BUILDING ACCESS GUIDELINES
ACCESSING PRAIRIE STATE COLLEGE OFFICES AND LOCATIONS
GUIDELINES

THESE GUIDELINES ARE CONSISTENT WITH GUIDANCE FROM THE FOLLOWING:

The Centers for Disease Control and Prevention
The Illinois Department of Public Health
The Office of the Governor

The following groups are permitted to enter college facilities:

Employees*

Current students who need to conduct business, attend class or lab, testing, or to attend an appointment scheduled in advance with one or more offices or persons.

Prospective students who need to conduct business or attend appointments scheduled in advance with one or more offices or persons.

Visitors who need to attend an appointment scheduled in advance with one or more offices or persons.

*Employees refers to all full-time and part-time staff, faculty, administrators, and managers

These guidelines are subject to change at any time based on institutional, local, state, or federal guidance.

Employees*, students, and any visitors who have traveled outside of the Chicagoland, NW Indiana area, or country should self-quarantine and not enter any PSC facility for 14-days following their travel.

YOUR SAFETY IS OUR PRIORITY.
ACCESS TO FACILITIES

ANYONE ENTERING A PRAIRIE STATE COLLEGE BUILDING OR FACILITY MUST:

- Sign in

- Wear protective face coverings. Disposable face masks will be available at the designated entrance for anyone that lost or misplaced their personal face masks.

- Be prepared to produce a PSC ID card or other form of identification.

- Maintain a distance of six (6) feet when meeting or standing in line.

- Only host meetings with less than 10 participants and in a space large enough to allow physical distancing of at least six (6) feet.

- Receive a temperature check.

Stay home when you are sick, or leave work immediately, and notify your supervisor.

(More on page 7)
OPERATIONS

SUMMER HOURS
For summer, all Prairie State College buildings and facilities are open from 7:30am - 4:30 p.m., Monday - Thursday, and closed Friday - Sunday.

FALL HOURS
Beginning August, 10, the college offices will resume regular hours of 8 a.m. - 4:30 p.m., closed Saturday and Sunday.

EMPLOYEES, STUDENTS, OR GUESTS MUST ENTER THROUGH THE APPROPRIATE DOOR:

○ **Main Campus:** Until further notice, all students and staff entering the Main building or visiting the Conference Center must use the M5 door on the south side of the building.

○ **Matteson Area Center (MAC):** Until further notice, all students and staff entering the MAC MUST use the door on the south side of the building directly adjacent to the parking lot.

○ **Adult Training and Outreach Center:** One door will be designated ingress and egress. All other doors will be locked.

○ **Health Tech:** One door will be designated for ingress and egress and monitored by police officer.

○ **Transportation, Warehousing and Logistics Center:** Until further notice, all students and staff entering the building must use the main door located on the east side of the building.
EXTERNAL EVENTS

External events and functions are not permitted at any PSC facility without prior authorization from the Office of the President (pscpresident@prairiestate.edu) at least two weeks in advance of the start of the event or function. These events must occur within the operating hours of the college as outlined in these guidelines. Any event or function held on campus must adhere to the guidelines within this document.

Security for external events must be planned through the PSC Police Department and Security and Safety fees paid in advance of the event.
THE FOLLOWING OFFICES ARE OPEN ON A LIMITED BASIS

Access to these offices and their hours of operation are based on staffing and ability to adhere to social distancing guidelines. Contact the office using the phone number/email address below, or visit the Prairie State College website for more information:

- Bookstore
- Business Office
- Campus Police
- Information Technology Resources
- Institutional Support Services
- Library
- Testing Center

BY APPOINTMENT ONLY:

Other campus offices are available to meet with current and prospective students by appointment only. Visit the Prairie State College website for contact information. Each office will have limited hours of operation and/or access based on staff availability and adherence to social distancing and safety guidelines.

THE FOLLOWING PSC OFFICES AND LOCATIONS ARE CLOSED AND OFF-LIMITS:

- Atrium and public seating areas
- Cafeteria
- Christopher Art Gallery
- MAC Student Lounge
- Prairie Center
- PSC Fitness Center/Showers
- Unauthorized classrooms
The college will provide, as needed, appropriate personal protective equipment to all employees, students, and prospective students who enter the facility.

The college has implemented additional cleaning across all campus locations. The custodial staff is cleaning and disinfecting the public areas, door knobs, light switches, and railings.

Each classroom/office door will have a green color Prairie State College door hanger. When leaving your classroom/office turn the door hanger to "Please Clean Me.” This will notify cleaning staff that someone was in this room and cleaning is necessary.

Reception areas and other front-facing offices will receive sneeze-guards/shields to be determined by facilities and the appropriate manager/administrator of the area(s).

Facilities will place appropriate floor signage throughout the campus to encourage appropriate social distancing where appropriate, and to provide education on social distancing and other CDC guidelines.

Hand sanitizing stations will be available at every entrance and exit to all PSC facilities and buildings.

Hand sanitizer and other sanitizing supplies will be made available for offices and employees provided by the departments.
EMPLOYEE TELECOMMUTING

No employee should report to work if they are ill or become ill.

Employees who have traveled outside of the Chicagoland, NW Indiana area, or country should self-quarantine and telecommute for 14-days following their travel.

Individual employees have the choice to telecommute if they are in one or more of the vulnerable populations defined by the CDC, and/or they have existing health concerns (personally or within their household) that makes them vulnerable.

Supervisors, with their employee, will determine if an employee can telecommute based on their job duties. If they can, they will be encouraged to do so. This decision should be documented with the appropriate Cabinet officer and Human Resources, and done in a way that is consistent with collective bargaining agreements.

Employees who telecommute and have to use their own technology and resources will receive a stipend of $87/quarter through their paycheck.

Employees who need to make phone calls can receive a Google phone number by working with their supervisor and ITR.
Any faculty, student or staff employee who has reason to believe they were exposed to anyone believed to have COVID-19 or any infectious disease, **MUST** report it immediately to their supervisors (for faculty and staff) or instructor (students).

No person shall be permitted to return to campus until sufficient medical review has been conducted and the person released as cleared.

**EVERYONE MUST ADHERE TO THE BUILDING ACCESS GUIDELINES AND ANY OTHER GUIDELINES PRESCRIBED WITHIN THESE GUIDELINES.**

**FOR QUESTIONS, PLEASE EMAIL STAYINFORMED@PRAIRIESTATE.EDU, OR VISIT THE WEBSITE AT PRAIRIESTATE.EDU.**