

Return to Campus Checklist (COVID-19)

___ **Covid-19 Training:** All employees who come on campus must complete disinfectant and sanitizer training. To access the training you may go through ProLearning on the MyCOM Portal home page. Search for the course titled "Coronavirus: Cleaning & Disinfecting Your Workplace" (around 10 minutes). You can also search for this course by provider (College of Marin) and then locate the course title. Note that training course titles use the term *coronavirus* instead of *COVID-19*.

___ **COM Symptom Screening:** All employees must complete the COM Symptom Screening daily before accessing campus or participating in in-person activities. Employees must include their supervisor's email address when completing the Symptom Screening.

___ **Facial Coverings:** All employees, volunteers, and visitors must wear appropriate facial covering at all times while indoors in a public/common space (including a cubicle) on COM campuses. Surgical masks or higher-level respirators (e.g. KF94/KN94/N95) are required indoors when in common and public indoor spaces and outdoors when distancing is not possible, regardless of vaccination status. An acceptable face covering has at least two layers (light must not pass through), fits snugly against the face, covers the nose and mouth, and is secured under the chin. Individuals seeking accommodation may contact Human Resources (employees) or Student Accessibility Services (students).

___ **Cleaning and Disinfecting:** Thorough cleaning in high-traffic areas is performed regularly by Maintenance and Operations staff, along with disinfection in active areas; however, cleaning by staff is only part of an overall plan to keep our campus environment safe. Everyone has a role and responsibility in making sure our campuses are as safe as possible for opening and remaining open.

___ **Maintain Good Hygiene:** Don't shake hands or engage in any unnecessary physical contact. Maintain safe distance from other people when possible; cough or sneeze into a tissue, then throw the tissue in the trash and wash your hands; wash your hands often with soap and water for at least 20 seconds; do not touch your eyes, nose, and mouth; clean and disinfect frequently touched objects and surfaces.

___ **Vaccination Requirements:** All employees and volunteers, including those who are working in a hybrid model or remotely, must [provide proof of their COVID-19 vaccination](#) or submit an exemption request (for medical or religious reasons) to hrcom@marin.edu. We encourage all employees, students and volunteers to get their [booster shot](#) once eligible. **If you are vaccinated and boosted, please ensure you upload your most current vaccination card with booster date [here](#).**

___ **Sick/Exposed to COVID:** *Do not come to campus if sick/exposed to COVID-19.* If you are feeling ill, have any symptoms of COVID-19, or have recently been exposed to the

COVID-19 virus, do not visit campus or perform work in-person. Stay home and contact your health care provider or consult the COVID-19 Hotline at (415) 473-7191.

___ **Review COM COVID-19 Updates and Resources:** Become familiar with all components the [College of Marin Coronavirus \(COVID-19\) Updates and Resources](#) for the latest information related to COVID-19. Information include: Prevention and Self-Care, Cleaning and Disinfecting, COVID-19 Training and Health and Safety Measure

___ **Applications and Technology:** Make sure that you have access to the necessary applications (Banner Fiscal, Banner 9 Admin, ARGOS, DegreeWorks, SARS, LaserFiche, etc.) and technology on campus. For questions regarding application access and support with technology, please contact IT at <https://servicedesk.marin.edu/helpdesk/User/Login>. Coordinate in advance if you anticipate needing assistance with setting up devices and access to applications.

___ **Campus Building Access:** Please ensure that your key fob (U-Key) is actively working for access to offices and buildings on campus. If you need a replacement, please submit a [School Dude Work Order](#) or contact Alexio Perez at email aperez@marin.edu.

___ **Parking Permit:** Ensure your parking permit is valid. You may access the [Parking Permit Renewal Form](#) through the MyCOM portal and coordinate with the Police Department.

___ **Be Prepared for Lunch:** As many local businesses have closed, and open businesses might have changed their hours in response to the pandemic, verify local restaurant hours before dining out, or prepare a packed lunch.

___ **Employee Assistance and Wellness Program:** With the phased return to work right around the corner, you are not alone if you're feeling anxious. We recognize how stressful these times are and want to make sure you are aware of resources you might find helpful. The Employee Assistance Program (EAP) offers confidential resources and up to six free counseling visits per issue. To learn more about our EAP and the wellness program, please click here: [COM Wellness Program](#).

Resources:

COM Strong at <http://www1.marin.edu/strong>

Review the Coronavirus (Covid-19) Updates and Resources page at <http://www1.marin.edu/news/coronavirus-covid-19-updates-and-resources>.

Review the Injury and Illness Prevention Program (IIPP) located at <http://police.marin.edu/environmental-health-safety>.

As we resume our in-person mission, thank you for your patience and resilience.

We look forward to seeing you (safely)!