

Heritage University Access Phase I

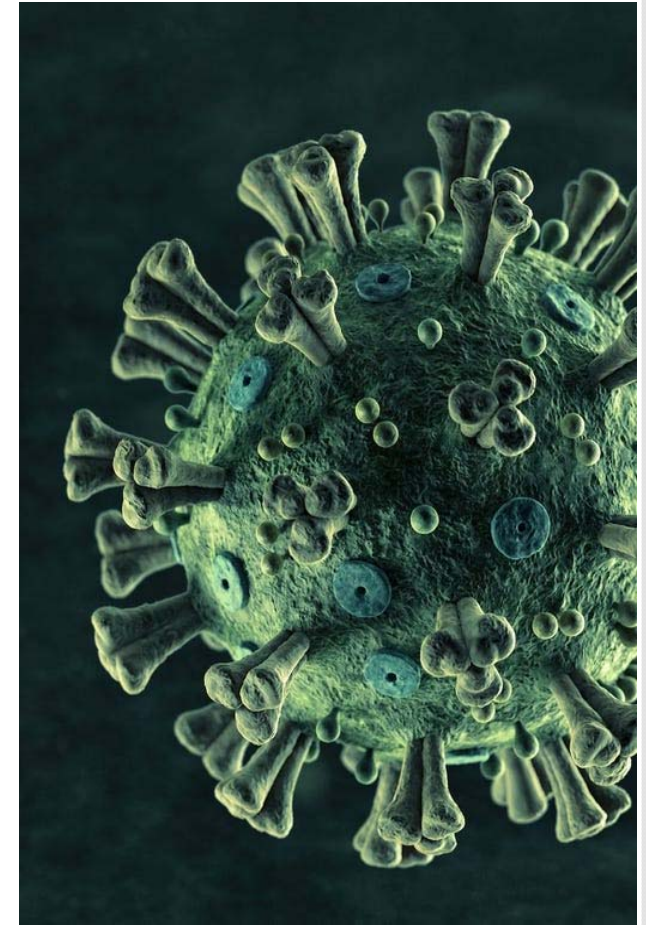
Updated: June 18, 2020

The Plan

Heritage University plan of action in response to the Corona Virus pandemic.

Because information is constantly evolving, we will continue to update and revise this plan in accordance with the Yakima County Health District, Washington State Department of Health, and U.S. Department of State, the Centers for Disease Control and Prevention (CDC)

Health and safety continue to be the University's top priorities. Any decisions are based on the needs of our community and grounded in scientific information.



Access Phase I

All employees, students, and visitors that seek access to campus must abide by the following protocols while on the Heritage University campus.

1. Request permission to access the campus.
2. Follow social distancing protocols.
3. Wear a facemask or covering indoors and outdoors at all times.
4. Refrain entering restricted spaces without permission.
5. Maintain single occupancy in offices at all times.

Individuals that do not comply with protocols will be informed of the expectations and asked to comply immediately; if individuals refuse to comply, they may be asked to leave campus or reported to administration for corrective action.



Access Phase I

1. Request permission to access the campus.

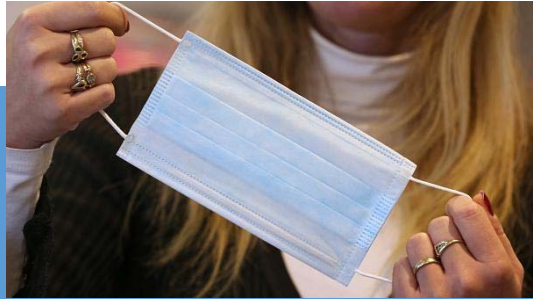
- Employees must request permission to access campus a minimum of 24 hours before access is need, ideally 48 hours is preferred
- Send an email to your Department Chair/Direct Supervisor and cc' your respective Vice President request access. Your Department Chair/Direct Supervisor or vice president will email you the COVID Campus Access Form
- Critical employees that require access on a daily or weekly basis to perform essential operational duties must still complete the form and participate in screening procedures
- Once the COVID Campus Access Form is completed, you will receive detailed instruction on how to access campus safety and information about the screening process
- Hours for essential access are Monday-Thursday, 9:00 a.m. to 1:00 p.m., and closed Friday, Saturday, and Sunday. Exceptions may be granted for indispensable task that can't be accommodated during the above times.



Access Phase I

2. Follow social distancing protocols.

- Social distancing of at least 6 feet of separation must be maintained by every person at all times
- Follow egress, markers on floors, and directions in areas where congestion can occur
- COVID-19 Site Supervisors will be on site to monitor social distancing protocols



Access Phase I

3. **Wear a facemask or covering indoors and outdoors at all time.**
 - The University will provide you with a facemask if you do not have one
 - Facemasks must cover mouth and nose
 - Individuals that can not wear a facemask for health reasons may be asked to wear a face shield
 - Facemasks may only be removed when a person is in their own office space, and that space has a door
 - COVID-19 Site Supervisors will be on site to monitor compliance with facemask or covering protocols



Access Phase I

4. **Refrain from entering restricted spaces without permission.**
 - All office spaces must be single occupancy at all times and should only be accessed by the assigned staff member
 - Locked storage areas, conference rooms, and classrooms may only be accessed when permission is granted from the COVID-19 Supervisor

Access Phase I

5. **Maintain single occupancy in offices at all time.**

- Offices should only be accessed and occupied by the designated employees assigned to that work area
- Cleaning staff will not enter offices, but will disinfect the door knobs
- Employees should put their trash outside of the office door
- Staff can request an office be disinfected by emailing Facilities at beehler_j@heritage.edu, please clear all surfaces to complete this two part process

Contact Us with Questions:

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Screening Access

1. From Fort Road, take McKinley Road to the back gate.
2. Stop at the sign and the Site Supervisor will open the gate for you.
3. Park your car in the Simkins Parking lot.
4. Put on your mask.
5. The Site Supervisor will come to the driver's side window and conduct the screening while you are in your vehicle.

