

# Return to Campus

## CHECKLIST:

----	<b>Get Vaccinated</b>	<p>We strongly encourage all employees to become fully vaccinated before returning to campus, provided they are able to safely receive the vaccine.</p> <p>Please see the <a href="#">Vaccination Resources Guide</a> to find a location to receive your vaccination. You may also contact TCCS Student Health Services at (909) 621-8222 for information on upcoming vaccination clinics.</p>
----	<b>Self-report your Vaccination Status</b>	<p>Once you have received your vaccination, please self-report it (both doses, if applicable) through Qualtrics.</p> <p>Access Qualtrics via this link: <a href="https://www.cmc.edu/healthscreen">https://www.cmc.edu/healthscreen</a>. After you log in, from the main menu, click on the option “COVID-19 Vaccine Self Reporting” to update your vaccination information.</p> <p>This information will be treated with appropriate confidentiality, and will only be disclosed and used by CMC and its partners for COVID-19 prevention and mitigation efforts, or as otherwise required or authorized by law.</p>
----	<b>Complete COVID-19 Health and Safety Training</b>	<p>All faculty and staff must complete the <b>CMC Returns Health and Safety Training</b> <u>prior</u> to returning to campus. If you have not completed this training, please access it via the link below:</p> <p><a href="https://claremontmckenna.box.com/s/gvwksly4qid4eglw7dyjnxz5kguznou">https://claremontmckenna.box.com/s/gvwksly4qid4eglw7dyjnxz5kguznou</a></p> <p>Upon completing the training, please acknowledge you have watched the video in its entirety by sending a confirmation email to <a href="mailto:hr@cmc.edu">hr@cmc.edu</a>.</p>
----	<b>Complete Required Consent Forms in Qualtrics</b>	<p>All faculty and staff must complete various required consent forms. If you have not already done so, please log in to <a href="#">Qualtrics</a> before returning to campus to complete this step.</p>
----	<b>Complete your On-campus Work Schedule Survey</b>	<p>To help us capture your work location in our cleaning schedule, please complete the “On-campus Work Schedule Survey” in the “My Task” list in Qualtrics. Understanding your work schedule and location is crucial in order to establish who will be on campus on a given day, facilitate contact tracing, and ensure the safe and efficient cleaning of campus facilities.</p>
----	<b>Complete Daily Health Screening Before Coming onto Campus Each Day you Report to Work</b>	<p>As of May 6, 2021 the County continues to require a daily symptom screening prior to entering the worksite, including for fully vaccinated individuals. The College has implemented a self-declaration symptom-checking process that involves a health screening questionnaire through Qualtrics.</p> <p>Until further notice, it is important that you complete the screening process every day you are on campus, and receive affirmative clearance in advance of your arrival. Click <a href="#">here</a> to access the Daily Health Screening.</p>

		For those who complete the health screening in person during normal work hours, please be advised that the in-person daily health screening station is located next to the COVID-19 outbreak prevention testing location at 654 East Sixth Street, Claremont.
----	<b>Wear a Mask</b>	As of May 6, 2021, the County requires that all employees wear a face mask in many scenarios while onsite, including employees in fully-vaccinated offices. Please familiarize yourself with the College's policies on masking indoors and outdoors, which are contained in the FAQ document ( <b>Attachment B</b> ).
----	<b>View the COVID-19 PCR Testing Video</b>	At times, employees will be required to take a painless, self-administered PCR COVID-19 test (see below for more information on testing requirements for vaccinated and non-vaccinated employees). We encourage you to watch a <a href="#">brief video</a> demonstrating the process in advance of your first test.
----	<b><u>Unvaccinated Employees Must Visit HHB for COVID-19 Outbreak Prevention Testing Once or Twice Weekly</u></b>	<p>Until further notice, and in a proactive attempt to safeguard the health and safety of the CMC community, CMC has implemented mandatory COVID-19 outbreak prevention testing for unvaccinated employees who report to campus.</p> <ul style="list-style-type: none"> <li>• If you work <u>on campus</u> three or more days per week, regardless of the number of hours you are on campus, you will be required to test twice per week.</li> <li>• If you work <u>on campus</u> up to two days per week, regardless of the number of hours you are on campus, you will be required to test once per week.</li> <li>• If you do not report to campus for work on a regular basis, or come to campus for any reason for less than 15 minutes, you will not be required to test.</li> </ul> <p>Outbreak prevention testing will be conducted on a walk-up basis every Monday and Wednesday from 6:00 a.m. to 9:00 a.m. Testing will be conducted at the start of your work day, upon your arrival to campus.</p> <p>If you are not on campus Monday or Wednesday during this timeframe, you may schedule an alternative testing time with Hamilton Health Box through <a href="#">Qualtrics</a> by selecting "COVID-19 Test Appointments."</p> <p>Time spent participating in the outbreak prevention testing is considered compensable time and will count as hours worked for non-exempt employees.</p> <p>Outbreak prevention testing will be conducted at Hamilton Health Box's COVID-19 onsite clinic, 654 East Sixth Street, Claremont. All COVID-19 testing will be conducted outdoors.</p>
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-----	<b>Set-up your Bright Horizons Back-up Care Account</b>	Revisit the benefit provided to you through <a href="#">Bright Horizons</a> . If you have minor or adult dependents, and you are returning to campus, you may need back-up care services of the kind provided by Bright Horizons. For additional information or to register call (877) 242-2737.
-----	<b>Contact HR with any Return to Campus Concerns</b>	Employees are encouraged to contact Human Resources at <a href="mailto:CMCReturnsHR@cmc.edu">CMCReturnsHR@cmc.edu</a> to discuss personal situations beyond their control that might justify an alternative work arrangement during summer 2021 or portions of academic year 2021-22. So that the College handles these queries as uniformly as possible, alternative work arrangement requests will be evaluated by a committee chaired by Chief Civil Rights Officer Nyree Gray, in consultation with supervisors, as appropriate. Throughout this process, the College will continue to apply legal accommodation policies, as applicable.
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-----	<b>Return of Loaner Equipment and Furniture</b>	Contact Information Technology Services at (909) 607-0911 for assistance with, or questions about, returning computer equipment to your campus workspace.  Contact Facilities and Campus Service at (909) 621-8112 for assistance with returning any furniture or other equipment.