

Williamson College – YELLOW Phase Protocol

		YELLOW PHASE
	Work & Congregate Setting Restrictions	Telework Must Continue Where Feasible
		Businesses with In-Person Operations Must Follow Business and Building Safety Orders
		Child Care Open with Worker and Building Safety Orders
		Congregate Care and Prison Restrictions in Place
		Schools Remain Closed for In-Person Instruction
	Social Restrictions	Stay at Home Restrictions Lifted in Favor of Aggressive Mitigation
		Large Gatherings of More than 25 Prohibited
		In-Person Retail Allowable, Curbside and Delivery Preferable
		Indoor Recreation, Health and Wellness Facilities (such as gyms, spas), and all Entertainment (such as casinos, theaters) Remain Closed
	Government/County Policy Guidance	Restaurants and Bars Limited to Carry-Out and Delivery Only
		All businesses must follow CDC and DOH guidance for social distancing and cleaning
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 WILLIAMSON COLLEGE of the TRADES <small>Founded 1888</small>	College Status	The College is remains CLOSED. Limited access case-by-case
	Method of Education	Distance Education
	Employees Returning to Work	Teleworking remains the primary mitigation strategy. Offices may be reopened if needed in a PHASED strategy coordinated by the Chief of Staff. Emphasis will remain on safety and social distancing protocols
	Social Distancing	Social distancing requirements remain in effect
	College Facilities	Gymnasium and Dormitories remain closed
	College Events	Limited College events under approved guidelines may be authorized
	Contractor Work Authorized	Expanded contractor work with social distance protocols still in place

Campus Entry

- The college remains CLOSED with limited access. While staff is encouraged to continue teleworking when possible, they are permitted to return to their office space as needed, provided they can remain outside of 6ft from other occupied employee workstations.
- Faculty (General & Trade) will need to continue to coordinate campus entry with Corey Jackson on a limited case-by-case basis.
- The campus remains closed to all students. On a case-by-case basis, Corey Jackson may authorize a student to enter campus to accomplish a specific task (e.g. pick-up tools, etc.) Students must coordinate all campus visit requests with Mr. Jackson (cjackson@williamson.edu)

Reporting

All employees must immediately report to their supervisor and Helene Montone (hmontone@williamson.edu) if they have symptoms of COVID-19 (CDC link: [symptoms](#)), a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. Once reported, the individual will be required to self-quarantine and be tested before returning to campus. Local testing information is available at this [link](#)

Social Distancing & Masks

- It is critical to emphasize, in compliance with State and CDC guidance, that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Additionally, all employees and faculty/staff visiting campus must also wear a mask in public settings at all times. If you are alone in your office or performing an isolated tasks or activity (e.g. operating a mower, etc.) masks need not be worn, but must remain readily available to be donned.
- Employees should also be cognizant to routinely wipe down their workspace and avoid when possible touching common areas (e.g. door handles, etc.). Cleaning supplies are available throughout campus.

For questions regarding Williamson’s COVID-19 protocol, please contact Todd Zachary (tzachary@williamson.edu) or at (610) 566-1775, ext. 252