**Arkansas State University Mountain Home**

**Recommended Return to Campus Procedures**

**\*\*NO ONE SHOULD RETURN TO CAMPUS OR ENTER A BUILDING IF THEY HAVE AN ELEVATED TEMPERATURE OR ARE EXPERIENCING SHORTNESS OF BREATH, EXTREME FATIGUE OR ANY OTHER COVID-19 SYMPTOMS\*\***

1. Building Entrance
	1. Outside doors to all building should remain locked at all times.
	2. One entrance should be designated as the main entrance and only that entrance used.
	3. Employees: your supervisor should be aware of any days and times that you will be on campus.
	4. No one should be permitted inside the building without an appointment
	5. A notice should be placed on the main door with a number to call for assistance.
2. Face covering
	1. Anyone entering the building should have on a mask (cloth accepted)
	2. Mouth and nose should be covered
	3. Face coverings should be worn at all times in the building (unless you are in your office by yourself)
	4. Masks available if needed.
3. Temperature checks
	1. Anyone on campus should have their temperature checked prior to entering a building
	2. Temperature should be taken with an infrared thermometer**. if temperature is >100 degrees the student or employee will be sent home and NOT allowed to enter the building.**
	3. The person performing the temperature check should at minimum wear a mask and gloves.
	4. Temperatures should be checked one time per day.
	5. The exact protocol that will be used for temperature checks should be discussed with your supervisor
	6. Please contact Security or Dr. Julia Gist if a thermometer is not available in your building.
4. Social distancing
	1. Social distancing of 6 ft between all persons should be practiced.
	2. This includes classrooms, hallways, offices, etc.
5. Handwashing
	1. Wash your hands frequently with soap and water
	2. If soap and water is not available use hand sanitizer (at least 60% alcohol) frequently
	3. Hand sanitizer should be available in all rooms.
6. Clean and disinfect
	1. Table, desks, door handles, keyboards, etc. should be cleaned and disinfected between students. Clorox (or a similar cleaning agent) wipes should be used frequently.
	2. Clorox should be available in all rooms.