

# COVID-19

## Risk Mitigation & Safety Protocols

Updated June 26, 2020

***The following protocols apply to all faculty, staff, and students at all Gaston College Campuses. In addition to these, there may be course or program-specific safety protocols that must be followed.***

### **Illness or Exposure**

- Stay home and consult your doctor immediately if you feel poorly and/or have any [symptoms of COVID-19](#) including a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat or a new loss of taste or smell.
- If you believe you've been exposed to an individual with COVID-19 you should consult your doctor before coming to campus.
- Students are asked to report any exposure, possible symptoms, or a confirmed case of COVID-19 to [Dr. Audrey Sherrill](#), Vice President for Student Affairs, as soon as possible.
- Employees are asked to report any exposure, possible symptoms, or a confirmed case of COVID-19 to [Carol Denton](#), Director - Human Resources, as soon as possible.

### **Wear a Cloth Face Covering**

- The wearing of a face covering is required on all campuses where physical or social distancing of six feet is not possible unless a reasonable accommodation can be made due to a medical condition that prevents the wearing of a face covering.
- Follow the CDC recommendations for wearing, making, cleaning and removing [cloth face coverings](#).
- If you do not have a cloth face covering, reusable and washable cloth face coverings will be available to faculty, staff, and students who will be on-campus. If needed, ask your instructor or supervisor where you can obtain a face covering.

### **Practice Social Distancing**

- Maintain a minimum distance of six feet between you and others at all times.
- Gatherings will be limited to 10 or less (indoors) and 25 or less (outdoors) with exceptions provided for those programs that specifically support the public safety and healthcare industries.
- In spaces where social distancing is difficult to maintain, such as hallways and stairwells, be sure you are wearing a face covering and leave space between you and others as much as possible.
- In small spaces such as elevators and restrooms, we encourage limiting use to one person at a time whenever possible. If the space is shared, then face coverings are required.
- Large gathering areas on campus such as the Myers Student Center, various break rooms, etc. may be closed or have limited access in accordance with state or local guidelines.
- Physical barriers may be installed at welcome desks, reception areas, and where other services are provided that may involve regular in-person appointments or interaction with others. Signs

and markings may also be added to indicate appropriate spacing. In addition, temporary waiting areas may be used to ensure proper social distancing.

- Special care should be taken when using equipment or spaces that are touched by others. This includes elevators, copy machines, vending machines, doors, etc. Wash your hands or utilize the hand sanitizer stations throughout campus whenever touching a shared surface.
- Using water fountains is highly discouraged.
- Limit face-to-face interactions and meetings as much as possible by continuing to utilize videoconferencing and technology tools.
- Travel restrictions continue for all faculty and staff until further notice.

### **Practice Good Hygiene**

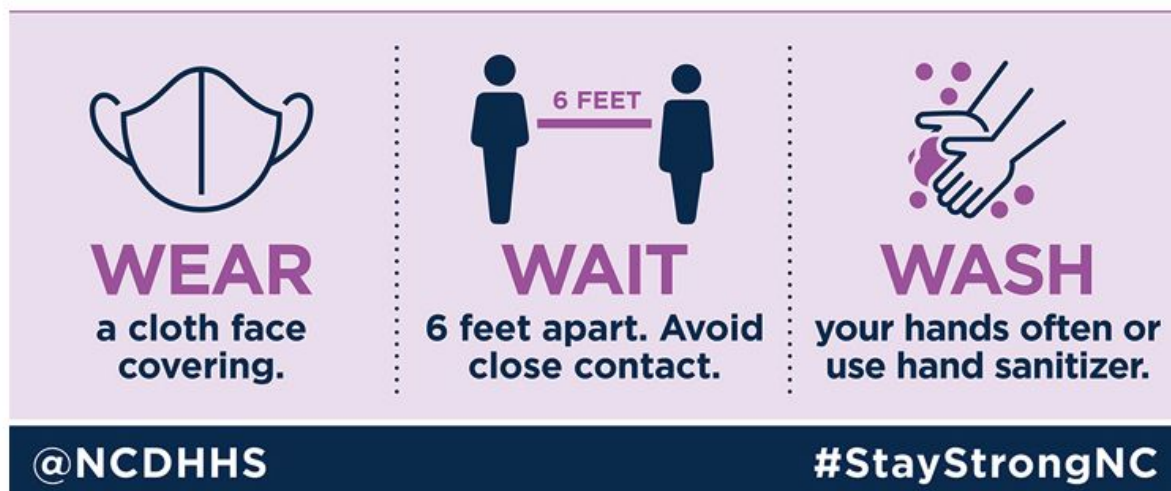
- **Wash your hands often or use hand sanitizer.**

Scrub your hands for at least 20 seconds. Rinse your hands well under clean, running water. Dry your hands using a clean towel or air dry them. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

- **Cover Coughs and Sneezes**

If you are in a private setting and do not have on a face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw the used tissue in the trash and immediately wash your hands with soap and water for at least 20 seconds.

## If you leave home, know your Ws!



The infographic is divided into three vertical sections by dotted lines. The first section features a line-art icon of a cloth face mask above the text 'WEAR a cloth face covering.' The second section features an icon of two human silhouettes with a horizontal line between them labeled '6 FEET' above the text 'WAIT 6 feet apart. Avoid close contact.' The third section features an icon of two hands being washed with soap suds above the text 'WASH your hands often or use hand sanitizer.'

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#StayStrongNC