention:

- [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
- [www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf](http://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf)

## Hand Hygiene

Students are expected to frequently and thoroughly wash their hands. Effective handwashing means using soap and water for at least 20 seconds. When soap and water are unavailable, hand sanitizer that contains at least 60% alcohol is recommended. Another best practice is to avoid touching your eyes, nose and mouth, and to wash hands after touching your face or sneezing.



## Physical Distancing

To best limit the spread of COVID-19, follow recommended physical distancing guidelines whenever possible. Since individuals can spread the virus before they know they are sick, it is important to stay away from others, even if you are symptom-free. This means maintaining a physical distance of at least **6-feet** from others and avoiding group gatherings. Students are expected to follow the posted guidance on seating limitations in classrooms and campus common areas.

## Safety in Shared Spaces

### Classrooms

Students will enter and exit classrooms one at a time. If there are multiple entries into a classroom, one will be designated as an entrance and one as an exit. When waiting to enter a classroom, students should maintain 6-foot physical distancing. Whenever possible, students should wait outside the building until five minutes before class begins, and lineup as needed to enter safely.

### Meetings with Faculty and Staff

Meetings should be held virtually whenever possible. If face-to-face meetings are unavoidable, participants must wear face coverings and maintain social distancing. In-person student services are available, typically by appointment only and with limited hours of operation. Consult the STLCC website or contact offices directly to make an appointment, chat online, or speak to staff for assistance. Students should arrive on time for scheduled meetings to prevent overcrowding. Students may be asked to wait outside or in an alternate location as needed.

### Common Areas and Cafeterias

Common areas will have limited access or be closed. Limited spaces for students to study between classes will be identified on each campus. Hand sanitizer will be available in common areas, and face coverings and social distancing are required.

Cafeteria food service will not be provided until further notice. Campus bookstores will have a limited number of individually packaged options for purchase. In order to provide the safest conditions, the following lunch or meal protocols must be followed.

The safest location to eat your lunch or take a break is outside.

- A distance of at least 6-feet from others must be maintained at all times while eating.
- Should you choose to eat with others, it is recommended that you eat with the same individuals each day to reduce the risk of spreading the virus.

- Masks should be worn when not eating or drinking.
- Wash your hands thoroughly before and after meals.

Individuals who have access to private office space can take breaks and eat in their area with the door closed. If it is not possible to eat outside or in a private space, lunch should be eaten in a large open space (i.e. cafeteria). Follow the same basic safety guidelines as noted above.

In addition to the cafeteria, each location will have designated spaces for dining. Check with student affairs and/or campus leadership for help identifying alternate locations for dining. Students can stop by the Campus Vice President for Student Affairs' Office or the Campus Life Office to learn more.

Any containers, food, and waste generated from eating lunch on campus should be either taken home or placed in the appropriate trash receptacle. Dishes and silverware may not be left in common-area sinks.

To prevent the spread of the virus, social gatherings and interpersonal interactions should be minimized. Whenever possible, personal interactions should be conducted virtually. If necessary, in-person interactions should be brief (less than 15 minutes) and occur in well-ventilated areas. Students are encouraged to contain in-person social networks to as few individuals as possible.

### **Classroom and Lab Equipment**

Students should wipe down commonly used surfaces and classroom or lab equipment before and after use with STLCC-provided products that meet the Environmental Protection Agency's criteria for use against COVID-19 and are appropriate for the surface. Students should abide by all instructions and maintain safety protocols for all shared use equipment and facilities.

### **Elevators**

The safest option is using the stairs or limiting elevator occupancy to one person at a time whenever possible. In all cases, **no more than three people** should use an elevator at once.

### **Restrooms**

Use of restrooms should be limited based on size to ensure at least **6-feet** distance between individuals. Wash hands thoroughly afterward to reduce the potential transmission of the virus.

### **Drinking Fountains**

Drinking fountains on campus are temporarily disabled to prevent the spread of COVID-19. Students, faculty, and staff are encouraged to bring their own water bottles while on campus. Stations are available to refill personal water bottles. Students should take care to wash and sanitize their hands prior to refilling personal water bottles while on campus.

### **Housekeeping**

Housekeeping staff and other designated employees will regularly disinfect shared surfaces, such as light switches, door handles, counter surfaces, shared equipment and areas such as break rooms, restrooms and elevators.

## Health Information

### COVID-19 Symptoms

According to the Centers for Disease Control and Prevention, individuals with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Individuals with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For a current list of symptoms, please regularly check:

[www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Anyone who may develop any of these symptoms while on campus should leave immediately. Students should contact their course instructor or the Student Assistance Program (SAP) office if you need access to a temporary isolation area to wait for transportation. The SAP coordinators are also available to assist students with access to other basic needs when responding to potential COVID-19 symptoms. Contact information for campus SAP offices:

#### **Florissant Valley**

Danielle Lusk  
314-513-4565  
[dlusk@stlcc.edu](mailto:dlusk@stlcc.edu)

#### **Forest Park, Harrison Education Center**

Tamala Turner  
314-644-9027  
[tturner@stlcc.edu](mailto:tturner@stlcc.edu)

#### **Wildwood Campus**

Sara Clark  
636-422-2011  
[sclark260@stlcc.edu](mailto:sclark260@stlcc.edu)

#### **Meramec, South County Education Center**

Shannon Nicholson  
314-984-7168  
[snicholson29@stlcc.edu](mailto:snicholson29@stlcc.edu)

### Reporting COVID-19 Cases

Keeping everyone safe requires that STLCC systematically collect information about positive COVID-19 tests, and about other individuals who may have been exposed to the virus, in a timely manner. Students, faculty and staff should report all positive COVID-19 cases to [covid19@stlcc.edu](mailto:covid19@stlcc.edu).

Individuals diagnosed with COVID-19, those who have been in close contact with individuals diagnosed with COVID-19, and those who screen at-risk using the STLCC screening tool must be cleared by a medical professional to return to campus. When clearance from a medical professional cannot be obtained, individuals will be required to self-quarantine for at least 14 days prior to returning to campus.

### Higher Risk Individuals

Some conditions place individuals at higher risk. Individuals should check the CDC lists here: [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html)

Students may also live with or care for others who are elderly or otherwise have an underlying health condition. If you meet the above criteria or have concerns about returning to campus during the COVID-19 pandemic, you may speak with the Access Office about possible options.

## A Collective Effort

**In all things, STLCC strives to promote the health and safety of our community.**

The safety of our campus community relies on each individual assuming responsibility for themselves as well as the community. If you notice something you feel is not in compliance with the guidance presented in this guide contact the Campus Vice President for Student Affairs or submit a report at this link: [stlcc.edu/college-policy-procedures/stlcc-cares/report-a-concern.aspx](https://stlcc.edu/college-policy-procedures/stlcc-cares/report-a-concern.aspx).

Finally, STLCC is committed to maintaining an environment that fosters learning and personal development. All students are responsible for their own behavior and are expected to be familiar with the rules and regulations of the college, including the expectations listed in this guide. Therefore, students are expected to uphold these standards of behavior and to respect the rights and safety of others.

The **STLCC Code of Conduct** provides guidance to resolve behavioral concerns that are contrary to achieving our shared academic mission and a safe campus community. Students who intentionally disregard our safety expectations will be subject to the STLCC student conduct process. We will not hesitate to take appropriate disciplinary actions, up to and including suspension or expulsion.