

REQUEST FOR ON-SITE RETURN PROCEDURE

PURPOSE

As the state moves through the process of reopening, YVC will issue guidance on which activities, services and programs can be made available in-person at a YVC campus or learning center.

This procedure is designed to address the need and potential requirements for YVC employees and students to return to on-site activities based on guidance from Washington State Governor Jay Inslee and The State Board for Community and Technical Colleges.

GUIDELINES

All employees and students are responsible to help ensure a safe and sanitary environment as YVC phases in on-site activities.

PROCESS

1. Departments will need to fill out the [Request for On-site Return Form](#) and receive approval from both Vice Presidents and the President.
2. Once approved each activity will be provided a Program or Activity COVID-19 Safety Checklist, which will help guide those in charge of carrying out the activity or program.
3. While inside a building on campus all employees and students must wear a mask and maintain 3-foot social distancing protocol. Masks are not required for individuals alone in an office.