

COVID-19 Screening Protocol FAQ – Employees

The overall goal of the screening protocol is to follow the THECB requirements and keep ACC safe and protected from the COVID-19 virus. As with this entire pandemic our plans are evolving daily and will **require extreme flexibility and patience.**

Q. Will there be separate lines for employees and students?

No. When we open on May 26 there will be one line. We are anticipating a gradual increase of staff and students on campus. As the campus is more populated, we will continue to evaluate and modify the procedures.

Q. Will I need to get out of my car to be screened?

No. You will remain in your vehicle just like a drive thru.

Q. If you are being dropped off on campus does the driver have to be screened?

No. Only individuals that will be “on campus” will be required to be screened. This does not include any individual walking the community jogging track. Once you step off the parking lot you will need to have a wrist band with the color for the day.

Q. If the line is too long can I return home and work remotely?

No. The line is designed to move swiftly with your assistance. That is why you are required to complete the online training prior May 26. Patience will be necessary as the process evolves.

Schedule for screenings (effective May 26 – June 30):

Employees only	7:00 am – 7:30 am
Students	begin at 7:30 am

Student services will be appointment:

Monday	7:30 am – 12 noon
Tuesday	2:30 pm – 7:00 pm
Wednesday	12:30 pm – 5 pm

Vendors and construction workers will check in at Building M.

Lab School families will follow the process from the Lab School staff.

All physical plant staff will follow a check in process established by their department.

Q. What if I have one of the symptoms of COVID-19 like a headache, should I stay home?

Depends if it is possibly linked to COVID-19? We will rely on your personal judgement in regard to the symptoms you may have. If you are ill and unable to work, then you will need to submit a request for sick leave to your supervisor.

Q. Are masks/face coverings required on campus?

Yes. Due to the THECB minimum standard health protocols we are requiring everyone to wear a mask/face covering while on campus unless you are alone in a personal office. This includes students, employees, visitors, and guests to the campus.

Q. Will masks be available?

Yes. If you have your own mask, please bring it as our supplies are limited. If you do not have a mask a cloth reusable mask will be provided once at the screening station. Students will be given disposable non-medical grade masks. Some positions may require additional PPE. You will be notified by your supervisor where to pick up additional protective equipment.

Q. Are you required to complete the screening and assessment?

Yes. If you do not complete the screening you will not be allowed on campus. Not signing the assessment does not grant automatic approval for telecommuting.

Q. If you notice someone on campus without a wrist band or a mask on what should you do?

Contact Campus Police.