

# Rock Valley College

## RVC Board Policy 2:20.060

### Office Doors / Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

- I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
  - A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
  - B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional Chairperson/Director or supervisor.
- II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.
- III. Any variation must allow clear view into an office and must be approved by the Divisional Chairperson/Director or supervisor.
- IV. No coverings of any type shall be permitted on exterior glass panes of offices.

**Reference:** Board Report 231

**Implemented:** May 23, 1988

**Revised:** April 8, 2014