



Cleveland University  
KANSAS CITY

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Chiropractic and Health Sciences

# RETURN TO CAMPUS GUIDE

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# GUIDING PRINCIPLES

Cleveland University-Kansas City's policies and protocols for responding to the COVID-19 pandemic exist to protect the health of our students, employees, patients, visitors, and campus partners while enabling our students to continue to progress academically.

CUKC strives, at minimum, to follow the COVID mitigation requirements of the local, state, and federal health agencies. In some cases, CUKC may elect more stringent guidelines than those advised by health agencies in an effort to further protect our students' abilities to progress academically and the health of those in our community.

Policies and plans are subject to revision and will be updated as more information becomes available.

# RETURN TO CAMPUS

## WORKPLACE EXPECTATIONS & GUIDELINES

All employees, students, patients, and campus partners are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

## SYMPTOM MONITORING REQUIREMENT

Employees, students, and campus business partners should continue monitoring for symptoms daily before reporting to campus. You must be free of symptoms potentially related to COVID-19 or have had an evaluation and clearance by a qualified health care professional to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- 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

Employees, students, and campus business partners showing any symptoms during daily self-screening, should not report to campus. Instead, they should notify their immediate supervisor or appropriate campus contact, and then complete the CUKC COVID-19 incident report form at <https://www.surveymonkey.com/r/M7JGLSZ> which will be routed to the Dean of Students and the Vice President of Human Resources and Organizational Development for resolution. Individuals developing any symptoms while on campus should immediately leave campus, complete the incident report, and contact a qualified medical professional. Unvaccinated individuals whom have been exposed to the COVID virus should also not report to campus and immediately complete the CUKC COVID-19 indicated report using the link above. Fully vaccinated individuals who have been exposed should also complete the report, however, are not required to isolate from campus provided they are symptom free.

Those who have concerns due to a health condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace, should contact the Vice President of Human Resources and Organizational Development at [dale.marrant@cleveland.edu](mailto:dale.marrant@cleveland.edu) or the Dean of Student Affairs at [david.foose@cleveland.edu](mailto:david.foose@cleveland.edu).

# HEALTH AND SAFETY GUIDANCE

## FACE MASKS

Until further notice, face masks must be worn indoors by all employees, students, patients, campus business partners, and visitors when in the presence of others and in public settings. Disposable masks are available at the north and south entrances to campus.

## HANDWASHING

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. 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, and wash your hands after touching your face.

## PERSONAL DISINFECTION

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before utilizing a workspace, and before you leave any room in which you have been working, you should wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space locations or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

## COUGHING / SNEEZING HYGIENE

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

# WORKPLACE GUIDANCE

## WORKING IN OFFICE ENVIRONMENTS

Face masks should be worn at all times while in a shared work space/room.

Masks should be worn by any staff in a reception/receiving area and any areas within the campus where others are present, including walking in hallways where others travel and in break rooms.

## MEETINGS

Where feasible, larger meetings should be held in whole or in part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology when practical.

## MEALS

Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask until you are ready to eat and then replace it afterward if not in a private, enclosed office. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in a common space, maintain a distance of six feet between you and others if possible.