



We achieve success
in safely working and
learning together.

CAMPUS SAFETY GUIDE

Updated Dec. 17, 2021

 Triton College



Our priority is the safety and wellbeing of our students, faculty and staff. We continue to follow CDC, IDPH and Cook County Health guidelines. All students and employees must have proof of full vaccination or undergo weekly testing to be on-campus. Vaccination or weekly test results must be uploaded to Cleared4. Free SHIELD saliva-based testing is available on campus. We have implemented several modifications and safety measures.

Our Facilities team wipes down high contact areas including desks in classrooms and lab areas between classes. Classes that have been cleaned are marked with a sticker showing the times when the class was cleaned. Bi Polar Ionization Generators have been installed in classrooms, offices, and common areas across campus. In high traffic student service areas, plexiglass barriers remain in place. Everyone must wear a mask at all times while in campus buildings.

THERE IS A PLACE FOR YOU.



FOCUS
AREAS



CAMPUS SAFETY
PROTOCOLS



REPORTING AND
MONITORING





Vaccination and Testing

All students and employees must have proof of full vaccination or undergo weekly testing to be on-campus. Vaccination or weekly test results must be uploaded to Cleared4. Free SHIELD saliva-based testing is available in T-156 on campus.

Self-Certification

Triton College utilizes Cleared 4, a free platform that allows students, faculty, and staff on campus to self-screen for COVID-19 symptoms.

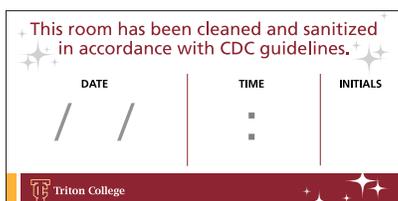
All employees, students, and campus visitors are required to self-certify each day within two (2) hours prior to their arrival on campus.

Face Coverings

All Triton employees, students and guests must wear a mask in all indoor spaces on campus.

Classroom Sanitization

Classes that have been cleaned will be marked with a sticker showing the times when the class was cleaned.



Air Purification Measures

Triton has installed two different types of air purification technology throughout campus.

The first type is Bi Polar Ionization Generators that were installed in the HVAC System ductwork, which is effective in neutralizing airborne and surface pathogens.

The second is Wall Mounted Air Purifiers (pictured below) that were installed in all campus classrooms and common areas which utilize carbon and HEPA Filtration in addition to Bi Polar Ionization.





Safety Protocols

If you have a fever of 100.4 degrees or higher, or any other symptoms of the COVID-19 virus, please do not come to campus.

If you have tested positive for COVID-19, you must contact your instructor(s) and send an email to the Director of Health Services at laurahill@triton.edu. Please do not come to campus.

How to Manage My Risks

Check these webpages to monitor ongoing safety updates regarding COVID-19:

[Cook County Department of Public Health \(CCDPH\)](#)

[Illinois Department of Public Health \(IDPH\)](#)

[Centers for Disease Control and Prevention \(CDC\)](#)

What Triton is Doing to Keep Campus Safe

- Posted signs in all restrooms on campus promoting frequent and thorough hand washing.
- Added plexiglass barriers in high traffic student service areas.
- Modified all drinking fountains to only include bottle filling functions.
- Offering call-ahead to-go ordering through TriCafe, Ext. 3403.
- Maintaining thorough cleaning and disinfecting:
 - The College's Operations and Maintenance (O&M) staff have been trained and certified in COVID-19 cleaning and disinfecting procedures.
 - In alignment with Centers for Disease Control and Prevention (CDC) and other federal, state, and local guidelines, Triton is maintaining regular sanitizing practices, including routine cleaning and disinfecting of high touch surfaces, equipment, and other elements of the work environment.

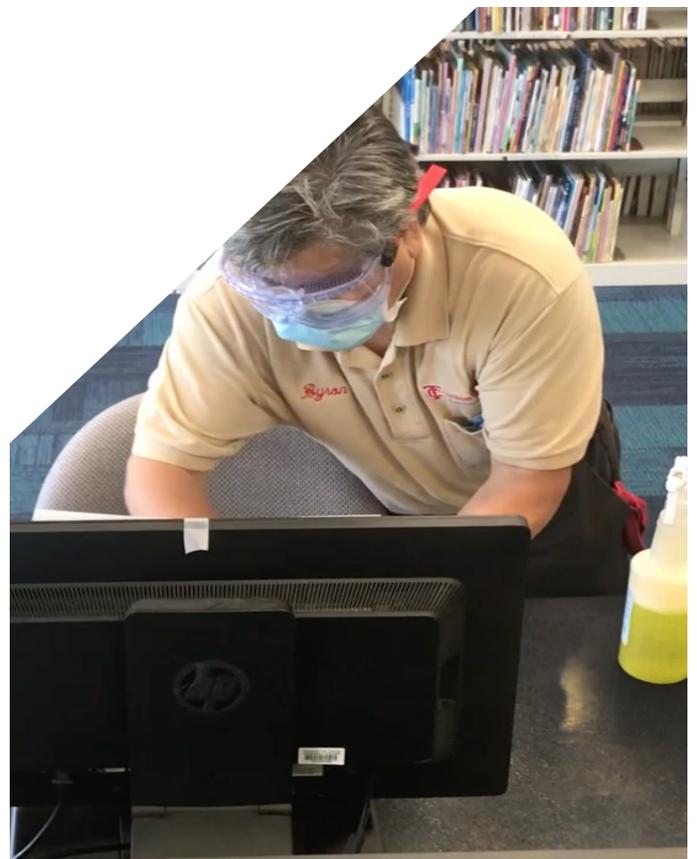
COVID Hot Zone Area Clean Up

In the event that the college encounters a situation where a person tests positive for COVID-19 within a 24-hour period of the time they were last on campus, the area they were in while on campus is considered a Hot Zone.

It's considered a Hot Zone because COVID airborne particles can remain in suspension for up to 24 hours. As a safety precaution, we evacuate the impacted area for a minimum of 24 hours from the time the infected person was last in that area.

Once that period of time has passed, we then send in a team of custodians that have been specially trained and certified by OSHA in COVID-19 response mitigation to thoroughly clean and sanitize the area, utilizing additional protective gear, including N95 masks.

In the event that a person tests positive for COVID but has not been on campus within the previous 24 hours, the additional protocol serves no benefit, as our regular nightly cleaning crews have already sanitized those areas at least once or more.





REPORTING AND MONITORING

Positive COVID-19 Case Procedures

Following are links to Triton's procedures for addressing positive employee and student COVID-19 cases:

- [Employee reports positive case](#)
- [Student reports positive case to faculty](#)
- [Student reports positive case to Director of Health Services](#)

Contact Tracing

In the event of a positive COVID case on campus, Triton's Director of Health Services will implement contact tracing protocols to identify, and as appropriate isolate or quarantine, others who have been in close contact with the person. A close contact is someone who was within 6 feet for greater than 15 minutes within 48 hours of the onset of symptoms

COVID-19 Cases Reported On-campus

On a weekly basis, Triton College reports all employee, student, and visitor on-campus COVID-19 cases. Since March 2020, no COVID-19 cases have been attributable to campus spread.

Vaccination

The best prevention against COVID-19 is to get vaccinated. SHIELD Illinois saliva tests are available for free for all students and employees. If you feel sick or are exhibiting COVID-like symptoms, visit your doctor. Do not visit campus for a SHIELD Illinois test.

What to do if you see someone in a campus building without a mask?

3 Rs: Respond, Request, Require

1. Respond with care.

"For your safety and the safety of others, we require that you wear a mask while on campus."

2. Request cooperation.

"Excuse me. Masks are required in all campus buildings. Would you please put on a mask?" or if they don't have one, "Disposable masks for guests are available at the greeter station in the B building and at the customer service desk in the library."

Reminder: Masks are required even if you have been vaccinated.

3. Require assistance.

If a student or guest is being disrespectful about wearing a mask and assistance is needed, contact the nearest supervisor to address the matter. **If a supervisor is not available or they still refuse to comply by wearing a mask properly, call the Triton Campus Police at Ext. 3206.**



REPORTING AND MONITORING Students



Campus Resources

The following list of valuable resources and services available to assist students in being successful in their selected learning experience.

Accommodations

The [Center for Access and Accommodative Services](#) (CAAS) provides academic accommodations for students in online and in-person courses who have a diagnosed medical condition and/or disability, contact Ext. 3917.

Advising

The advising departments will be available for student appointments in-person, via virtual, phone and email. When making an appointment please be sure to include your phone number and the best time to reach you. An advisor will confirm it with you before calling. For additional information contact Ext. 3130.

Blackboard

Log in through your [Triton student portal](#) or directly through [Blackboard](#). To learn the basics of using Blackboard, [click here](#) or contact the Educational Technology Resource Center (ETRC) at etrchelp@triton.edu.

For help getting your username to login to Blackboard, please visit the Blackboard Support page. For additional information contact etrchelp@triton.edu.

Textbooks

Financial Aid can be accessed online at the [Triton College Bookstore](#). At the time of checkout, please select the Financial Aid option and enter in your 7-digit Colleague ID number, which can be found on your schedule. Any purchases are dependent on funds available. Restrictions may apply. Scholarships can now be used online at the Triton College Bookstore. Please contact the Financial Aid office first for approval of funds and a voucher. At the time of checkout, please select the Scholarship Voucher option and enter in your 7-digit Colleague ID number, which can be found on your schedule.

[Select textbooks](#) are also available for use in the Library.

Free Microsoft Office for Students and Employees

Students and employees can [download](#) Microsoft Word, Excel, Power Point, and Access for free. Your login information is the same as your Triton email account username and password.



REPORTING AND MONITORING

Students Continued

Internet Access

[Click here](#) for a list of resources to access the Internet for free or at a reduced cost.

The Library and ETRC are open for student use. Laptops and hotspots are available for loan through the Library.

For additional information contact Ext. 3215.

Library Resources

[Library](#) faculty and staff are available to support you virtually and in person. E-resources are available 24/7.

Meal Pantry

The Triton College Meal Pantry is currently open for students to select a meal while on campus. It is located in the Financial Aid Office, B160. For additional information contact Ext. 3468.

Protecting Yourself From Scams

During times such as these, scammers may attempt to take advantage of people through phishing scams or the sales of phony products. Do not reveal personal or financial information in email, and do not respond to email solicitations for this information. Learn more [here](#).

Student Pell and Loan Disbursements

Financial aid is disbursing student Pell and loan disbursements as scheduled. Disbursements will be mailed to your address on record.

Student Illness Reporting

We ask any student who becomes infected with COVID-19 or any other communicable disease to notify [Triton Health Services](#) immediately, and please include your name and student ID number. The Director of Health Services (Ext. 3051) will contact you for additional information and to take any additional action.

Student Wellness

- Student Assistance Plan (SAP) Perspectives: www.perspectivesltd.com, username "TRI004," password "perspectives." Students can also call 800-456-6327.
- Sarah's Inn: www.sarahsinn.org.
- National Alliance on Mental Illness (NAMI): www.namimetsub.org.
- Leyden Family Services: www.leydenfamilyservice.org.

Tech Support

Extended tech support is available outside of regular service hours. For assistance, complete the [Online Help Center Form](#) where you can also review Frequently Asked Questions.

Transfer Center (Room B-110)

The Transfer Center (Ext. 3417) continues to offer services and opportunities for you to connect with four-year colleges and universities, check out our website for upcoming events and ways to connect with the center. [Click here](#) to learn more.

Tutoring Services

[Academic Success Center](#) tutors provide free virtual tutoring across subject areas on a drop-in and appointment basis. 24/7 tutoring is also available via Brainfuse access (login through the Student Portal). For additional information contact Ext. 3341.

Registration

Registering for classes can be done in-person, over the phone, or through the [student portal](#). Classes fill quickly, so it is important to register early for the best selection of courses and class meeting times. Students who completed orientation online must meet with an advisor to register for class. Advisors are available to all students seeking assistance in course selection and academic planning.



