



DAILY PROTOCOLS FOR STUDENTS, FACULTY AND STAFF

- **PRIOR to coming to the college:**
 - Take temperature
 - Complete self-screening questionnaire
 - If feeling sick, if “YES” to any of the self-screening questions, if temp ≥ 100.0 F, **DO NOT COME TO SCHOOL.**
 - Employees, please notify supervisor immediately.
 - Dental hygiene students, please notify/email Ms. Leigh Ann Wyatt.
 - Dental students, notify/email Dr. Ernie Lacy and copy Ms. Kimberley Morgan-Thompson.
 - Graduate students notify/email your program director.
 - All other reports of absences should follow existing protocols.
 - **ALSO PLEASE NOTE:**
 - NO close personal contact (without PPE) with a COVID-19 patient in past two weeks.
 - NO travel within the past two weeks to a region with high rates of COVID-19.
 - If “YES” to either statement above, notify nurse, Jackie Tucker, to discuss. 214/828-8253
- **When at school, self-monitor:**
 - Watch for symptoms as listed on self-monitoring questionnaire.
 - **CHECK YOUR TEMP TWICE DURING THE DAY (am & pm). Protocol to be determined by your department.**
 - If feeling sick, or temp ≥ 100.0 , **GO HOME.**
 - Employees, please notify supervisor immediately.
 - Dental hygiene students, please notify/email Ms. Leigh Ann Wyatt.
 - Dental students, notify/email Dr. Ernie Lacy and copy Ms. Kimberley Morgan-Thompson.
 - Graduate students notify/email your program director.
 - All other reports of absences should follow existing protocols.

- **OTHER MANDATORY GUIDELINES INCLUDE:**

- Must wear adequate face covering in all open areas **AT ALL TIMES WHEN INSIDE THE COLLEGE.**
- Maintain adequate social distance **AT ALL TIMES.** This includes when taking breaks and eating lunch.
- Maintain good personal hygiene, including proper hand washing, cough/sneeze etiquette, avoid touching your face, eyes, nose and mouth.
- Clean any items that are used by several people, such as key boards/mice (and any other objects requiring hands-on use) with a disinfectant several times throughout the day.
 - Handwashing/hand sanitizing is important after using these types of items.
- Only 4 people at a time in each of the elevators, keeping appropriate distance.
- Must follow one-way direction of staircases in Administration Building.
- Must enter the Administration Building through the Hall Street door.
- Must exit the Administration Building through the Gaston Avenue door.
 - Those who need to use the ramp and security personnel may exit through the Hall Street door but should yield to anyone entering the door.