

## EMPLOYEE CAMPUS ACCESS PROTOCOLS

### Point of Entry/Exit Monitored by Security Staff: Library Double Doors

*To enter any campus building, you must enter and exit at this one location, located near the Board/Aspen Room. It is critical that LTCC has an accurate record of all campus visitors to help ensure employee safety. Even if you work in another building, you must first check in at the library's double door entrance. All other entrances have been rekeyed to prevent unauthorized access.*

### EXPECTATIONS as of June 1, 2020:

1. YOU **MUST** BE ON THE ESSENTIAL EMPLOYEE LIST TO ACCESS CAMPUS:
  - a. You **MUST** limit the amount of time you spend on campus.
  - b. ACCESS is for ESSENTIAL PURPOSES only.
2. Prior to reporting to campus:
  - a. Confirm your temperature at home, which **MUST** be less than 99 degrees.
  - b. Do not visit stores or run any errands prior to arrival on campus.
  - c. If you have recently traveled more than 100 miles outside of South Lake Tahoe, LTCC suggests you self-quarantine. We require that you do not come to campus for at least 7 days after your arrival home.
  - d. If you have tested positive for COVID-19 or are experiencing any symptoms of COVID-19, please visit the [CDC's website](#) for advice on when to return to work.
3. Upon entering LTCC:
  - a. Sanitize your hands at the gel stations.
  - b. Bring a facemask or cloth face covering and wear it.
  - c. Your temperature will be scanned at the security checkpoint upon arrival.
  - d. Have your LTCC staff ID ready to show.
    - i. You **MUST** show an LTCC ID for **NO TOUCH** sign-in process.
    - ii. You will be asked for the precise location(s) you will be visiting while on campus. Please do not alter this location(s) without notifying security first. This is to enhance the efficiency of LTCC's janitorial staff, who continuously roam the campus sanitizing areas to ensure your safety.
4. Maintain at least 6 feet of distance if a line forms. PLEASE BE PATIENT as we check staff in safely.
5. Expect access to your desk/department only:
  - a. Certain areas of campus are off-limits to staff.
  - b. Visiting other departments and/or co-workers in other departments is not permitted.
  - c. All bathrooms are CLOSED, except for:
    - i. Library Lobby and Main Commons bathrooms.
6. Check out with security near the library double doors when exiting campus.
7. Use hand sanitizing stations upon exit.

We are operating under the directives of the Governor of the State of California, the County of El Dorado and the California Community Colleges Chancellor's Office. Please reference the State, County and CCCCCO links provided for additional information.

**LTCC IS COMMITTED TO THE HEALTH AND WELFARE OF OUR STAFF AND FACULTY!**

**THANK YOU FOR FOLLOWING THESE PROTOCOLS!**