

## Risk Mitigation Protocol

3/14/20

All instruction, with the exception of a few courses, has been moved online in order to mitigate person – to – person contact. People are strongly encouraged to practice social distancing when on campus or working with others from the SPCC community. At this time, the CDC and WHO recommend quarantine for those affected by the virus or those who have come into contact with an infected person.

A disinfection protocol has been developed for use in instructional spaces and should be followed.

In order to further limit person – to – person contact, faculty who will be required to teach on campus are encouraged to move their courses to a larger classroom space (contact your supervisor) and/or split lab sections into smaller groups. Departmental and committee meetings should be conducted virtually whenever possible, be it by Blackboard Collaborate, Skype, or telephonically.

During this time, the college remains open for business and all students will have access to on-campus services. In order to ensure accessibility, faculty are required to hold six office hours over a minimum of two days. Faculty should discuss this new schedule with their supervisor, create and post a new door schedule that reflects this change, and send that information to their school's administrative assistant.

In order to ensure the smooth operation of vital functions of the Division of Academic Affairs, department chairs and others with leadership responsibilities will be required to be on campus six hours per day, four days a week. This schedule should be included in their door schedule and sent to their school's administrative assistant.

These protocols and policies remain in place until further notice.