

## **COVID-19 Fall 2021**

### **Frequently Asked Questioned about Returning to Campus**

#### **Reopening Considerations**

##### **Will reopening be done in phases? What phases?**

The reopening of the campus will be done in phases to ensure the health and safety of our students, staff and faculty. These decisions will be based on Administrative Procedure 7261 Telecommuting. In the initial phases of reopening, hard to convert labs, courses supporting careers in essential industries, activity classes, and conditioning classes will be offered on campus.

Library services will be offered on a limited basis. Student Support Services such as counseling, financial aid, and Admissions & Records will be open on a rotating basis to limit the number of staff and students to maintain social distancing and adhere to COVID-19 occupancy restrictions in accordance with guidelines provided by Los Angeles County's Department of Public Health. Services will be offered by appointment only.

Staff schedules for departments housed in the Administration building such as the President's Office, Administrative Services, Student Services, Academic Affairs, Human Resources, Institutional Research and Planning, Foundation, Grants, and Marketing & Communications will be determined by following Administrative Procedure 7261 Telecommuting. This policy will also be used to determine the scheduling needs of staff who may work elsewhere on campus, such as the Bookstore building.

Employees of Administrative Services who must be on campus to complete their work such as Facilities, ITS, and Payroll, may rotate their on-campus schedule based on the operational needs of the campus and the extent to which social distancing can be maintained.

##### **Will employees be required to complete a safety training upon return to campus? If so, will the training be conducted online?**

Yes. Employees will be required to complete safety training available through Keenan's online portal prior to their return to campus.

##### **Will there be accommodations if you feel uncomfortable coming to work?**

Employees who do not feel they can fulfill their primary job duties while working on campus due to a medical condition should contact Human Resources. Employees who have non-medical related concerns about working on campus should discuss those concerns with their supervisor/manager.

##### **Will we allow campus visitors?**

Yes, visitors will be allowed on campus by appointment only for college-related business.

#### **Classroom Readiness**

Which rooms will be occupied? What is the plan for short- and long-term room readiness and how many rooms will be open and in which locations?

In fall 2021, approximately 70 spaces, both indoor and outdoor, will be open for faculty to provide in-person instruction to students in courses such as public safety and health sciences, conditioning and practicing, activity classes, and general education courses in math, computer science, natural sciences, and fine arts. For a full list of course locations, please click here. [\(Landing page of exact classroom numbers under development.\)](#) Enrollment in these courses will be reduced to ensure social distancing can be maintained.

### **What will be the capacity for classrooms and meeting spaces?**

*The following guidelines may change depending on the Los Angeles County Department of Public Health Office Order (HOO) in place at the time of reopening. These guidelines are based on the HOO in place as of April 5, 2021.*

#### **Classrooms**

- 50% of capacity or 200 students, whichever is less with at least 6' distance
- 25% of capacity or 100 students, whichever is less, for indoor student activities; 25% of capacity or 50 students, whichever is less, for outdoor student activities
- 75% capacity in compliance with Library Protocols

#### **Meeting Rooms**

Six feet of social distancing between guests with mask wearing required.

### **The Rules and Enforcement – Mask Wearing, Social Distancing**

#### **How will we fully explain expectations regarding mask wearing, social distancing, staying home when ill?**

Expectations for mask wearing, social distancing and staying home when ill will be communicated using signage, through our website and social media channels as well by managers to staff.

#### **Who will enforce rules about mask wearing, social distancing, staying at home when ill?**

Ensuring that expectations are met regarding the latest Los Angeles County Department of Public Health recommendations is everyone's responsibility. Each member of the campus community has a role to play in maintaining the safety of our campus. Managers and supervisors are responsible for ensuring staff are aware of the expectations. Faculty are responsible for maintaining these requirements in the classroom.

#### **What will happen to students/employees who do not comply with the protocol? Who will be responsible for enforcing the protocol?**

As with any student conduct issue, faculty and staff are instructed to handle non-compliance with safety protocols by using Maxient.

Regarding non-compliance by employees, management will follow steps noted in the collective bargaining agreements.

**Where will I have to wear a mask? Outside? At my desk? In the parking lot? What are the conditions that will be implemented?**

Yes, masks are required per the Campus Reopening Safety Plan on pages 9-11. Parking lots are considered part of the campus and mask wearing is required.

**If I've had the vaccine do I still need to wear a mask?**

The short answer is yes. Per the updated HOO dated April 29, 2021 and effective 12:01 a.m., April 30, the Los Angeles County Department of Public Health has revised its order to include the following:

Fully vaccinated people engaging in social activities in public settings must also continue to follow the above requirements including avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, and washing their hands or using hand sanitizer frequently. In alignment with the Centers for Disease Control and Prevention's April 27, 2021 Interim Public Health Recommendations for Fully Vaccinated People, except in crowded settings and venues, fully vaccinated people may gather or conduct activities outdoors without wearing a mask when alone, when with members of their household, when with a small group of fully vaccinated people, and when with a small group of people who are not fully vaccinated and not at high risk for severe illness or death from COVID-19.

Fully vaccinated people must wear a mask at crowded outdoor events, such as live entertainment/performances, parades, or sporting events, among others, in crowded spaces where physical distancing cannot be maintained and it is not known if everyone in the space is fully vaccinated, in indoor public settings in any setting where masking is required by the facility operator or business or by this Order or its associated protocols. Yes, following the guidelines of the Los Angeles County Department of Public Health, masks are still required for those who have been vaccinated.

**Who is monitoring general traffic? Who will monitor those who are not students?**

Similar to bike riding, smoking, and skateboarding on campus, visitors on campus are reminded by signs that these activities are not allowed. Campus visitors will be reminded that once on campus they are required to wear masks and follow the guidelines to protect against transmission of COVID-19.

**What will be the role of campus police?**

Their role has not changed. They will continue to enforce campus rules.

**In public performances and events (such as those organized by the Center for the Arts), how will we enforce the rules with the public?**

Guests to the Marsee Auditorium and other areas of campus where events may be held, when permitted, will be advised to follow social distancing and mask wearing guidelines through signage and announcements.

**Who sets up the norms - are there general procedures that we will all follow?**

Yes, procedures are outlined in detail in the [Campus Reopening Safety Plan](#) located on our website.

**Will the department manager be allowed to add different rules?**

All Departments should follow the guidelines expressed in the Campus Reopening Safety Plan and abide by the collective bargaining agreements, board policies and administrative procedures.

**Should there be an MOU between management and faculty?**

Yes, there are Memorandums of Understanding between management and faculty, and management and classified staff. They can be viewed [here](#).

**Campus**

**Where will enforcements occur? At the edge of campus? When entering buildings? When entering rooms?**

Those coming onto campus property are expected to follow social distancing and mask wearing guidelines when in parking lots, open spaces on campuses and when in buildings and classrooms.

**Where will the check-in tables be located?**

We are an open campus with multiple entrances and access points. There will be no check-in tables on campus except for students who have an appointment with departments in the Student Services building.

**Who will monitor Medicat compliance?**

Supervisors/Managers are responsible for communicating and ensuring proper on-campus work procedures are being followed by their direct reports including the online health screening process.

**How will those without a smart phone complete the Medicat form?**

Supervisors/Managers should work with ITS to designate an appropriate location for employees to use District computer or mobile device to log into the campus health screening system.

**Will there be campus stations? See above.**

**Temperature Taking**

The district will contract with a third-party vendor to determine the feasibility, operational logistics, and any policy requirements associated with temperature taking.

**Are we taking their temperatures, and if so what is the policy for taking temperatures?**

**Will faculty and staff be asked to take temperatures?**

**Who is responsible for calibrating the equipment used to monitor temps?**

**What is the policy if someone has a temperature due to reasons other than COVID?**

Refer to page 14-15 of the [Campus Reopening Safety Plan](#) for information about temperatures and other symptoms related to COVID-19. Staff and students should obtain a physician's note if they suspect they have symptoms or a fever unrelated to COVID-19. When ill, students and staff are advised to stay home.

**Illness**

**What happens if a student is clearly ill or refuses to wear a mask while in class? Can the instructor ask them to leave or cancel class?**

The instructor can ask students to leave and use Maxient to report the incident.

**How can we get out the message to faculty and students that students should not be penalized if they are absent from class due to illness?**

Academic Senate and Division meetings are forums in which to share information with faculty members.

**What happens if staff come to work when they are ill? Do they know that COVID-related absences will not use up their sick leave?**

Managers should ask employees who come to work sick to go home and contact their healthcare provider, if necessary. Questions about what leaves of absence an employee is eligible for should be directed to Human Resources.

**How will we verify that a student returning to class after illness was absent for non-COVID-19 related reasons? Similarly, how will we verify that a student who was absent due to COVID-19 illness or COVID-19 exposure fulfilled the terms of recommended quarantine?**

Students will be asked to quarantine and follow the Los Angeles County Department of Public Health guidelines for remaining at home if exposed to COVID-19. At the end of the quarantine period, students will be asked to complete the Medica health screening questionnaire before returning to campus.

### **Vaccinations**

**Can/will vaccinations be required of faculty, classified staff and students?**

Due to the emergency use status of the vaccine, vaccinations cannot be required for faculty, classified staff, or students, at this time. If the vaccine is approved for regular use, and the COVID-19 vaccine is no longer considered an emergency use vaccine, vaccination may be required.

**If so, how will it be monitored?**

There is no requirement at this time.

**What information can be shared about vaccination status? For instance, if one coworker wants confirmation that the people they are sharing a space with are vaccinated, can a manager answer that question? What can we say and not say?**

Sharing information about vaccination status is a violation of the Health Insurance Portability and Accountability Act, a 1996 Federal law that restricts access to individuals' private medical information.

**Will there be an exemption process?**

Should the COVID-19 vaccination become legally mandated, exemptions to this requirement shall be granted for medical reasons and sincerely held religious beliefs as is the case for any other legally required vaccination.

**If I choose not to or cannot get the vaccine for medical reasons, will I be able to work from home?**

The college applies the standards of Administrative Procedure 7261 Telecommuting for questions about working from home, but this is not related to vaccination status.

**Regardless of being vaccinated or not, may I choose to work remote if I want to?**

Managers will apply the standards of Administrative Procedure 7261 Telecommuting when determining if an employee is eligible to telecommute.

**If one person in my department isn't vaccinated, how will I modify their work? Do I have the right to say they can't work with students?**

We can't preclude someone from doing their job if they are not vaccinated. Managers are advised to follow safety protocols regardless of vaccination status.

**Will COVID-19 testing be available for students and employees?**

Yes, COVID-19 testing will be available.

**Cleaning**

**What is the schedule for the sanitizing of campus classrooms, offices, and common spaces?**

Please refer to pages 7 and 8 of the [Campus Reopening Safety Plan](#) for information on campus cleaning procedures and materials used in cleaning.

**Who is responsible for cleaning spaces?**

Please refer to pages 7 and 8 of the Campus Reopening Safety Plan for information on campus cleaning procedures and cleaning responsibilities.

**How will public spaces used by the Center of the Arts be cleaned? What about the Art Gallery and Anthropology Museum?**

Facilities will clean these spaces as they always have.

**Will faculty in labs be asked to clean before and after their classes?**

Yes, they will be provided wipes to use before and after class for their immediate instructional space. Students can be enlisted to wipe down their own space before and after use.

**Will students clean computers after use in a lab?**

Yes, students will be asked to clean computers after use. Students will also be provided wipes if they would like to clean computers prior to use.

**Will employees be responsible for cleaning their personal working space?**

Yes. Disinfecting wipes and PPE (gloves, etc.) will be provided for this purpose.

**Class Scheduling / Classrooms**

**To what extent will faculty be able to determine whether or not they will be required to teach on campus in spring? If faculty cannot be vaccinated for medical reasons or live with someone who cannot be vaccinated, may they continue to teach online?**

Please refer to the Collective Bargaining Agreement (Article 8, Section 8) on providing faculty an opportunity to present in writing their teaching preferences.

**How long will they be permitted to request a fully online schedule?**

The Fall 2021 schedule is already complete. Effective Spring 2022, schedule preferences shall follow the Collective Bargaining Agreement (Article 8, Section 8).

**What about the music programs such as choir? Will students be allowed to sing or perform in class?**

Yes, we will follow applicable Health Officer Orders from the Los Angeles County Public Health Department.

**What are the class occupancy limits? Study labs, music rooms, and library? Shared spaces? How often will they be cleaned?**

Please refer to the sections titled *Reopening Considerations* and *Cleaning* in this document.

**Can we build a large wait list and add classes that are amenable to being on campus in-person?**

Yes, to encourage enrollment and to be prepared for the possibility of offering additional in-person courses, faculty and Deans are invited to develop wait lists.

**Workspace / Work Life**

**Will there be a shift to reopening departments using a modified schedule so staff are not returning at one time?**

Yes, depending on operational needs. Managers and staff will be asked to refer to the Administrative Procedure 7261 Telecommuting.

**Will our shifts be staggered?**

Yes, depending on operational needs. Managers and staff will be asked to refer to the Administrative Procedure 7261 Telecommuting.

**Will there be Plexiglas? Who will install it and how do I assess what I need?**

Yes, depending on operational needs. Forensic Analytics, an outside vendor, is evaluating the need for Plexiglas barriers throughout the campus.

**Will there be partitions for employee workspaces?**

Yes, depending on the assessment by Forensic Analytics.

**How will desks be separated so they are six feet apart?**

Furniture will be relocated when possible, and staggered schedules will be adopted when this is not possible.

**Will I have to teach in a mask?**

Yes, to ensure the health and safety of our campus community.

**Will teachers and Student Service staff be required to use a clear mask?**

Clear masks can be made available for employees when needed.

**Will students be required to wear masks?**

Yes, to ensure the health and safety of our campus community.

**Who has the last word on flexibility? Will there be a policy or procedure to determine how remote work can be continued to be carried out? Are we all required to be in-person 100%?**

Administrative Procedure 7261 Telecommuting includes the assessment of operational needs and the possibility of telecommuting. Area Vice Presidents have final approval on telecommuting.

**Will we at some point be 100% on campus? Will there be opportunities for continued remote work?**

These decisions will be made by following the Administrative Procedure 7261 Telecommuting.

**Buildings****Will there be Plexiglas in Division offices for front facing desks or those who work side-by-side?**

Yes, depending on the assessment by Forensic Analytics.

**Where will building signage be placed and how will it be monitored?**

Signage will be placed in elevators, hallways, in classrooms, across campus and at campus entry points. Work orders will be used for signage replacement needs.

**Will there be filtration for buildings, offices, classrooms?**

Yes, Facilities has a comprehensive filter replacement schedule, air temperature monitoring system to allow increased inflow of outside air, and will be implementing the use of HEPA/UV light filtration units in classrooms and administrative areas.

**How will ventilation in offices be controlled? Some people like it warmer/some cooler. What happens if there is a conflict?**

This is no different than before the pandemic. Air temperature is centralized by Facilities to ensure the building maintains the correct temperature.

**When will closed buildings be reopened?**

Reopening is dependent on the installation of retrofit measures. The schedule is currently being developed and will be released when available.

**Food Service**

Effective July 6, 2021 Café Camino will be open 7:30 a.m. to 1: p.m., Monday -Thursday through the summer session. The soda machines around campus will be stocked. Snack machines will be restocked at a date closer to the start of the Fall 2021 semester.

**Personal Time and Restrictions**



**Will there be special consideration for an employee who has to care for another at home? I.e. school-age children where school is not open or not safe.**

Employees who wish to take a leave of absence to care for a family member should contact Human Resources to find out what leaves they are eligible for.

**What happens if the children of employees go back to school and the schedule changes? How will this affect employees' schedules? Will there be some flexibility in work hours?**

As before the COVID-19 pandemic, please discuss unique situations with your manager. If FMLA leave is needed, contact Human Resources. For vacation or sick leave, submit requests to your supervisor/manager and follow departmental procedures to obtain approval.

**Will there be a required number of hours to work on campus when we are back in full, partial mode? Will some positions continue to telecommute?**

These decisions will be made following the requirements of Administrative Procedure 7261 Telecommuting.

### **Changes to the Plan**

**What would precipitate a required change from working remotely to working on campus?**

Changes to the operational needs of the campus and/or new guidelines issued by Los Angeles County Department of Public Health.

**What would precipitate a class change from remote to face-to-face or hybrid?**

Once students register for online courses, the schedule will not be changed to face-to-face or hybrid.

**What happens if there is another wave of COVID outbreaks? Does the college revert back to online sessions and mostly telecommuting for employees?**

If necessary, and dependent on Los Angeles County Department of Public Health Officer Orders and requirements by the State of California.

### **General Questions / Student Considerations**

**When and how will this be marketed to our future students and the community?**

Information contained in the Safe Return to Campus Frequently Asked Questions will be disseminated through multiple channels by Marketing and Communications, as well as by partners and other communication means across campus including Canvas, all student-facing departments, Divisions, and staff and faculty. It is everyone's responsibility to be knowledgeable about the concerns of our students.

**Are we going to be prepared for a wave of students?**

Yes, by implementing a gradual and phased approach to returning to campus.

**If the intention is for 100% return, are we prepared?**

We are preparing and this is an ongoing process to ensure we are ready for when we return completely to campus.

**Will we continue practices with weekly COVID-19 trainings?**

Yes, in accordance with Los Angeles County regulations.

**Will we be given resources to continue to provide convenient virtual services in addition to in-person services?**

Yes, our students will expect us to continue to provide some services virtually to meet their needs.