

Tohono O'odham Community College

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Coronavirus guidance – August 9, 2021

Tohono O'odham Community College (TOCC) is adopting these rules in the interest of ensuring a safe work environment. This guidance is in accord with Executive Orders on coronavirus issued by the Tohono O'odham Nation, U.S. Center for Disease Control and Prevention (CDC) guidelines, and TOCC Board of Trustees policy.

(Note: this guidance supersedes the TOCC coronavirus protocol dated July 6, 2021. Updates to this guidance are to be expected due to the rapidly changing COVID-19 threat and to adjustments and changes to guidance from regulatory agencies. This guidance does not apply to the San Carlos Apache College site.)

1. Mandatory Vaccination

- a. All employees must submit proof of vaccination to the Human Resource office to be on campus unless he, she, or they are claiming an exemption for health or religious/spiritual reasons. All new employees must comply before they can report to work.
- b. Exemptions as described in section 1.a. above must be documented and approved by the TOCC HR and President. Employees who are granted exemption must undergo twice weekly COVID-19 testing and proof of testing must be submitted to the TOCC HR office. Otherwise, access to campuses will be denied.
- c. All students and community members must provide proof of vaccination to be present on campus. There are no student or community member exemptions from the vaccination requirement owing to low COVID-19 vaccination rates and the spread of the very contagious delta variant.

2. Health Checks and Masking

- a. All employees must complete health checks at each campus and site when they report for work. Staff at health check stations will require that employees, students, and any others have provided proof of vaccination. Such proof includes possession of a TOCC ID indicating vaccination status or presentation of a vaccination card along with a current picture ID.
- b. Any employee who reports to work with a fever, cough, or other symptoms associated with COVID-19 must return home. Employees who experience COVID-19-like symptoms must inform the TOCC Human Resource Office and their immediate supervisor.
- c. Employees are required to wear protective masks/face coverings and adhere to physical distancing when attending to job duties, unless:
 - i. An employee is alone in a workspace or in an individual workspace/office, distanced from others.

- ii. Employees who share an office or defined workspace are fully vaccinated, and in such cases, masking is optional in instances where there are not more than two persons present, and unless one of the two requests that masking be practiced.
- iii. Staff, faculty, students, or others participating in any in-person meetings of more than two persons must wear masks unless they are eating or drinking.

3. Coronavirus Testing and Contact Tracing

- a. Anyone experiencing COVID-19 symptoms needs to be tested even if they are fully vaccinated. All TOCC employees must notify the HR Department immediately if they experience COVID-19 symptoms and they must provide proof of test results to the HR Director within 48 hours after experiencing symptoms.
- b. Staff or students who have come into close contact with someone with suspected or confirmed COVID-19 need to test within 3-5 days after exposure even though they are fully vaccinated. Test results must be provided to the TOCC HR Director.
- c. Tests are available at county health departments and at Tohono O’odham Nation Health Department (for Natives). Self-tests will be available at TOCC starting in September 2021.
- d. The TOCC HR Office will coordinate contact tracing when a person at TOCC tests positive for COVID-19.

4. Cleaning of offices, restrooms, and other workspaces

- a. Employee Responsibilities: Employees should clean their personal workspace regularly throughout the workday. Cleaning products will be provided for each department.
- b. Facility Maintenance and Operations Responsibilities:
 - i. Clean high touch areas, work areas, and office areas daily.
 - ii. Clean and disinfect restrooms daily.
 - iii. Provide cleaning products including wipes, spray bottles and hand sanitizer to departments and staff.
 - iv. Erect sanitation stations throughout S-cuk Du’ag Maşcamakuđ to be used regularly.

5. Information Technology Department Protocols

Employees can submit IT requests to technicalsupport@TOCC.edu. IT will use “TeamViewer” to access your computer remotely and resolve any technical issues. If the IT department is not able to resolve the technical issues remotely, a technician or the IT manager will address the issue in person.

6. Further questions – advice on what to do and how to handle situations

Employees should contact supervisors with any questions. Supervisors contact their supervisors and/or HR for clarification of any of the above or any protocols related to workplace safety or COVID-19 awareness and prevention.