

RETURN TO CAMPUS GUIDE FOR EMPLOYEES

TrueCare 24

CCM has contracted with TrueCare24 to provide Temperature Screening Stations (TSS) for employees, students and visitors to our campus. TrueCare24 staff members will be located at key building entrances to do three things: 1) confirm that you are wearing a mask, 2) confirm that you are wearing your CCM identification card, 3) take your temperature. Cloth CCM face masks will be available for employees and disposable masks available for students. ID card holders will be provided for those who need them. If you need an ID card, contact Campus Life at this link (scroll down to IDENTIFICATION CARDS): <https://www.ccm.edu/student-life/campus-life/clo-services/>

If you have a fever over 100.4 degrees, you will be directed to leave campus and it will be recommended that you see your healthcare provider. The office of Health Services will manage students who are unable to leave campus. Students should contact the Office of Health Services before they attempt to return to campus to confirm that they are clear to return.

- ✓ **Mask**
- ✓ **CCM Identification Card**
- ✓ **Temperature Check**

Access to Campus

Prior to returning to campus students and employee are required to complete Campus Reopening Training. A link will be sent to employees from Safe Colleges. Students will find the training in Blackboard.

- ✓ **Complete the Reopening Training**

Temperature Screening Stations will be located at all of our campus buildings when classes are being held or offices are staffed. On **September 8th** we will be set to receive employees who return to campus for the day. Starting on **September 9th**, screeners will be in place and designated entrances open during class times. All other doors will be exit-only or locked.

Screening Locations:

Campus Hub:

- Henderson Hall - main entrance by Business & Finance 8:00 am - 10:00 am and when classes are in session
- MTC - statue side when classes are in session
- Student Center (statue) 8:30 am until the end of business, either 4:30 pm or 6:30 pm
- LRC main entrance 8:30 am until 4:00 pm
- Academic Complex – Sheffield/Cohen patio 7:30 am until evening classes end
- Academic Complex – Cohen/DeMare patio 7:30 am - 2:30 pm, when attendance drops

Satellite Locations:

- LHT – lobby When classes are in session
- HPE – lobby When classes are in session
- AME - lot 9 entrance When classes are in session
- 675 - main entrance (24 hour)

Should you need **special access** to a building or arrive and find the designated entrance locked please call **Public Safety at x5550** and we will provide temperature screening and access as needed.

Parking

Parking for employees will be in **lots 5 & 8** and parking for students in **lots 7 & 9**. There will be an area of **Lot 1 sectioned off for LHT** parking. There will be signage in place to guide you. Lot 6 will remain open for NJ Transit, handicap parking and

- ✓ **There are designated entrances for screening locations**
- ✓ **Public Safety will make special accommodations**
- ✓ **Parking in lots 5, 7, 8 & 9 – Lot 1 sectioned for LHT**

Visitors & Employees Who Work Campus-wide

Public Safety uses a visitor module which is attached to their records management system. Employees who will have vendors or visitors on campus must register them with Public Safety using this link:

<http://reportproserver.ccm.edu/CESIReportExec/vt/OnlineVisitorRegistration.aspx?IsAuth=1&groupid=102>

Have **visitors report to Public Safety** at building 675 in Lot 10. They will be temperature screened, checked against the visitor list and given an adhesive CCM Visitor Badge. If you see someone on campus with a CCM Visitor Badge dated for that day, **know that they have been screened**. Plant and Maintenance, Health Services and Public Safety personnel are being screened at Public Safety. These employees may be using other building entrances to perform their duties.

- ✓ **Preregister visitors with Public Safety**
- ✓ **Visitors will be screened and given an I.D. tag at 675**
- ✓ **Health Services, Public Safety and Plant & Maintenance staff will be screened and may be using other building entrances.**

While every effort is being made to manage our experience, it is inevitable that there will be wrinkles. Be patient with yourself and one another as we break new ground and work together to create a positive learning environment. Should you have any concerns regarding appropriate use of masks, social distancing or any other safety concerns please contact Public Safety.

As a matter of classroom management, if students are not wearing a mask or practicing social distancing **please remind them** to do so. If they will not comply **or if the circumstances make you feel uncomfortable** to issue this reminder, contact public safety by phone or by using the **ePanic** system located on the classroom terminal.

✓ *We are Titans, we got this!*