

# From the Department of Public Safety

In response to ongoing developments related to Coronavirus COVID-19, we are taking this opportunity to provide additional clarification pertaining to access to the College.

As previously disseminated, the Main Building is open for limited access from Monday- Thursday, 8am-6pm. All occupants of the building are required to sign in and out.

“Limited Access” is defined as follows:

1. Faculty and Staff may access their respective offices, classrooms, labs, etc. for the purposes of preparing Distance Learning materials (Faculty) or performing essential operations for the College (Staff).
2. Though the duration of time in the building may vary based on specific needs, no more than two hours should be spent on campus. Proper forethought and planning are paramount to decrease exposure.
3. Multiple trips to campus are strongly discouraged as they do not adhere to Governor Justice’s Executive Order. The order directs all West Virginians to stay at home and limit movements outside of their homes beyond essential needs.
4. You may be denied access if you fall into any of the following categories of “high risk” as defined by the CDC:
  - a. People aged 65 years and older
  - b. People with chronic lung disease or moderate to severe asthma
  - c. People who have serious heart conditions
  - d. People who are immunocompromised including cancer treatment
  - e. People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease
  - f. People who have prolonged use of corticosteroids and other immune weakening medications
5. Members of the public will not be granted access to the Main Building. This includes employee family members.
6. STUDENTS ARE NOT PERMITTED BEYOND THE SECURITY DESK.
  - a. A location is available for Faculty to leave items for Students to pick up. These items should be properly labelled with the Student’s name
  - b. Any Student picking up items will be stopped outside the building and given instructions
7. Movement inside the building requires the following:
  - a. **SOCIAL DISTANCING: MAINTAIN A 6 FOOT SEPERATION**
  - b. **ONLY ONE PERSON AT A TIME ON ELEVATOR**
  - c. **ONLY ONE PERSON ALLOWED IN OFFICE SPACE**
  - d. **A MAXIMUM OF 5 PERSONS IN LARGER SPACES (CLASSROOMS)**
8. Wearing cloth face coverings is recommended. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

