Colorado Community College System Office COVID-19 Etiquette Guidelines-*As of December 6, 2021*

# Overview

The Colorado Community College System Office (CCCSO) recognizes that as the pandemic fluctuates more employees are working from the office. This is an adjustment for many of us, and employees will undoubtedly have varying comfort levels with aspects of the transition. These guidelines are intended to assist in safely and respectfully returning to the Lowry Campus with co-workers and guests.

These guidelines will not cover every situation you may encounter and there may be instances where your supervisor or Human Resources may need to provide additional direction. Patience, understanding and communication will make the transition easier for everyone and help us to support our colleges and assist CCCS students in achieving their educational goals.

# Guidelines

Testing and Vaccination Status

As of this writing, CCCSO is not mandating COVID-19 vaccinations for employees but rather is encouraging vaccinations and implementing a COVID-19 testing protocol. As an alternative to testing, employees may produce documentation verifying they are fully vaccinated. These protocols will begin January 17, 2022. Some CCCSO staff may be fully vaccinated and some may not be vaccinated, for various health, religious or personal reasons. The vaccination you may have received was meant to protect you and it is not necessary to inquire about the vaccination status of your co-workers. While we expect vaccinations and testing may be a topic of conversation among colleagues, please remember that for some individuals it is a sensitive and private issue, and therefore please exercise caution in broaching the subject, just as you would with any personal conversation in the workplace.

Masks

Effective August 16th, 2021, Chancellor Garcia required all individuals entering System Office facilities, whether vaccinated or unvaccinated, to wear a mask if they are in any public space or in the presence of others. This mask requirement will not apply when individuals are in their own workspace and not in the presence of others. The CCCSO will continue to monitor local and State COVID-19 mitigation guidance and update as necessary.

Greeting Co-workers/Guests

Shaking hands continues to be discouraged. A smile and nod, “elbow bumps” or a simple hello can all be used as alternate greetings.

Meetings and Conference Rooms

In-person meetings can be resumed and conference rooms utilized. There is no longer a six-foot social distancing requirement, but CDPHE continues to recommend six-foot social distancing from people who do not live with you. Please be respectful of co-worker’s personal space during the transition and make virtual attendance an option for those that may not be comfortable, or able, to attend in person. Meeting organizers are encouraged to notify participants ahead of time how the meeting will be set up, including the room size/location, number of invitees, what level of social distancing will be available and whether virtual attendance is an option. This will allow participants to make informed decisions ahead of time of the best way for them to meaningfully participate. Supervisors should establish clear expectations with employees regarding participation in meetings. If there is a business need to have an in-person meeting that should be communicated and arrangements to allow for space and comfort of those attending should be discussed and arranged in advance of the meeting. Similarly, if virtual attendance is allowed, supervisors should clearly establish any expectations for video requirements.

Catering Meals

If providing snacks or meals, refer to [CDPHE guidance](https://covid19.colorado.gov/restaurants-food-services) and work with food service vendors to ensure safe delivery and distribution of any food. Providing details about food service and health/safety precautions ahead of time will allow participants to make decisions about whether to partake or provide their own meal.

Hand Hygiene and Sneezing

Maintaining frequent hand washing and practicing respiratory etiquette are still a priority. Employees should wash hands with clean, running water, apply soap, lather and scrub for at least 20 seconds, then rinse. Dry hands using a clean paper towel or air dry. When soap and water cannot be used, alcohol-based hand sanitizer stations are available throughout CCCS buildings on the Lowry Campus. Cover your mouth and nose with a tissue when you cough or sneeze and throw used tissues in the trash. If you do not have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands after blowing your nose, coughing or sneezing. Learn more about [coughing and sneezing](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) etiquette on the CDC website.

Do not come to Work if you are Sick

People with these symptoms or a combination of symptoms may have COVID‐19 and should stay at home:

* Temperature that exceeds 100.4°
* Cough
* Shortness of breath or difficulty breathing
* Chills
* Muscle pain and body aches
* Headache
* Sore throat
* Feel fatigued more than normal
* New loss of taste or smell
* Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea

Staff are encouraged to stay at home if they are feeling ill in any way, for themselves and everyone else to stay healthy and recover quickly when not feeling well. Accept that employees may have allergies that cause sneezing and coughing and trust that employees will be cognizant of their health to ensure the safety of everyone.

Dress Code

Many of us got a little relaxed while working remotely. When you come to the office, please maintain a professional appearance from head to toe. Be mindful of Board meeting days or those where we may have special guests on campus and dress accordingly.

Scents in the Office

While working remotely you may have become accustomed to diffusing scents, lighting candles, or air sprays. Candles remain prohibited at work. Scents in the office should be avoided, where possible, including heavy use of colognes and perfumes. Many employees have sensitivities to scents that result in sneezing, coughing, headaches, and more.

Accommodations

Employees who need to request a new disability accommodation or update an existing accommodation should contact Laura DuClos in Human Resources.

# Summary

Working from the office again is something many CCCS system office workers are looking forward to. Seeing coworkers face-to-face and having the opportunity to “catch up” is one of the benefits of working from the office. Remember that others may not have the same comfort level as you and that we need to communicate with one another as we return to working closer on the Lowry Campus.