



CAMPUS REOPENING SAFETY PLAN

El Camino Community College District

Pandemic Coordinators

Director, Risk Management
Faculty Coordinator, Student Health Services
Director, Public Information & Government
Relations

Revised: March 30, 2021

Mission Statement

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of equity and innovation by transforming, strengthening, and inspiring our community to excel through learning.

Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to inspire our diverse students, employees, and community with purpose, passion and pride.

Respect – We work in a spirit of civility, cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We embrace our similarities and differences to promote an inclusive campus community with equitable outcomes for all.

Excellence – We deliver quality, innovation, and excellence in all we do.

To advance the mission, vision and values, El Camino College develops strategic initiatives and action items for institutional improvement as part of long-range master planning. A set of aspirational goals on selected student achievement measures informs institutional progress.

The College uses evidence and the collegial consultation process to evaluate the mission, vision, and values, and revises them on a regular basis.

COVID-19 Task Force

Faith Adams
Student Trustee

Loic Audusseau
Chief Technology Officer

Rick Christophersen
Dir., Center for the Arts

Roy Dietz
Facilities Services

Melissa Fujiwara
Professor, Sociology

Ricardo Gonzalez
Counseling & Student Success

Jorge Gutierrez
Exec. Dir., Facilities

Jeff Hinshaw
Dir., Business Mgmt.

Iris Ingram
VP, Admin. Svcs.

Dena Maloney
Superintendent/President

Crystle Martin
Dir., Library & Learning Resources

Jane Miyashiro
VP, Human Resources

Ross Miyashiro
VP, Student Svcs.

Susan Nilles
Faculty Coord., Student Health Center

Ann O'Brien
Exec. Dir., Marketing & Comms

Teresa Palos
Professor, Microbiology

Michael Pascual
Dir., Risk Mgmt.

Dipte Patel
Dean, Counseling & Student Success

Russell Serr
Dean, Health Sci. & Ath.

Jean Shankweiler
VP, Academic Affairs

Michael Trevis
Chief of Police

Viviana Unda
Dir., Inst. Rsrch. & Plan.

Kerri Webb
Public Information Officer

Paul Yoder
ITS

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Message from the President

Dear Colleagues:

As you know, the COVID-19 pandemic that swept the world in 2019-20 has significantly affected all aspects of life, including higher education. El Camino College responded to the increasing spread of the virus by forming a COVID-19 Task Force and approving its Pandemic Plan in early March 2020.

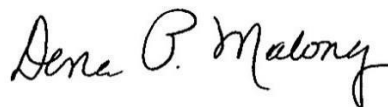
The closure of campus soon followed, with a rapid pivot to remote delivery of education and services for the remainder of spring 2020. Instruction and services continue to be offered remotely in Fall 2020, Winter 2021, and Spring 2021 with the exception of courses that prepare students for essential industries as defined by the Governor of California. Additionally, the COVID-19 Task Force has prepared this Campus Reopening Safety Plan, based on several guiding principles:

- Keeping students and staff safe and healthy
- Ensuring access and equity
- Engaging bargaining units in the process
- Communicating with all stakeholders throughout the process
- Ensuring flexibility and responsiveness to changing conditions

This plan, developed after many hours of discussion and collaboration between the COVID-19 Task Force and the stakeholders it represents, seeks to outline best practices for reopening safely when conditions allow. El Camino College follows the directives of both the California Department of Public Health and the Los Angeles County Department of Public Health regarding reopening requirements and protocols. The State of California has released guidance on how colleges and universities should reopen, and Los Angeles County has issued guidance. This direction, coupled with the Campus Reopening Safety Plan, will serve as our guide when we are able to begin the reopening process.

This plan is intended to be a living document that will be referred to frequently, reviewed often, and updated as local conditions change or new developments occur. It will guide us as we move through dynamically changing conditions. Most importantly, it is the product of expertise and insight from across the campus, reflecting El Camino College's mission to make a positive difference in our students' lives.

Sincerely,



Dena P. Maloney, Ed.D.
Superintendent/President
El Camino College

El Camino Community College District Campus Reopening Safety Plan

1) Introduction and Background

This campus reopening safety plan reflects the work of the El Camino Community College District's COVID-19 Task Force, with guidance from the President's Executive Cabinet, to facilitate the safe return of employees and students to workspaces and pre-designated lab classes for in-person instruction.

These measures incorporate guidance from local and national health agencies, including the Los Angeles County Department of Public Health (LACDPH), the California Department of Public Health (CDPH), and the Centers for Disease Control and Prevention (CDC). The COVID-19 Task Force and the Executive Cabinet have also consulted with stakeholders from across El Camino College, as well as with other colleges and universities.

All protocols and requirements outlined in this plan apply to all El Camino College employees. Similarly, these protocols and requirements apply to every area, building, division, and department at El Camino College.

State and County Orders: On March 19, 2020, stay-at-home orders were issued by both Los Angeles County and the State of California in response to the expanding COVID-19 pandemic. These orders required all individuals statewide to stay home, except for permitted work, local shopping or other permitted errands. These orders were lifted over the course of the past twelve months.

Summary of El Camino College Shutdown: Because the stay-at-home orders were implemented to facilitate the social distancing needed to slow the spread of COVID-19, El Camino College made the determination to move student instruction and services to online delivery. Under the direction of the Chancellor's Office, this process began before the Los Angeles County and statewide orders were announced.

On March 16 and 17, face-to-face classes were canceled to allow instructors time to move lecture courses online. Once the stay-at-home orders were announced on March 19, students and employees were directed not come to campus for the duration of those orders. Employees who were able to perform their work responsibilities from home were approved to do so. Only personnel necessary for critical functions were allowed on campus. The campus was also closed to members of the public.

2) State and Local Conditions for Reopening

El Camino College's Campus Reopening Safety Plan was developed in the event that pandemic conditions, defined by the State of California and Los Angeles County, allow institutions of higher education to reopen campuses. This authorization has not yet been given, except for specific programs of study. These include:

- Ability to monitor and protect our communities through testing, contact tracing, isolate and support those who are positive or have been exposed
- Ability to protect infection in people who are at risk for more severe COVID-19
- Ability of the hospital and health care systems to handle surges
- Ability to develop therapies to meet demand
- Ability for businesses, schools and childcare facilities to support physical distancing
- Ability to determine when to initiate certain measures, such as stay-at-home orders, if necessary

Additionally, Los Angeles County Department of Public Health has outlined four benchmarks that must be met for the stay-at-home order to be modified:

- Hospitals maintain capacity to treat both those who are ill and those with standard medical needs
- Protections in place for those most vulnerable including the elderly, homeless, those who live in institutional settings or don't have access to services
- Capacity to test, isolate, and quarantine those who are ill, conduct surveillance to prevent further spread
- Maintain physical distancing and infection control

Since June 1, 2020, the Los Angeles County Department of Public Health has updated its orders in response to rising infection rates. These orders are subject to change and, accordingly, this plan will change in response to local or statewide conditions.

Essential Critical Infrastructure Workers: On April 28, 2020, the State Public Health Officer for the State of California issued a list of “Essential Critical Infrastructure Workers” to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. The State Public Health Officer directive can be found [here](#).

The County, along with the State of California, allows colleges to provide workforce-training coursework programs for essential industries. As a result, we have been given approval to offer face-to-face courses in public safety and health sciences programs (nursing, radiologic technology, and respiratory care).

Critical Manufacturing is also listed as an essential industry and plans are underway to offer courses that support critical manufacturing in fall 2020. Plans that support the offering of these programs are on file with the Office of Risk Management and will be posted on the COVID-19 webpage.

On April 6, Governor Newsome announced that June 15, 2021 was the target date for the full reopening of California. We await further guidance with regard to the public safety protocols that will be required under the full reopening plan. The Los Angeles County Department of Public Health has not yet issued any guidance with regard to the Governor's Announcement.

3) A Phased Approach to Reopening

Alignment with State/County Guidelines: Although there is some degree of flexibility to allow for organization-specific considerations, the protocols implemented by Los Angeles County and the State of California are legally binding.

Accordingly, as a state agency, El Camino College must be particularly aware of and observant of all guidelines to ensure our campus reopening safety plan is in alignment. This also means the plan should be considered a living document, since the COVID-19 pandemic is a fluid and evolving situation and state/county guidelines may be modified in the future.

The COVID-19 Task Force meets every two weeks. Updates will be made in accordance with state/county guidelines as the pandemic ebbs and flows. This document shall be posted on the El Camino College website and dated each time it is reviewed. If changes are made, they will be communicated to all employees through specific announcements to the campus community.

Re-opening of Administrative Offices and Functions: LACDPH continues to advise that employees who can complete their work from home should continue to work remotely.

Management will determine when it is necessary to schedule employees to work on campus, but will do so in phased and/or limited numbers to the extent possible. Based on operational needs, management will consider several criteria, such as:

- Which employees have job responsibilities that require them to be physically on campus
- Which employees can successfully fulfill their work responsibilities from home
- Which employees can complete their work in a hybrid manner

When scheduling employees to work on campus, there are several necessary preparations that managers will do **before** having employees arrive on campus to work:

- **Minimize the number of employees coming into contact with each other** (e.g., implement staggered workday shifts on campus, minimize the number of work hours on campus, schedule half the staff on one day and the other half on a different day, allow employees who can work from home to stay at home.)
- **Maximize the physical distance between employees** (e.g., modify or rearrange workstations to increase physical space, set limits on the number of employees allowed in an enclosed work area, review potential foot traffic patterns and place temporary signage to reduce bottlenecks or gathering areas for large numbers of people until official signage is provided by the District and installed permanently, allow employees who can work from home to stay at home.)
- **Reduce the time that employees spend in close proximity to others** (e.g., schedule

team meetings online, block off or remove seating available in group break rooms or other meeting areas, allow employees who can work from home to stay at home); and

- **Implement measures to minimize the dispersion of droplets** (e.g., remind and/or provide employees with face coverings, remind employees to cover coughs and sneezes, provide employees with disinfectant wipes to clean and disinfect frequently touched objects and surfaces in the workplace, schedule more breaks during work shifts to allow employees to wash their hands with soap and water more frequently, open doors and/or windows to allow air circulation in enclosed office spaces, allow employees who can work from home to stay at home.)

A Return to Campus Checklist has been developed for both supervisors/managers as well as employees. Managers and supervisors are to use the Manager/Supervisor checklist when preparing to call employees back to work. Employees can use the Employee Checklist to ensure that all their questions are addressed when asked to return to campus. The checklist can be found in Appendix L.

Work Accommodations: Absent an undue hardship to the District or a direct threat to the health and safety of District employees, the District may provide employment-related reasonable accommodations to employees who, because they are over the age of 65 or have an underlying medical condition, are at higher risk of severe illness if they contract the virus that causes COVID-19.

Employees should contact their healthcare provider and provide documentation to the Director of Human Resources which certifies that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if they contract the virus that causes COVID-19.

The Director of Human Resources will then work with the employee in coordination with restrictions noted by the healthcare provider to determine whether the employee's underlying condition necessitates accommodations when the employee is working on campus. Human Resources will make determinations regarding reasonable accommodations on a case-by-case basis.

Leave of Absence: Full-time employees are eligible to use up to 80 hours of paid sick leave under the Senate Bill 95 (COVID-19 Supplemental Paid Sick Leave) before utilizing their accrued sick and/or vacation hours in cases where such employees are unable to work due to:

- Being quarantined or subject to an isolation order pursuant to Federal, State, or local government order or advice of a healthcare provider; or
- Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Caring for an individual who is subject to a quarantine or isolation order due to concerns related to COVID-19 (pursuant to Federal, State, or local government order or advice of a healthcare provider); or
- Caring for their child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Part-time employees may take up to the average number of hours that they normally work for the District over a two-week period.

Employees who wish to take a leave of absence should consult with the Director of Human Resources to coordinate the appropriate leaves that are available to them based on their individual circumstances.

4) Key Tasks and Protocols for Reopening Campus

When allowed by LACDPH and the State of California, a phased reopening should be implemented. El Camino College's course offerings vary widely in their need for physical space. Some courses need to be on campus for instruction, while others can remain online for a much longer time. The following recommended sequence for building reopening is based on classroom as well as health and safety needs

- First: ITEC, MBAH 4th floor, Student Health Center, Marsee, Bookstore, Administration, Maintenance/Operations, Student Services Building
- Second: CAT, Chemistry, Life Science, Natural Science
- Third: Art Basement and ground, Music, Physics, Stadium, Soccer Fields
- Fourth: Gymnasium Complex
- Fifth: Pool & Classroom Building
- Sixth: Social Science, Humanities, rest of MBAH, rest of Art B, LLR

Preparing Buildings to Be Safely Occupied by Students and Employees: Prior to returning to campus, each building will be disinfected and prepared for occupancy including the installation of:

- outdoor signage
- directional signage
- social distancing signage
- plastic shields where needed as determined by Risk Management
- LACDPH-compliant signage regarding the wearing of masks, hand washing, social distancing, and not coming to campus if ill

All services provided to anyone on campus that cannot be provided from a 6-foot distance must have Plexiglas installed. Plexiglas does not need to be used for lectures in classrooms. The District's retrofit vendor will consult with specific instructional departments to modify classrooms in accordance with the specific needs of instruction.

HVAC intake and return systems shall be checked regularly to ensure they are in good working order and, to the extent possible, increased for greater ventilation per the LACDPH HVAC/ventilation standards (ASHARE). The District will keep logs of this process to monitor completion. Ventilation plans should take weather and air quality into account, in order to maximize fresh air circulation. The District will explore additional HVAC considerations, including:

- Whether to add portable room air cleaners with HEPA or high-MERV filters with due consideration to the clean air delivery rate
- Whether to assess the exhaust ventilation systems in restrooms

HVAC Filter Replacement Plan					
Building	Filter Change Schedule	% of Outside Air into building below 75 degrees	% of Outside Air into building above 75 degrees	Air Changes Per hour	Filter(s) changed
MBAH	4 x per year	100%	30%	6 minimum	Quarterly
ITEC	4 x per year	100%	30%	6 minimum	Quarterly
CAT	4 x per year	100%	30%	6 minimum	Quarterly
Chemistry	4 x per year	100%	30%	6 minimum	Quarterly
Natural Science	4 x per year	100%	30%	6 minimum	Quarterly
Life Science	4 x per year	100%	30%	6 minimum	Quarterly
ABS 1st & Basmt	4 x per year	100%	30%	6 minimum	Quarterly
Music	4 x per year	100%	30%	6 minimum	Quarterly
Physics	4 x per year	100%	30%	6 minimum	Quarterly
Stadium	4 x per year	100%	30%	6 minimum	Quarterly
New Gym	4 x per year	100%	30%	6 minimum	Quarterly
Existing Pool	4 x per year	100%	30%	6 minimum	Quarterly
PE South	4 x per year	100%	30%	6 minimum	Quarterly
Health Center	4 x per year	100%	30%	6 minimum	Quarterly
Social Science	4 x per year	100%	30%	6 minimum	Quarterly
Humanities	4 x per year	100%	30%	6 minimum	Quarterly
Library	4 x per year	100%	30%	6 minimum	Quarterly
LRC	4 x per year	100%	30%	6 minimum	Quarterly
ABS 2nd & 3rd	4 x per year	100%	30%	6 minimum	Quarterly
Marsee	4 x per year	100%	30%	6 minimum	Quarterly
Facilities	4 x per year	100%	30%	6 minimum	Quarterly
Bookstore	4 x per year	100%	30%	6 minimum	Quarterly

NOTE - Changing filters and increasing outside air on ventilation and filtration systems helps reduce risks from the virus that causes COVID-19 ^{3, 30, 21}

Designating Building Traffic Flow: In consultation with management in the area, signage will be posted that designates certain doors, hallways, and stairwells to establish one-way traffic and prevent bottlenecks. Signage and controls must be in place to prevent congestion in restrooms, classrooms, locker rooms, and break rooms.

Elevators will be measured and assessed for maximum capacity to maintain social distancing, with signage installed to notify users of the 4-person maximum number of occupants in the elevators. Employees shall not congregate in any area, especially common areas or high traffic areas to reduce congestion and/or narrowed pathways.

Entry and exit points to buildings, offices, and classrooms will be adjusted to facilitate one-way traffic flow. Where possible, foot openers should be installed on doors, or doors should be propped open to minimize touching.

Cleaning of General Workspaces: The District will schedule trained custodial staff to maintain cleanliness of buildings and offices on a regular schedule *particularly in high-traffic areas* such as:

- stairways and handrails

- elevator controls
- break rooms
- restrooms
- lobby/reception areas

Products used by custodial staff to *clean* buildings and offices include:

- Spartan non-acid bathroom cleaner (NABC)
- Spartan hard surface cleaner
- Spartan glass and mirror cleaner
- Xcelente hard surface cleaner
- Ajax oxygen bleach cleaner
- Betco degreaser
- Unisource all-purpose cleaner

Products and equipment used by custodial staff to *disinfect* buildings and offices include:

- Clorox germicidal bleach
- Clorox 360 hard surface disinfectant
- Clorox 360 porous surface disinfectant
- Clorox disinfectant wipes
- Pur-Tabs disinfection tablets
- Clorox 360 electrostatic sprayer
- Protexus electrostatic sprayer

Appendix A provides the District's cleaning protocols and a list of cleaning products to be used. Appendix B contains LAC DPH Cleaning Guidelines regarding workplace cleaning.

Individual office occupants and those in individual cubicles will be provided with EPA-approved wipes to clean desks, computers, telephones, and other frequently touched office items. Individuals must clean their personal/shared space before and after they occupy their personal/shared space. All employees are expected to be responsible for keeping their personal and common work areas clean between general cleanings by Facilities staff, including:

- office countertops
- machines and equipment
- doorknobs
- light switches
- other commonly used fixtures or items

Cleaning of Shared Workspaces: Individuals in shared workspaces where social distancing is possible will also be provided with approved wipes to periodically wipe off desks, computers, telephones, and other frequently touched office items. In shared spaces where social distancing

is not possible, alternate or staggered work shifts and break times will be scheduled to ensure social distancing at work.

Cleaning of Workspaces (for Positive COVID-19 Cases): The District will immediately close affected areas until said areas are cleaned and disinfected with [EPA-registered](#) disinfectant ingredients that have qualified for use against COVID-19. Cleaning will follow LACDPH standards. Employees who work in the affected workspace will be notified following District protocols and will be given instructions on when they may return to their workspace in accordance with CDC and LACDPH protocols.

Proper Usage of Common Spaces: Break rooms will be measured for social distancing and maximum number of occupants will be posted. Employees are expected to observe the maximum number of occupants in breakrooms. Maximum occupancy in copy rooms and other common spaces will also be posted to ensure social distancing within these spaces. All tables are to be placed eight feet apart to ensure six feet of separation of chairs.

Common spaces will have EPA-approved disinfectant wipes and other supplies to support cleaning of frequently touched surfaces such as tabletops, refrigerator doors, microwaves, and door handles. Facilities staff on a regular schedule, following LACDPH recommendations, will clean common spaces. In addition, after using common spaces, employees will use disinfectant wipes to clean surfaces they touch.

In restrooms, electronic no-touch sink fixtures and soap dispensers will be installed, and air hand dryers will be disabled. Alcohol-based hand sanitizers will be placed at buildings entrances and exits. Additionally, classrooms, offices, and other gathering spaces must be equipped with District hand sanitizer, gloves, Kleenex, masks, and EPA-approved wipes. These items will be stored in District-purchased containers.

Department-Specific Plans: Reopening safety plans prepared to address the needs of specific departments and divisions within the College will be considered part of the overall Campus Reopening Safety Plan, and will be included as appendices to this document as they are finalized and approved.

Masks/Face Coverings: In keeping with state and local directives, all persons on campus including employees, students, vendors, and visitors must wear a mask that properly covers the nose and mouth (i.e. a washable, reusable cloth mask) while on campus. Properly fitted masks should fit snugly against the sides of the face and chin with no gaps. Masks should have two or more layers of tightly woven, breathable fabric (i.e. a washable, reusable cloth mask or disposable, surgical mask). Wearing a plastic face shield alone is inadequate as it protects the wearer only.

Cloth masks should be washed after each use. Place wet or visibly dirty cloth masks in a sealed plastic bag and wash it as soon as possible to prevent mold or mildew.

Disposable, surgical masks should be thrown away once they become wet or visibly dirty, whichever comes first. For extra protection and a better fit, a disposable mask can be worn under a cloth mask.

The purpose of masks is to prevent the wearer from expelling onto other people droplets or airborne particles from the mouth and nose that may carry the virus. Masks alone should not be relied on to protect others from infection. Proper social distancing must also be practiced.

All employees must wear masks at all times while on campus when in contact or likely to come into contact with others. This means whenever people leave their homes and may walk near or past others, whether indoors or outdoors, a mask must be worn.

Masks are not required when an employee is:

- working alone in a private office with the door closed;
- actively eating or drinking at least 6-feet away from other people;
- exercising outdoors at a distance of 8 feet or greater;
- doing activities that may get your mask wet. Wet masks can make it hard to breathe and do not work as well
- wearing an alternate form of required respiratory protection for work.

To ensure masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a 6-foot distance from others. If another individual comes closer than 6-feet of a person who is temporarily mask-less (i.e., due to eating, drinking, alone in an office, exercising outdoors, or other types of breaks), the individual without a mask must immediately put on a mask if they cannot keep socially distant from others approaching in close proximity.

Eating or drinking outdoors, alone, away from others, is most preferred. If being outdoors is not possible, then eating or drinking in a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers. Faculty must wear masks during lectures. If an instructor cannot lecture with a mask on, the class should be moved online. Employees who work in high-risk settings, such as Student Health Services and Campus Police, will be provided and must use N95 masks. Custodians and other Facilities staff who need protection from chemicals, dust, and non-bacterial particulates will be provided and must use KN95 masks. All other employees as well as students shall use washable cloth masks. A supply of washable cloth masks will be provided to faculty in the event a student forgets his or her mask. Disposable surgical masks are acceptable, but washable cloth masks are preferable.

All students must wear masks on campus and in classrooms, buildings, and offices. Any instances of a student refusing to wear a mask on campus as required will be handled as a student discipline matter and enforced using Board Policy 5500 Standards of Student Conduct and Administrative Procedure 5520 Student Discipline Procedures.

Those who have a medical condition that prevents the wearing of a mask must provide documentation from a medical provider. For students who have medical documentation indicating they cannot wear a mask on campus, remote access to learning and student services must remain available accommodations.

If a medically documented disability is verified, a student may choose to utilize the Student

Resource Center for academic accommodation or may go directly to Dean of Student Support Services for academic accommodations. The Americans with Disabilities Act mandates require that accommodations be provided to instructors who have disabilities as well.

The District will provide clear masks for deaf students and students who are hard of hearing, as well as for the instructors who educate/provide services for these students. In cases where employees are working with students or employees with disabilities, the District will provide other specialized PPE to ensure employees are able to communicate with students and staff.

Providing Information to Employees: The District will provide all employees with information regarding COVID-19 for those employees who are required to work on campus.

- Upon their return to campus, employees will be provided with Personal Protective Equipment (PPE). The PPE will include masks, gloves, hand sanitizer, and disinfectant wipes.
- Employees in specialized areas such as custodial or laboratory technicians or clinical health services will be provided specialized PPE such as gowns and face shields. The District will provide additional PPE through a procedure that has been established by the Office of Risk Management.
- The Purchasing Department will order and stock sufficient standard PPE and other supplies in a central location. Specialized PPE as required by specific programs will be ordered and stocked in a central location in the specific area. Ordering and procurement of these supplies is handled by Purchasing, working in conjunction with the Facilities Department for coordination and distribution.
- The state Chancellor's Office will be providing Districts with PPE based on the number of employees at each District.
- Signage and other campus communications regarding handwashing, social distancing, one-way entrances/exits, and face coverings will be posted and communicated to the campus community as required by LACDPH.

Providing Information to Students: The District will provide all students with information regarding COVID-19 for those students who are required to be on campus.

- The number of people in any indoor lecture hall or classroom that is open for in-person instruction is limited to 50% of the room's occupancy based on applicable building or fire code or 200 people, whichever is less. Each indoor classroom that will be used for in-person instruction must have a posted occupancy limit.
- The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff meeting rooms, offices) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.
- Outdoor areas may be open for use by students for academic purposes, such as studying or attending online classes. Any such designated space must comply with the following requirements:
 - Any space must be entirely outdoors; a canopy, or other sun shelter may be used, but only if all four sides are not enclosed, there is sufficient outdoor air movement, and the structure is complying with State Guidance on Use of Temporary Structures;
 - Occupancy is limited such that all students using the space are able to maintain a physical

- distance of at least 6 feet from one another at all practicable times;
- Any seating is arranged to enable physical distancing of at least six feet between students;
- All frequently touched surfaces, including tables and chairs, are cleaned regularly; and
- The number of people in any indoor lecture hall or classroom that is open for in-person instruction is limited to 50% of the room's occupancy based on applicable building or fire code or 200 people, whichever is less. Each indoor classroom that will be used for in-person instruction must have a posted occupancy limit.
- The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff meeting rooms, offices) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.

Appendix C outlines the protocol for PPE distribution. Employees should be encouraged to speak up, without fear of retaliation, if they have safety and health concerns or if they observe violations of policies and procedures.

Work Sites and Staggered Shifts for Social Distancing: Management will establish alternate or staggered work shifts, break times and office/workspace configurations to maintain social distancing of six feet.

Social Distancing Measures: The District will ensure six feet of social distancing is possible in all buildings, rooms, and spaces. Otherwise, the area shall not be opened. Tape or other markings shall be placed at least six feet apart anywhere where individuals may have to line up, with signs directing employees and visitors to use the markings to maintain distance. Facilities and Risk Management will measure and determine maximum capacity of individuals within a given area.

The number of chairs in waiting areas will be reduced. All seats and tables in all rooms must be positioned eight feet apart. If there are more seats/desks that cannot maintain the required eight-foot distance, they shall be removed from the room. Classrooms may not accommodate more people than eight feet of social distancing will allow.

In rooms, auditoriums, or meeting areas where seating is fixed to the floor, seats that are not six feet apart must be blocked off and not used. In-person meetings will occur only in open areas or rooms where social distancing can be maintained. Use of Zoom remains the most expedient and preferred method for holding meetings.

When employees must travel in a vehicle to perform their job duties, departments should limit the number of employees in a vehicle as much as possible. There should only be one employee in a vehicle at a time. Carpooling of more than two passengers in a car at one time is discouraged because of the lack of social distancing unless the other passengers are part of the individual's household. If individuals choose to carpool, carpools should be limited to a maximum of two individuals at one time and seated apart. If passengers are unable to maintain social distancing, impermeable barriers must be installed.

Management will make efforts to maintain transactions and services in an online and/or contactless format, to the greatest extent possible. Online transactions and services are the

preferred methods of delivering services. Therefore, if any activity or service can be provided online, it must be in order to ensure the safety of all.

Safe Use of Work Equipment: Employees shall be assigned their own tools and/or office equipment whenever possible to avoid or minimize sharing. When items must be shared, they are to be disinfected by employees between shifts or uses, including the following:

- copiers and printers
- telephones
- keyboards
- filing cabinets
- handles
- staplers
- surfaces in reception areas
- shared workstations

Items such as headsets must not be shared. Keyboard covers and mouse covers, which allow for quick and effective sanitation between students, will be made available in computer labs for use by students.

Employee Interaction that Facilitates Social Distancing: Employees shall discontinue handshakes and other forms of greeting that break physical distancing. Zoom meetings shall be used for meetings where social distancing of six feet between participants is not possible. All employees who can successfully fulfill their job responsibilities via telecommuting must do so. Employees shall be required to wash or sanitize hands before/after their work shift and before/after breaks, as well as after any of the following activities:

- using the restroom
- eating or touching face
- sneezing/coughing/blowing nose
- touching high contact surfaces such as door handles, handrails, etc.

Supervisors shall direct employees to budget time in their daily schedules for hand washing and sanitizing.

Visitors to Campus: Visitation by those who are not students or employees should be strictly limited or eliminated. To the greatest extent possible, visitors to buildings and other campus facilities will be by appointment only and upon completion of pre-registration via Mediacat. When appointments are made, visitors must be instructed to wear a mask and to come to their appointments alone, if possible. They must also be instructed to check in first at the El Camino Police Department station, where they will register in a visitor log their:

- name
- phone number
- email address
- date/time of their visit

The District requires this information in the event that contact tracing is necessary. All visitors must have their temperature taken using a no-contact thermometer and complete a health screening form, signed and dated, before they are allowed to conduct business on campus.

These forms are filed with the Office of Risk Management for use in the event contact tracing is necessary. Visitors must wear a mask or face covering while on campus.

Visitors with children must ensure the child stays next to the parent, avoids touching any other person or item that does not belong to them, and wears a mask if over the age of two. Beyond this, children shall not be allowed on campus while pandemic protocols are in place.

Individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous shall be exempt from the requirement to wear a mask. However, the individual(s) must inform the District prior to arriving on campus so that accommodations can be made. Management shall consider implementing special service hours. For example, the first hour of business should be designated specifically for high-risk or medically vulnerable populations (such as the elderly), as needed.

Vendors and Deliveries: All employees, vendors, and delivery personnel will be instructed to maintain social distancing and the use of face coverings when around others and while conducting business on campus. The El Camino College Warehouse will ensure that proper protocols are in place for delivery of mail, packages and shipments.

Health Screenings: No student, employee, or visitor may come to campus if they are ill. Prior to returning to work on campus, employees will be provided LACDPH advisory directives regarding when to stay home if ill.

All students and employees must complete the COVID-19 health screening questionnaire in the HIPAA-compliant Mediat Screening Portal prior to arriving on campus for the day (screening is not necessary if planning to stay off-campus and there is no change in COVID-19 status). Information on how to use the Mediat Screening portal is found in Appendix K.

This COVID-19 health screening questionnaire asks about any possible COVID-19 exposure and whether any of the following symptoms—as indicated by CDC—have been present in the past 14 days:

- fever (100.4 or higher) or chills
- cough
- shortness of breath/difficulty breathing
- fatigue
- muscle/body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea/vomiting

- diarrhea

If any exposure risk or symptoms are present, the person shall not come to or be allowed on campus and must remain home and monitor their symptoms per LACDPH guidelines. Health Officer Orders from Los Angeles County allow for students and employees to be sent home based on symptoms alone.

Prior to returning to work on campus, employees will complete the Medical Health Screening Questionnaire and be provided Los Angeles County health advisory directives regarding when to stay home if ill.

Response to Possible Outbreak: The District must be prepared for the possibility of a COVID-19 outbreak on campus, defined by LACDPH as three or more *confirmed* and *unrelated* cases within a 14-day period.

In the event the campus experiences a cluster of linked positive cases in the same area over the course of a short period, the COVID-19 Task Force shall review the information gathered and make a recommendation to the President. This recommendation will be based on evidence and recommendations from LACDPH that a campus shutdown is warranted. In such a scenario, the key considerations include:

- Ensuring robust communication with all employees, students, and the public before, during, and after an outbreak
- Quickly identifying and isolating confirmed and suspected cases of COVID-19 and requiring isolation per Los Angeles County Health Officer Orders, until they're no longer likely to spread the disease to others
- Assisting LACDPH with access to lists of and contact information for all who may have had close contact with the case, e.g. class lists, employee lists, and any other requested information that helps LACDPH identify and interview cases and close contacts
- Working with LACDPH, as requested, to ensure all exposed individuals (contacts) are notified of their potential exposure and risk for developing the disease while protecting the case's privacy
- All close contacts are to quarantine and remain off campus in adherence with the County Health Officer's Quarantine Order
- Referring all close contacts to testing sites
- Assuring those who are isolated and quarantined receive needed services and resources

The Superintendent/President will ensure that the Academic Senate and bargaining units are apprised of the recommendation of the Task Force, and will notify the Board of Trustees in advance of a campus shutdown.

5) Other Important Considerations

COVID-19 "Point Person": The Director of Risk Management serves as the COVID-19 "point person" for El Camino College. As recommended by LACDPH and CDC, the individual in this role is responsible for ensuring there is an overall plan for COVID-19 response for faculty, staff and

students, including:

- positive COVID-19 reporting and notification guidelines
- protocols for exposures on campus
- education for students and employees

Additionally, the Director of Risk Management will have relevant notification information about exposure contact tracing reported to him by Student Health Services. Although Student Health Services is able to fulfill many of the functions noted by LACDPH and CDC, the Director of Risk Management will be in charge of the overall response.

Role of Student Health Services: Student Health Services (SHS) will operate at a hybrid-status level starting Fall Semester 2020. This means staffing in the Student Health Center will be minimal, **with no emergency services provided**. Individuals on campus who are ill must return home and/or seek care off campus as necessary.

By appointment only, SHS will see only those students who do not have a fever and are not exhibiting respiratory symptoms. Most medical and psychological services for students will continue to be provided virtually. On-campus student mental health emergencies may be triaged by phone (with Campus Police already on-scene), and 911/Campus Police will handle all on-campus medical emergencies.

If a student or employee is showing COVID-19 symptoms, he or she must be directed to go home and seek medical treatment if symptoms worsen, or as directed to do so by his or her primary care healthcare provider. Students and staff must indicate a change in their COVID-19 status by completing the COVID-19 health screening questionnaire in the HIPAA-compliant Medica Screening Portal, and once alerted, SHS will begin exposure contact tracing as appropriate, as well as provide those individuals with any necessary resources and guidance related to the illness.

Home isolation instructions/Health Officer Orders will be made easily accessible at various points including the SHS website, Human Resource website, and COVID-19 campus updates.

If a student or staff does not have access to a primary care physician, he or she can be referred to the Behavioral Health Services Family Health Center, located at 2501 W. El Segundo Blvd. Ste. B in Hawthorne, (424) 456-8933, to receive care. Behavioral Health Services Family Health Center is a Federally Qualified Health Center (FQHC) that assists underinsured, underserved, and low-income individuals regardless of ability to pay. Students can also be directed to call 211 or visit 211la.org for help with finding a provider.

Contact Tracing Services: If SHS becomes aware of a COVID-19 case through the Medica Screening Portal, SHS will initiate campus contact tracing measures to ensure the timely activation of appropriate notification chains for the immediate campus community. A visitor log must be maintained in each department on campus to assist with initial contact tracing measures.

SHS will ensure—as best as a self-report from an individual will dictate—that a list of all affected areas and identified close contacts are submitted to the Director of Risk Management for proper notification as soon as possible. The Director of Risk Management will communicate with District departments to identify further close contacts on campus (Campus Police, Facilities, ITS). When conducting campus contact tracing, SHS will:

- educate the individual about what to expect (i.e. phone call from LACDPH for further community contact tracing if test is positive)
- educate the individual about who they should be contacting in the community (i.e. individuals living in the same household, “close contacts” in the community)
- provide community resources, and COVID-19 education/guidance
- provide direction about when the individual should expect to come back on campus given the specifics of their situation
- inform the individual of the confidential process of campus notification

It will be the responsibility of the student/employee to notify their instructors/supervisors for accommodations during their isolation/quarantine period. The Director of Risk Management will perform all follow-up and notification per the COVID-19 notification protocol. This includes notifying those who may have had “close contact” exposure (within 6 feet for more than a total of 15 minutes in 24 hours; living in the same household; direct contact with saliva or other body fluids/secretions) to COVID-19 by either being in proximity to the patient or having been in the affected area. The Notification Protocol is provided in Appendix D.

If an individual has been off-campus the appropriate amount of time as required by the Health Officer Orders, and meets all requirements for ending isolation or quarantine, the individual may return to campus with clearance from Student Health Services. Student Health Services clearance entails speaking with a Nurse Practitioner one day prior to scheduled Clearance Date to ensure LACDPH Health Officer Orders have been fully followed. Negative COVID Testing and Medical Notes from primary care providers are NOT necessary to return to campus per LACDPH guidelines, as long as LACDPH Health Officer Orders have been fully followed. All employees and students are expected to cooperate fully with contact tracing, and should SHS be unable to provide contact tracing services, the District will contact LACDPH for assistance.

If a student or employee is sent home due to illness symptoms, the individual will update their Medical Health Screening Questionnaire, and SHS will follow the same campus contact tracing protocol outlined above. If looking to return to campus sooner than what the Health Officer Orders dictate, a clearance note from the individual’s primary care provider, specifically addressing the symptoms exhibited and/or a clear alternate diagnosis for symptoms, would be accepted by SHS. Medical accountability would rest solely with the individual and the individual’s primary healthcare provider.

Per LACDPH, exposed individuals quarantine for 10 days since last known exposure, even with a negative test result during quarantine period, since a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset).

Communication with All Stakeholders: Throughout the safe campus reopening process, frequent and detailed communication will be critically important. Messaging must consider and include all the College's interested stakeholders. This includes current and prospective students, faculty, staff, administrators, parents, elected officials, and the public. Additionally, the College must utilize every communication tool at its disposal. This includes email and text messages, social media posts, institutional website messaging through regular updates to the COVID-19 page, and MyECC/Canvas messaging.

Ensuring Access and Equity: The development of this plan has included student input as well as review from key faculty, classified and administrative staff to ensure access and equity needs are met to the extent possible.

Engaging Bargaining Units: This plan was developed collaboratively with input from faculty and staff. The COVID-19 Task Force will continue to seek feedback from these bargaining units as the plan is refined and implemented.

6) Additional Procedures and Resources Needed

Pre-return Training for Employees: The District will prepare a training presentation regarding on-campus protocols for cleaning and health/safety that must be reviewed by employees prior to returning to campus. The training will include topics covered by the LAC DPH's [COVID-19 Safety Compliance Certificate](#), such as:

- appropriate policies and work practices to reduce the spread of COVID-19
- proper hygiene, including handwashing techniques and etiquette on coughing, sneezing, and touching
- proper EPA disinfection requirements and chemicals used
- proper social distancing
- correct use of PPE, including masks/face coverings
- symptom screening and recognition, including temperature checks, and what to do if sick
- stress management

In addition, all employees will be required to participate in the Keenan training module entitled *Coronavirus Awareness* prior to returning to campus. Additional training modules available through Keenan include:

- CDC Guidelines for Making & Using Cloth Face Coverings
- Cleaning & Disinfecting Your Workplace
- Managing Stress & Anxiety
- Preparing Your Household
- Reopening Your Organization
- Transitioning to a Remote Workforce

Keenan tracks user participation to ensure accurate training records are maintained.

Cleanliness Standards: The District will produce and publicly post the LA DPH IHE Protocol of cleanliness standards that are necessary for both reopening and for maintenance throughout the year, including disinfection of surfaces between uses (tables, chairs, seats on vehicles, keyboards, phones, office machines, etc.) and routine disinfecting of high-touch surfaces. The District's cleaning protocol and cleaning products in use are found in Appendix A. Cleanliness standards from the CDC and EPA are in found in Appendix B.

Workplace Hazard Assessments: The District will conduct hazard assessments to determine which type of PPE should be used and for which job tasks. Additionally, the District will secure the services of an external industrial hygienist to conduct respiratory hazard assessments to determine the nature of and magnitude of respiratory hazards in the workplace. Safety data sheets will be available for any disinfectant applied in any facility. In addition, employees who are trained and assigned to perform cleaning/disinfection tasks will be provided information about:

- product contact time and hazard communication training requirements
- safe work practices to prevent chemical exposures
- availability of cleaning supplies and [EPA-registered disinfectants](#)

7) Links to COVID-19 Information from Public Health Agencies

These reputable public health resources provide additional guidance and information:

- [Los Angeles County Department of Public Health](#)
- [California Department of Public Health](#)
- [Centers for Disease Control & Prevention](#)

Appendix A: Cleaning Protocols

For Buildings in Use

- Determine building usage timelines and schedules
- Clean and disinfect between staff and classroom usage, if feasible
- Monitor restroom usage every two hours and clean and disinfect accordingly
- Clean and disinfect occupied areas after the last scheduled use
 - classrooms
 - offices
 - meeting rooms
 - break rooms
 - common areas
 - elevators
 - handrails
 - door knobs, handles and push bars
 - hard floor surfaces
 - carpets

For Buildings Not in Use

- Determine building usage timelines and schedules
- Determine when the building was last occupied
 - If building occupancy was more than 14 days before scheduled cleaning, a deep cleaning of all areas will be performed
 - If building was occupied less than 14 days before scheduled cleaning, wait until the 14 days have expired before cleaning commences
 - If the building was occupied less than 14 days before scheduled cleaning and needs to be cleaned, follow steps as indicated above
- After buildings have been cleaned, the buildings will be secured with the appropriate signage posted prohibiting/restricting entrance

Cleaning Methodology

- Routine cleaning and deep cleaning
 - Cleaning will be performed in accordance with department guidelines
 - Cleaning will adhere to the Association of Physical Plant Administrators (APPA) guidelines
 - Cleaning will adhere to guidelines set forth by independent consultant William R. Griffin¹

- Disinfecting areas
 - Disinfecting will be performed according to department guidelines
 - Disinfecting will be performed according to CDC guidelines

Supplies

- Supplies used for cleaning
 - Spartan non-acid bathroom cleaner (NABC)
 - Spartan hard surface cleaner
 - Spartan glass and mirror cleaner
 - Xcelente hard surface cleaner
 - Ajax oxygen bleach cleaner
 - Betco degreaser
 - Unisource all-purpose cleaner
- Supplies used for disinfecting
 - Clorox germicidal bleach
 - Clorox 360 hard surface disinfectant
 - Clorox 360 porous surface disinfectant
 - Clorox disinfectant wipes
 - Pur-Tabs disinfection tablets
- Equipment used for disinfecting
 - Clorox 360 electrostatic sprayer
 - Protexus electrostatic sprayer

Personal Protective Equipment (PPE)

- N95 masks
- Surgical/dental mask
- Nitrile gloves
- 18 mil 12" rubber gloves
- Safety goggles
- Coveralls

¹ William R. Griffin has been in the cleaning and maintenance industry since 1973 and has written numerous publications, articles and books related to the management, operation and technical aspects of cleaning. In addition, Mr. Griffin was an instructor at South Seattle Community College, Renton Vocational Technical Institute, Lake Washington Voc Tech and was teaching cleaning and building maintenance at the Washington Institute of Applied Technology in Seattle, Washington.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316270A 05/15/2020

cdc.gov/coronavirus

- ✦ **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- ✦ **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- ✦ For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- ✦ Consider putting a **wipeable** cover on electronics.
- ✦ **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- ✦ Laundry items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- ✦ **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- ✦ Dirty laundry from a person who is sick **can be washed with other people's items.**
- ✦ **Do not shake** dirty laundry.
- ✦ Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- ✦ **Remove gloves**, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- ✦ **Close off areas** used by the person who is sick.
- ✦ **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- ✦ Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- ✦ If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- ✦ **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- ✦ **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

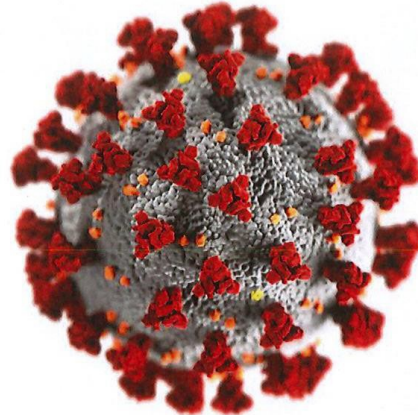
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).



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6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

Appendix C: Procedure for Personal Protective Equipment (PPE) Distribution

1. Complete the Request for PPE Order Form on Formstack available on the Purchasing & Risk Management website. Due to staffing limitation, requestors must plan ahead and provide ample time for requests to be filled.
2. Order Form will be routed to the Office of Health and Safety, who will send confirmation via email when the request is ready for pick-up.
3. Pick-up times and dates are as follows:
 - a. Summer Session and Winter Intersession—Tuesdays and Thursdays from 9 to 11a.m.
 - b. Fall Semester and Spring Semester—Mondays, Wednesdays, and Fridays from 9 to 11 a.m.
4. Requestors shall pick-up the supplies from the PPE Distribution Center located in the Communications Building, Room 204 (former HR Offices). If the PPE Distribution Center is closed, PPE will be distributed through Division offices.
5. Requestors must bring their own carts or dolly when they pick up their supplies (Office of Health and Safety does not have any carts/dollies to lend).
6. PPE supply quantities may vary due to their high demand caused by COVID-19.
7. Orders for a one-month supply are limited to the following:
 - a. Face masks: 5 masks per person. The District carries KN95s, N95s and surgical masks for employees. Please specify your preference, if any. Supplies are subject to availability and priorities. The District has cloth masks for students.
 - b. ClearMask™: A limited number of ClearMask™ will be available for use of SRC only. If you need this type of mask, please indicate the reasons.
 - c. Disposable gloves: 2 pairs per person. Please specify if you need more quantity and briefly indicate the reasons.
 - d. Hand sanitizer: 1 per person. Quantity may vary depending on the size of the container.
 - e. Disinfectant wipes (1,000 per container): Limited to 1 container per department.

Appendix D: COVID-19 Notification Protocol

Step 1: Notification of a positive COVID-19 test, absence/being sent home from campus due to COVID-19 related symptoms, or exposure to a laboratory-confirmed positive COVID-19 individual, is to be reported to Student Health Services via the COVID-19 health screening questionnaire in the HIPAA-compliant Medica Screening Portal. Student Health Services is instantaneously notified, and contact with the individual will be immediately initiated that same day, or if the information arrives when Student Health Services is closed, the next business day.

In order to minimize breeches in confidentiality, **please do not email any case details to anyone**, and direct students and staff to complete the COVID-19 health screening questionnaire in the HIPAA-compliant Medica Screening Portal if their COVID-19 status changes.

If an immediate public health threat to the campus community is determined, campus contact tracing will be initiated, and case details will be communicated to the Superintendent/President and the Pandemic Coordinators:

- Director of Risk Management
- Faculty Coordinator of Student Health Services
- Public Information Officer

Step 2: In accordance with LACDPH's guidelines and District's agreed upon Memoranda of Understanding for Working Conditions under COVID-19, the Pandemic Coordinators will determine if campus notification is necessary/required.

Step 3: If notification is required, the Pandemic Coordinators will confirm the location of exposure and those exposed:

- Classroom/area on campus
- Restrooms/shared space
- Students/co-workers
- Custodial staff
- Facilities workers
- Police Officers/Cadets
- Others

Step 4: Pandemic Coordinators request email addresses

Step 5: Pandemic Coordinators prepare communications, maintaining the anonymity of the individual as well as those who may have been exposed:

- Draft email to Board of Trustees
- Draft letter emailed to students, staff, others
- Draft message to campus on COVIDwebsite

Step 6: VP of Human Resources prepares communications to bargaining units, noting building(s) where and date when the affected individual was present.

Step 7: Emails are distributed as follows:

- Superintendent/President – email to Board of Trustees
- Risk Management – email to affected student(s), employee(s), others
- VP of Human Resources – email to bargaining units
- Public Information Officer – email to campus and post on COVIDwebsite

Appendix E: Campus Reopening Safety Plan—Academic Affairs/Instruction

Purpose: This plan provides guidelines and steps for the return of face-to-face class instruction and student services on campus for Academic Affairs faculty, staff and students.

Premise: This plan is premised on decisions by the College as detailed in the College’s Campus Re-Opening Safety Plan. Academic Affairs will begin the process of returning to face-to-face campus instruction and student services when it is deemed safe by college administration, based on guidelines from the LA County Department of Health and will rely on campus-wide protocols and guidelines established by the COVID-19 Task Force to protect faculty, staff and student health and safety.

Key Principles: This plan prioritizes the health and safety of our campus community while continuing our efforts to achieve the campus mission and to strive toward student equity and to improve student success. Clear and constant communication with faculty, staff, and students is essential for a successful return to in-person instruction and on-campus student services. Given that conditions are frequently changing, flexibility and adaptability are also essential for a successful campus-wide reopening.

Scheduling and Class Instruction

Online Classes: Instructors of online classes are certified to teach online. Online classes are conducted entirely online. Due to external requirements that impact college funding and student financial aid, online students must have frequent and substantive contact with their instructor and other students. To abide by FERPA and authentication requirements, online classes must use Canvas. Online classes will remain online for the entire fall semester.

Hybrid Classes: Hybrid classes typically have some online and some on campus components. Until Los Angeles County Department of Public Health authorizes the reopening of higher education, and the College finishes the necessary preparations for a campus-wide reopening, the fall 2020 and winter 2021 hybrid courses will be online and stay online for the term. The divisions will follow campus guidelines regarding whether and when instructors in hybrid classes may return to campus.

Due to external requirements that impact college funding and student financial aid, the portion of a hybrid class that is conducted online must provide students with frequent and substantive contact with their instructor and other students. Hybrid instructors must use Canvas, and it is recommended that they be certified to teach online in order to ease their workload and to create a more effective learning experience for students.

Remote Classes: Remote classes will begin the fall 2020 semester online and will transition onto campus when Los Angeles County Department of Public Health authorizes the reopening of higher education, the college determines that necessary preparations for a campus-wide reopening is completed. The divisions will follow campus guidelines regarding whether and

when instructors in remote classes may return to campus. At this time, it is unlikely remote classes will return to campus before Spring 2021. Such classes are published with designated days and times for synchronous learning and will continue such times when transitioned onto campus.

Due to external requirements that impact college funding and student financial aid, the portion of a remote class that is conducted online must provide students with frequent and substantive interaction with their instructor and other students. Hybrid instructors must use Canvas, and it is recommended that they be certified to teach online in order to ease their workload and to create a more effective learning experience for students.

On-Campus Classes: A limited number of programs may offer on-campus instruction, as required by external licensing and accreditation requirements. The determination as to whether a class can be offered on campus at this time is determined by the Governor's list of "Essential Sectors." Essential Sectors at El Camino College include Public Safety, Healthcare and Manufacturing. The programs included in these sectors are:

- Fire Academy
- Emergency Medical Technicians (EMTs)
- Peace Officers Standards and Training (POST)
- Nursing
- Radiologic Technology
- Respiratory Care
- Air Conditioning and Refrigeration
- Architecture
- Automotive Collision Repair/Painting
- Automotive Technology
- Computer Aided Design/Drafting
- Construction Technology
- Electronics and Computer Hardware Technology
- Engineering Technology
- Environmental Technology
- Machine Tool Technology
- Manufacturing Technology
- Welding

Scheduling Considerations

The number of classes in a building at the same time, staggered starting times, distancing requirements will all be considered by deans scheduling classes. Classes that can easily be online or hybrid will remain so until safe to return. Consideration should be given to classes that may be taught on campus and online simultaneously, allowing students to choose online or face to face for the same section.

Return of Classes

General

1. Online distance education classes will remain online for the fall, winter, and spring semesters.
2. Hybrid and remote classes may return to in-person instruction when:
 - a. LACDPH publishes guidelines for the reopening of colleges and universities.
 - b. Campus facilities have fully operationalized health and safety protocols and procured necessary supplies to service faculty, staff, and students.
 - c. Instructors and classes can follow all current campus reopening guidelines.

If the above 3 conditions (a, b & c) are satisfied, decisions about whether or not to transition a hybrid or remote class onto campus will be a collaborative decision between the faculty member and the Dean based on the following considerations:

1. Whether the faculty member or any students in the class are barred from returning to campus based on ECC campus reopening guidelines.
2. The educational impact on students of a return to campus. The faculty member will recommend whether a return to on-campus instruction would improve or disrupt instruction and learning for their class.
3. Whether the return to on-campus instruction is an equitable decision. For instance, some students may not be able to attend campus meetings due to transportation challenges or changes in work schedule, childcare, etc.

If a faculty member who is returning to in-person instruction or student service considers themselves to be at higher risk (or “vulnerable”) of severe illness to themselves or others if they contract the virus that causes COVID-19, such faculty member should contact the Director of Human Resources. The Director of Human Resources will work with the faculty member and their healthcare provider to document any physical restrictions, if any, that can be accommodated by the District to facilitate work on campus.

Fall 2020 and Winter 2021: No classes will be required to return to campus during the fall 2020 term or the winter 2021 session, with the exception of courses in identified “essential” programs (see Appendix G).

Spring 2021: No classes will be required to return to campus during the spring 2021 term, with the exception of courses in identified “essential” programs (see Appendix G).

Summer 2021: D No classes will be required to return to campus during the summer 2021 session, with the exception of courses in identified “essential” programs (see Appendix G).

Recommendations for Reopening Instructional Buildings

The various course offerings across the College have a huge variation in the need for physical space. Some areas need to be on campus for instruction while others can remain online for a much longer time. The following are recommendations on building reopening based on classroom needs:

- Priority 1: ITEC, Fire Academy, PTI, and MBAH 4th floor – These will be in use for the fall semester for Fire, PTI, POST, EMT, Nursing, Rad Tech and Respiratory Care
- Priority 2: CAT Building, Chemistry, Natural Science, Life Science
- Priority 3: ArtB – ground floor and basement, Music, Physics, Stadium, Soccer Field, Gymnasium Complex, PE-S
- Priority 4: Pool/Classroom/Office Complex
- Priority 5: Social Science, Humanities, Library and Learning Resources, 2nd and 3rd floors of ArtB, 1st, 2nd, and 3rd floors of MBAH, Marsee Auditorium

Classrooms and Office Hours

The divisions will follow campus guidelines regarding when the buildings will reopen and when the faculty and students may return to campus. When faculty and students do return, we will follow these procedures/policies:

1. Screening: Faculty and students must complete the Mediat on-line screening each day before coming to campus. Until implementation of Mediat screening, the CDC checklist will be used by instructors.
2. Social Distancing and Masks: Faculty and students will wear masks and participate in social distancing while in classrooms and office hours. Transparent masks will be provided upon request. Masks must be worn properly, covering the mouth and nose. Faculty must wear masks when lecturing, and in the classroom, or holding office hours with students. If a faculty member is unable to wear a mask, they should Human Resources for an accommodation.

Students should contact the SRC for accommodations. Faculty may be provided with a microphone if they are wearing a mask and can't be heard by students. This requirement is to protect students from the heightened risk presented by loud speaking. Most lecture classes will remain on line or use a combination of in class and zoom attendance to reduce the number of students and ensure social distancing.

3. Faculty Offices: Faculty will coordinate with their office mates to stagger their time in the office. Only one faculty member may be in the office at a time. While social distancing requirements are in place, office hours will not be held in faculty offices.
4. Office Hours: While social distancing guidelines are in place, any office hours held on campus shall be held in classrooms and will require students and faculty members to remain 6 feet apart. Masks must be worn by faculty and students during on-campus office hours. Virtual office hours are encouraged.
5. Syllabus: A statement should be included on the syllabus to address current guidelines. An example is below, but revisions are possible as Federation and Academic Senate consultation is needed.

“Studies demonstrate that wearing face masks, along with other non-pharmaceutical preventive interventions such as frequent hand washing and physical distancing, can slow the spread of the coronavirus (SARS-CoV-2) that causes COVID-19. With the return to face-to-face class meetings, our goal is to protect the health and safety of our entire campus community including students, employees, and campus neighbors. In an effort to minimize any potential spread of COVID-19 on campus, students, employees, and visitors of El Camino College will be required to wear a face mask while on campus.

“Students who object to wearing a face mask while in class for non-medical reasons (please provide documentation) will be asked to excuse themselves from participating in that class meeting and will be considered absent. Please remember, if students are absent for 10% of class meetings, they can be dropped from that class (see online 2020/2021 ECC College Catalog under Registration for Classes, Attendance during Semester section.”

6. Classroom Supplies: All shared markers and erasers will be removed from classrooms. Faculty will be given a set of markers, an eraser and sanitizing wipes to bring to each class meeting. Faculty will wipe down the faculty desk, computers and workstations (including remotes) before they leave. Students will wipe down desks and chairs, computers and workstations. Hand sanitizer will be provided at the door of each classroom.
7. Classroom Deep Cleaning: Each classroom will be deep cleaned prior to return. Prior to the cleaning, faculty will be given the opportunity to remove any personal or instructional supplies or important papers from in and around classroom desks. Everything else will be thrown away. Cleaning protocols can be found on the El Camino COVID-19 webpage.
8. General Procedures:
 - a. Face masks will be required of faculty, staff and students at all times, including while faculty are lecturing. Personal face masks that meet CDC guidelines are permitted.
 - b. Signage on building doors promoting and highlighting require face mask policy.
 - c. Shields will be installed where appropriate.
 - d. Hand sanitizer will be available in each hallway or classroom.
 - e. Traffic flow will be directional. Doors will be marked as entry or exit only. Hallways will be marked with arrows to indicate traffic flow as determined by an assessment of the building.
 - f. Seating within classrooms will maintain social distance. Tables will be spaced 6 feet

- apart. If the furniture is not mobile, stations not in use will be marked as such to effect social distancing, or barriers may be placed between students, as deemed appropriate by Risk Management.
- g. Students may not remain in hallways or landings when no class is in session.
 - h. Plastic partitions will be in place between faculty/tutors and the student.
 - i. No food or drink will be allowed in the classrooms. Closed water bottles/drinks (no straws) may be permitted outside during a break. A bar or similar closed wrapped food item may be permitted outside during a break.
 - j. Touch screen monitors should not be used.
 - k. Daily sanitation as required by the college will be implemented. The groups (faculty and students) that are presently on-site will clean areas after every group of students. Disinfectant wipes will be provided by the District to all faculty. A small stock of such supplies shall be maintained by academic division offices.
 - l. Steps on how cleaning is to be conducted will be posted in a prominent location in each classroom.
 - m. Prior to returning to work on campus, employees will be provided the Los Angeles County health advisory directives regarding when to stay home if ill.
 - n. All students and employees must complete the COVID-19 Health Screening Questionnaire in the HIPAA-compliant Medicat Screening Portal prior to arriving on campus for the day (screening is not necessary if planning to stay off-campus and there is no change in COVID-19 status).
 - o. Implement a student review of safety procedures before return. Syllabus or Canvas on first day.

Students

- a. Students will complete an online health assessment prior to being admitted to each class and each day they are on campus. The Medicat On-Line Screening Portal must be completed each day before coming to campus. Students enrolled in an essential workforce program will be health screened in accordance with program requirements.
- b. Students not feeling well or with obvious symptoms will not be admitted to class, library, or counseling appointments and shall be instructed to go home and contact a healthcare provider, if needed.
- c. Students who have been in contact with someone who is positive for 15 minutes or longer should quarantine for 14 days and be tested if symptomatic. This is part of the screening questionnaire that students complete each day which asks if they have been in contact with someone who has tested positive.
- d. Students required to stay home will be permitted to complete classwork remotely or make up the work they have missed during quarantine. Incompletes may be assigned

- to students who are quarantined at the end of the semester.
- e. Students refusing to wear a mask or social distance will be refused entry to class. Further refusals will be treated as a student discipline issue. Faculty members may submit Maxient reports or call campus police if the student becomes disruptive. See BP/AP 5500 Standards of Student Conduct and AP 5520 Student Discipline Procedures.

Public Areas

1. Public Restrooms: Each building will have a limited number of restrooms open. Signage will inform the public about the location and usage of restrooms. In the public restrooms, a posted number of persons will be permitted inside at one time, determined by room size. Sinks and stalls should be taped off to avoid having two people closer than 6 feet. If lines consistently develop outside a bathroom, tape on the floor will indicate where people must stand as they wait.
2. Elevators: Signs will be posted at the elevator stating that elevators have limited capacity. Floors will be marked to instruct individuals where to stand to ensure proper social distancing.

Appendix F: Campus Reopening Safety Plan—Student Services

Purpose: This plan provides guidelines for the re-opening of direct services to students in four buildings: Student Services Building, Police Services (never has closed), Health Services Building (South Gym), and the Manhattan Beach Blvd Modules.

Premise: This plan is premised on decisions by the College as detailed in the College's Campus Re-Opening Safety Plan. Student Services will begin the process of returning to face-to-face student services when it is deemed safe by college administration, based on guidelines from LACDPH and will rely on campus-wide protocols and guidelines established by the COVID-19 Task Force to protect faculty, staff and student health and safety.

Key Principles: This plan prioritizes the health and safety of our campus community while continuing our efforts to achieve the campus mission and to strive toward student equity and inclusion to close the student equity gaps in retention, success, and completion. Clear and constant communication with faculty, staff, and students is essential for a successful return to in-person on-campus student services. Given that conditions are frequently changing, flexibility and adaptability are also essential for a successful campus-wide reopening.

Prerequisites to Re-Opening the Buildings

1. Plexiglass barriers between workstations, computer stations (every other computer), between desk and student.
2. Plexiglass barriers between student and staff at counters
3. Personal protective equipment to give students if they forget their mask
 - i. N-95 masks for Police Services and Health Services
 - ii. KN-95 masks for Food Pantry
 - iii. Masks with transparent mouth area and Face Shields for Admissions & Records, Financial Aid, Veteran Services, and EOPS Questionnaire for students/staff before they come to the buildings (Medicat Portal or alternative method screening).
4. All faculty, staff, and student assistants will be required to complete training on COVID 19 safety, procedures, and protocols to keep themselves and others safe and virus free.
5. Floor and wall stickers/signs of social distancing placement
6. Hand sanitation/wipe stations
7. HVAC system review of filters (HEPA) to clean circulating air flow
8. Signage in place for direction flow, health & safety, washing hands, masksrequired, waiting area, etc.

Services by Appointment Only

Student Services Building, Health Services, and Police Services: In order to ensure the health and safety of all the college community services will be by appointment only. Students will make appointments via phone or online. Appointments will be spaced according to the service provided by the respective offices (ranging from 30-60 minutes apart). Waiting areas will be setup with six feet social distanced seating outside of the buildings and students will be called in for their appointment. Students will be admitted into the buildings after a successful Medica Portal or alternative method screening.

Remote Services Continue: Video synchronous services will continue to provide face-to-face interaction. Phone and chat interactions will also continue so students have multi-modal choices to receive services and support.

Computer Labs: A limited number of computer lab seats will be available depending on the College and County of Los Angeles instruction on in-person services. Staff will be geared with masks and face shields to avoid any droplets from guests. Plexiglass barriers will be installed between each station and only every other station will be used. Wipes will be provided at each station to clean the station before and after use.

1. Social Distancing and Masks: Students and employees will be required to wear masks and participate in social distancing while in any Student Services building (e.g. SSB, Health Services, Police Services and MBBM). Masks must be worn properly, covering the mouth and nose.

2. One-Way Traffic Flow: Doors will be marked as entry or exit only. Hallways will be marked with arrows to indicate traffic flow.

- a. Seating within lines and/or waiting areas will maintain social distance. Service stations will be spaced 6 feet apart. If the furniture is not mobile, stations not in use will be marked as such to effect social distancing, or barriers may be placed between students, as deemed appropriate by Risk Management.
- b. Plexiglas partitions will be in place between staff and the student during interactions for services.
- c. Daily sanitation stations as required by the college will be implemented. Disinfectant wipes will be provided by the District to all offices. A small stock of such supplies shall be maintained by offices.

3. Students

- a. Students will complete an online health assessment (Medica Portal) prior to being admitted to each building within Student Services.

b. Students not feeling well or with obvious symptoms will not be admitted into buildings and shall be instructed to go home. Upon updating their COVID-19 status in the Medicat Portal, Student Health Services would follow-up with the student about when they should expect to return to campus, and how to receive clearance from Student Health Services.

4. Public Restrooms: Each building will have a limited number of restrooms open. Signage will inform the public about the location and usage of restrooms. In the public restrooms, a posted number of persons will be permitted inside at one time, determined by room size. Sinks and stalls should be taped off to avoid having two people closer than 6 feet. If lines consistently develop outside a bathroom, tape on the floor will indicate where people must stand as they wait.

5. Elevators: Signs will be posted at the elevator limiting two people per elevator. Elevators will be measured and assessed for maximum capacity of two people to maintain social distancing, with signage installed to notify users of the maximum number of occupants in the elevators.

Appendix G: Campus Reopening Safety Plan—Essential Workforce

These programs classified as essential held classes on campus in an extended spring term or in the summer and will continue instruction on campus in the fall. These are examples of the protocols and health assessments used by Healthcare and Public Safety Programs since June, as well as the guidelines to be implemented by the Manufacturing Sector programs in fall 2020. Public Safety and Healthcare sectors must follow external accrediting guidelines in addition to the Campus Reopening Safety Plan.

HEALTHCARE SECTOR: Nursing, Radiologic Technology, Respiratory Care

Below is a summary of the plan for the students in the programs to return to campus. As of August 2020, the hospitals that permit students to complete their clinical hours have either temporarily stopped allowing students in their facilities or have greatly reduced the hours students can attend clinics. This creates a great need for students to be allowed to return to campus this summer to learn, practice, and be tested on skills in the simulation labs on campus.

- Each program will have small groups of 10 or less that will come to the labs.
- All cognitive instruction will be conducted online through the summer.
- Students and faculty will wear Personal Protective Equipment (PPE) and meet in small groups in the 3 labs designated for each program.
- The directors will collaborate to develop a schedule so no more than 2 of the 3 labs will have students in them at one time.
- Only one group of students will enter or exit the building at a time as meeting times will be staggered. Markings outside the entrance will help to ensure social distancing.
- All PPE equipment will be sanitized before student use and at the end of the day.
- A mandatory orientation will be provided for each student via zoom before they are allowed on campus. Orientation will explain protocol, the forms and screening that will need to be completed each day, the mandatory use of PPE, and proper social distancing protocol will be explained.
- Each program will scan with “seek scan” or “temporal thermometer” each day before entering and when leaving the building.
- Each program faculty and staff will monitor the cleaning and storing of PPE and equipment that is being used in the labs.
- Students will continually be briefed and updated on COVID19 medical information as the CDC gives updates.
- Students will assemble outside the designated entrance and maintain social distancing of 6 feet at all times. They will enter the building one at a time, be screened and turn in required screening paperwork.
- Social distancing of 6 feet will be maintained at all times.
- Faculty or staff who consider themselves to be at higher risk (or “vulnerable”) of severe illness to themselves or to others if they contract the virus that causes COVID-19 must contact the Director of Human Resources prior to working on campus. The Director of

Human Resources will work with the faculty member and their healthcare provider to document any physical restrictions, if any, that can be accommodated by the District to facilitate work on campus.

- Doors will be locked, and a path of travel designated by markings after entering the building and proceeding to the labs will be established.

Associate Degree Nursing Program Pre-Screening Questionnaire

We appreciate your cooperation and patience in helping to keep students and staff safe and healthy.

1. Have you traveled outside the U.S. in the past 30 days? ☐ Yes ☐ No
If yes, where?
2. Have you been in personal contact with a person infected with coronavirus or who has traveled to an area with widespread and ongoing transmission of coronavirus in the past 14 days? ☐ Yes ☐ No If yes, where?

IN THE LAST 48 HOURS: Have you had a $\geq 99.5^{\circ}$ fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you experienced any of the following?	
Coughing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sore Throat? <input type="checkbox"/> Yes <input type="checkbox"/> No
Difficulty Breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Muscle Aches? <input type="checkbox"/> Yes <input type="checkbox"/> No
Stomach Pain? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please check any of the following that apply:	
Immunocompromised condition: <input type="checkbox"/> Yes <input type="checkbox"/> No	Neurological disorder: <input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hypertension: <input type="checkbox"/> Yes <input type="checkbox"/> No
Heart or Lung conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pregnancy: <input type="checkbox"/> Yes <input type="checkbox"/> No
Obesity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (please state): _____
Moderate to Severe Asthma: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chronic Kidney/Liver disease: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered Yes to any of these questions, then you understand the increase risk from exposure to COVID- 19. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If student chooses to delay return to clinical sites, please state reason: _____	

COVID-19 TRAINING	
1. I have had infection control training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. I have had recent training on transmission-based precautions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. I have had recent training on COVID-19 precautions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. I have had recent training on the CDC recommendations for donning and doffing Personal Protective Equipment (PPE)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. I understand that I may encounter COVID-19 patients and will follow all hospital protocols for that contact.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Print Name: _____ Date: _____

Signature: _____

COVID-19 Pre-screening Questionnaire 5-10-2020

PUBLIC SAFETY SECTOR: Fire Academy, Emergency Medical Technology (EMT) and Peace Officers Standards Training (POST)

Fire Academy

Below is our plan to deliver a safe fire academy for our students in accordance with the social distancing requirements while simultaneously allowing our students to succeed.

1. Fire Academy has a controlled population of students. The students will not be in the presence with any other students, faculty or staff outside of the course.
2. We will conduct all of our cognitive instruction online for the remainder of the Spring Semester.
3. Skills outside in the open-air where the exposure risk of air-conditioned confined spaces/compartment spaces is reduced.
4. The class will be held at our controlled and secure facility off site of the main El Camino Campus at the El Camino Fire Academy. We will control all access to the facility.
5. The students will be in full Personnel Protective Equipment (PPE) working in four separate groups **no larger than ten students** each where the students will maintain six feet distance from each other at all times.
6. All equipment will be sanitized before student use, as well as at the end of each day. We have special anti-microbial disinfectant solution specially made to disinfect fire service PPE.
7. Student PPE will be stored in four separate locations to reduce the likelihood of exposure.
8. All students will be required to decontaminate their equipment and PPE at the end of every class day.

9. Students will be screened with "Seek Scan" device for fever or flu like symptoms prior to every class session. If a student is found to be symptomatic or have been exposed to anyone who has been symptomatic they will be sent home.
10. Students will continually be briefed and updated on COVID19 medical information as the CDC gives updates.
11. Students will park their vehicles in the designated parking areas and will never be in groups larger than ten students always maintaining six-foot clearance. Parking will be parked in engine companies, one engine company at a time.

Emergency Medical Technology (EMT)

The plan for El Camino College to accommodate the social distancing for our EMT program:

1. The class will be held at our controlled and secure facility on the main El Camino Campus. We will control all access to the facility.
2. All cognitive instruction will take place online for the remainder of this semester.
3. All psychomotor instruction will be conducted by splitting the classes in 1/3. We will divide the class into three separate classrooms.
4. Students will be placed in the three FTEC classrooms Room. Students will be spaced six feet apart.
5. The instructors will demonstrate to the student the skill that is being taught, and each student one by one can demonstrate the skill.
6. The students and instructors will disinfect all surfaces prior to leaving each classroom.
7. The students will ALL wear masks, wipe down table and chairs, and wash hands frequently.
8. Students will continually be briefed and updated on COVID19 medical information as the CDC gives updates.
9. Students will be screened with "Seek Scan" device for fever or flu like symptoms prior to every class session. If a student is found to be symptomatic or have been exposed to anyone who has been symptomatic they will be sent home.
10. Faculty will place Power Points and cognitive lessons on-line and require to be mandatory for the students to go through and check off that they did it.

POST Academy

The plan for El Camino College to accommodate the social distancing for our POST Academy program:

1. The class will be held at our controlled and secure facility on the main El Camino Campus. This will include the I & T Building, outside areas and the Mat Room. We will

control all access to the facility.

2. All cognitive instruction will take place in the classroom setting for the remainder of the semester. California POST does not recognize online format as a suitable form of instruction for POST Module Academies.
3. All psychomotor instruction will be conducted by splitting the classes in 1/3, when appropriate. We will divide the class into three separate classrooms and will utilize Zoom video for instruction to confirm all are learning the same LD by certified instructor(s).
4. Students will be placed in the three FTEC classrooms Room. Students will be spaced 6 feet apart.
5. The instructors will demonstrate to the student the skill that is being taught, and each student one by one can demonstrate the skill.
6. The students and instructors will disinfect all surfaces prior to leaving each classroom.
7. The students will ALL wear masks, gloves, eye protection wipe down table and chairs, and/or wash hands frequently.
8. Students will continually be briefed and updated on COVID-19 medical information as the CDC gives updates.
9. Students will be screened with "Seek Scan" device for fever or flu-like symptoms prior to every class session. If a student is found to be symptomatic or have been exposed to anyone who has been symptomatic they will be sent home.

Public Safety Screening Checklist

The El Camino College Public Safety and Industry & Technology Division recommends all instructors and students be vigilant about symptom monitoring twice daily (both during Class/Academy Training and at home) to identify symptoms early and prevent exposures.

The following guidelines will be adhered to by instructors and students while on the drill grounds:

- Screening will be done twice daily while on campus or at an off-site location.
- Stay 6 feet from others when able to do so.
- No group will be larger than 10 personnel (9 cadets and 1 instructor).
- All instructors and students will use the below screening guidelines.
- All instructors and students will wear a device that covers their nose and mouth.
- All instructors and students will wear gloves whenever handling any equipment.
- Washing of hands often with soap and water for at least 20 seconds and/or use an alcohol-based hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- No sharing of any items and/or equipment.

- All equipment will be cleaned prior to being put away at the end of the day.
- Clean surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, and tablets every day.
- Use a cleaning spray or wipe, according to label instructions.

The below screening guideline will be used with every instructor and student twice daily while on campus or off-site location. Instructors and/or students with one or more of these signs or symptoms are considered to have a communicable illness and will be sent home. Instructors and/or students will not be allowed to return to campus until cleared by a medical professional.

Screening Guidelines

Instructor/Student

Name: _____

Date: _____

	<u>Morning Check</u>		<u>Afternoon Check</u>	
Temperature (Using Seek Scan Device)	_____		_____	
In Contact with Anyone w/COVID-19	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever (99.9° F or greater)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Productive/Uncontrolled Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore Throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty Breathing/Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle Aches/Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal Discomfort	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Influenza or COVID-19-Like Illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea and/or Vomiting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MANUFACTURING SECTOR: Industry & Technology Division

The Industry & Technology Division plans to return for the 2nd 8-week term in the fall. Only programs that support essential industry sectors as defined by the state of California COVID-19 Guidelines will return for on-campus instruction. These programs have determined that student access and use of campus facilities and equipment is an essential element of the instruction. Class sizes will be reduced to allow social distancing in the classrooms and labs.

The programs returning to campus include:

- ACR
- Architecture
- Automotive Collision Repair/Painting
- Automotive Technology

- Computer Aided Design/Drafting
- Construction Technology
- Electronics and Computer Hardware Technology
- Engineering Technology
- Environmental Technology
- Machine Tool Technology
- Welding

General Building Procedures

ITEC Building

- Entrance to the ITEC building shall be through the west doorways, and exits shall be the south doorways. Signage will show entrances and exits.
- The two west stairways will be used for ascending access and the two east stairways will be used for descending access. Signage will be posted.
- No more than two persons with PPE are allowed to use the elevators simultaneously.
- All chairs and tables in common areas will be removed.
- Locker areas will be closed and lockers will not be available for use.
- Hand sanitizer stations will be placed throughout the building.
- Face coverings are required at all times.

CAT Building

- Entrance to the CAT building shall be through the east doorway, and exits shall be the south doorway and lab exits. Signage will show entrances and exits.
- All chairs and tables in common areas will be removed.
- Hand sanitizer stations will be placed throughout the building.
- General student locker areas will be closed. Classroom lockers in Welding will be available for welding students only.
- Face coverings are required at all times.

CTEC Building

- Entrance to the CTEC building shall be through the north doorway, and exits shall be through the outside lab exit. Signage will show entrances and exits.
- Hand sanitizer stations will be placed throughout the building.
- Face coverings are required at all times.

Health Screening Procedure for Employees and Visitors

Employees and visitors will follow screening guidelines found in the Campus Reopening Safety Plan. Until the Medica online-screening system is implemented, the CDC checklist will be used

by instructors for screening.

Requirements include:

- Maintaining social distancing of 6 feet at all times.
- Upon arriving on campus, affirming they are fever free.
- Complete the COVID-19 Student & Staff Health Questionnaire.
- Ensure office, conference rooms, classroom are cleaned and decontaminated before and after each use.
- Maintain face coverings at all times and use other PPE as necessary.
- Minimize person to person interaction except for necessary information exchange from a safe distance

Health Screening Procedure for Students Reporting for Class

- Incoming students will complete the screening process as described in the Campus Reopening Safety plan.
- Students who arrive late will wait outside the classroom or lab until cleared to enter by the instructor. The student cannot enter the classroom or lab until cleared.
- If a student has obvious symptoms of illness, the student will not be allowed to enter the classroom. Excuse the student for the day and notify the Division office immediately.
- Maintain social distancing guidelines during all instruction and minimize interaction with students or others except for necessary information exchange from a safe distance.
- Maintain face coverings at all times.
- Instructors, students, and others will sanitize each workstation/work area including displays, keyboards, control panels, machine handles, parts, tools, and other items used during the class session upon entering and leaving each class session, and upon obtaining and returning each item to a storage area or tool crib.
- Students are to exit the building immediately after class.

General college procedures found in the “Campus Reopening Safety Plan” will govern areas not addressed in this plan.

Appendix H: Board Policy 5500—Standards of Student Conduct

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

El Camino College is dedicated to maintaining an optimal learning environment and supporting the physical safety and emotional well-being of all members of the college community, including but not limited to students, employees, volunteers and visitors. The College requires academic honesty and adherence to standards of student conduct. Students and other members of the college community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the college community to encourage learning, promote honesty, and act with fairness and consistency.

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College will develop and maintain procedures for Standards of Student Conduct. Standards of student conduct will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Students are expected to adhere to the standards of student conduct. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student. These procedures shall be made widely available to students through the College catalog and other means including electronic communications.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

See Administrative Procedure 5500 Standards of Student Conduct and Administrative Procedure 5520 Student Discipline Procedures.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

El Camino College
February 19, 2019

Appendix I: Administrative Procedure 5500—Standards of Student Conduct

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media.

Violation of such laws, policies, and procedures will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual and Gender-Based Misconduct policy (BP/AP 3540) with regards to any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

DEFINITIONS: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student:

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
7. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
8. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
9. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
10. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
11. Any other action which is not an honest reflection of a student's own academic work.
12. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing or attempting to cause a disturbance, or threatening, or carrying out acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.
4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service

functions or to authorized activities held off-campus.

6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.

7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.

8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

9. Using any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Disabled students who require this accommodation must inform their instructor(s) prior to recording and provide official documentation from the Special Resource Center or the Office of the Dean of Student Support Services.

10. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DRUGS, ALCOHOL, CANNABIS, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed federal law Controlled Substances Act (21 U.S.C. §811) or in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in federal law Controlled Substances Act (21 U.S.C. §811) or in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.

2. Smoking or using cigarettes, e-cigarettes, vape pens, cigars, cannabis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.

2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL AND GENDER-BASED MISCONDUCT

1. Committing sexual and gender-based misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Other misconduct offenses in violation of the El Camino College Sexual and Gender-based Misconduct Policy.

UNLAWFUL DISCRIMINATION, HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, unlawful discrimination, threatening, or causing abuse (including physical and/or verbal).
5. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300, 66301, and
78907 Accreditation Standards I.C.8 and 10
Controlled Substances Act (21 U.S.C. §811)
California Health and Safety Code Section 11053

El Camino College
Adopted: January 22, 2019

Appendix J: Administrative Procedure 5520—Student Discipline Procedure

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

The Administrative Procedure is not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code and will not be used to punish expression that is protected.

DEFINITIONS

1. District - El Camino Community College District. Student discipline sanctions imposed on students at El Camino College will also apply to all instructional sites of the El Camino Community College District.
2. Student - Any person who has applied for admission or currently enrolled as a student in any program offered by the College District.
3. Instructor - Any academic employee of the College District in whose class a student subject to sanction is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
4. Complainant - A person who submits a charge alleging that a student has violated the College District's Student Code of Conduct.
5. Accused Student - A student who has been accused of violating the Student Code of Conduct by a College District employee, student, or visitor.
6. Advisor – An advisor is anyone other than the complainant or accused student. An advisor may include, but is not limited to, another student, family member, College personnel, or community member. The advisor's role is to observe, provide counsel, or support the complainant or accused student. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing. Attorneys may serve as a student's advisor only when long-term suspension, expulsion and/or parallel criminal charges are being considered.
7. Business Day - Unless otherwise provided, a business day shall mean a day during which administrative offices at the District are open for business excluding Saturdays, Sundays, and public holidays.

8. District Property - Property under the control of the El Camino Community College District or any place that is the site of a District-approved activity or function.

JURISDICTION OF THE DISTRICT

Sanctions for violations of the Student Conduct Code may be imposed for conduct, which occurs

on the District premises, in or out of the classroom setting, while using District technology, at off-campus instructional sites, during off-campus District-sponsored events and for off-campus including online conduct which materially and substantially interferes with the College's operational and educational programs.

FILING A COMPLAINT

Any person may allege a violation of the Student Conduct Code by completing an online Incident Report and Referral Form and submitting it to the Student Development Office. The District reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator. The complainant should file a complaint within a reasonable amount of time not to exceed thirty (30) business days from the date of the incident.

OVERVIEW OF DISCIPLINE PROCESS

1. Each student is responsible for reading and complying with the Standards of Student Conduct, which is made available on the El Camino College website on the Student Development Office page or from the Student Development Office located in the Student Development Office, and the College Catalog.
2. Any member of the College community can initiate an accusation of an alleged violation.
3. Initial Notification - A student accused of an alleged violation, will receive written notice of the conduct warranting discipline via El Camino College issued e-mail account with delivery notification. Before or on the day the student is notified, the complainant will be notified that the student will receive written notice, copied to the complainant's manager if applicable. The notice may include a request for a review meeting and will include:
 - a. A short statement of the facts supporting the accusation.
 - b. The specific code violation(s).
 - c. The right of the student to meet with the Director of Student Development or designee.
 - d. Reference to the Standards of Student Conduct outlining the process and

rights of students.

e. The nature of the sanctions being considered.

4. Time Limits - The notice must be provided to the student within forty (40) business days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) business days of the date on which conduct occurred which led to the decision to take disciplinary action.
5. Meeting - If the student chooses to meet with the Director of Student Development or designee, the student must contact the Student Development Office to schedule the meeting no later than ten (10) business days after the notice is sent. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.
 - a. Both the complainant and the accused student may be accompanied by an advisor to any meetings, interviews, or hearings. The advisor's role is to observe, provide counsel, or support the complainant or accused student. An advisor may not speak on behalf of the complainant or accused student or speak to the Director of Student Development or designee. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing.
 - b. Attorneys may serve as a student's advisor only when long-term suspension, expulsion and/or parallel criminal charges are considered.
6. Upon completion of the review meeting, the student shall be provided the following:
 - a. A summary of findings by the Director of Student Development or designee
 - b. The specific policies and procedures relevant to the case. The sanctions imposed, if found in violation of the Standards of Student Conduct
 - d. An opportunity to accept or deny responsibility
 - e. An opportunity to request a hearing of the Disciplinary Hearing Panel should the student disagree with the finding(s) and sanction(s) of a long-term suspension or expulsion by the Director of Student Development or designee
 - f. Information about the right to request a copy of their student conduct file.
7. Notification of Outcome
 - a. Student. Within five (5) business days after
 - i. the student meets with the Director of Student Development or designee or
 - ii. the conclusion of the investigation, the student shall receive written notice of the case outcome which may include sanctions. The notice will include the right of the student to request a formal hearing for sanctions of long-term suspension and/or expulsion.
 - b. Complainant. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days

of the conclusion of the hearing.

8. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. The standard used to determine whether a violation of the Standards of Student Conduct has occurred will be a preponderance of evidence (more likely than not). Due process within these procedures, assures timely written notice, a hearing before an objective decision-maker or panel (should one be requested) and a process for appeal.
9. Students continue to be subject to city, state, and federal laws while at El Camino College and allegations, charges, or violations of those laws may also constitute violations of the Standards of Student Conduct. In such instances, El Camino College may proceed with disciplinary action under the Standards of Student Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Standards of Student Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.
10. No student will be found in violation of El Camino College Standards of Student Conduct without information showing by preponderance of the evidence that a policy violation has occurred. At El Camino College's sole discretion, sanctions will be proportionate to the severity of the violation(s).
11. If a student is found responsible for one or more violations of the Standards of Student Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior.
12. Students who take accountability by admitting to the behaviors leading to the violation of the Standards of Student Conduct may voluntarily participate in a restorative justice conference with others involved in the case. The purpose of the conference is to discuss the impact of the student's actions, repair relationships, and re-integrate the student into the College community. The conference process may only occur if others who were impacted by the violation also voluntarily agree to participate.

DETERMINATION OF SANCTIONS

While sanctions are applied equitably and fairly, each case is unique. The following factors may be considered in determining which sanctions are appropriate in a particular case.

1. The nature and/or severity of the violation(s)
2. Prior violations and disciplinary history
3. Mitigating circumstances surrounding the violation
4. The student's motive or purpose for engaging in the behavior

5. Sanctions which have been imposed in similar cases in the past
6. The developmental and educational impact on the student
7. The impact of the violation(s) on the complainant, other members of the campus community, classroom, and/or campus environment.

POSSIBLE SANCTIONS IMPOSED BY FACULTY MEMBERS AND ACADEMIC ADMINISTRATORS

Multiple sanctions may be imposed including, but not limited to:

1. Academic Dishonesty Sanctions

The instructor shall complete an online Incident Report and Referral Form. Students found responsible for academic dishonesty may incur any of the following sanctions:

- a. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
 - b. The instructor may dismiss the student from the class or activity for the present class and/or following class session. If a student is suspended from class for disciplinary reasons, the student will be marked as absent. If a disciplinary suspension causes a student to miss more than 10% of the class meetings, the student may be dropped from the class.
 - c. The instructor or the division administrator may require the student to meet with the instructor and/or the administrator.
 - d. The instructor and/or the division administrator may issue a verbal or written warning for first-time violators.
 - e. First-time violations may be reviewed and referred to the Director of Student Development for additional sanction considerations. Repeat or severe violations of academic dishonesty will be referred to the Director of Student Development who may impose more severe sanctions such as disciplinary probation or suspension.
2. Written or Verbal Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the College District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College District.
3. Removal from Class/Facility/College District Entity - Any instructor or Academic administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident or the day the infraction was discovered, whichever is later, and one additional instructional day. The instructor or Academic administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean or

Associate Dean. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.

POSSIBLE SANCTIONS IMPOSED BY FACULTY MEMBERS, STUDENT DEVELOPMENT OFFICE, POLICE DEPARTMENT, OR OTHER ADMINISTRATIVE OFFICES

Multiple sanctions may be imposed including, but not limited to:

1. Written or Verbal Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District.
2. Educational Sanctions - An educational sanction may include additional work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignment.
3. Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any Standards of Student Code during the probationary period. It may include restriction from contact with specified individuals, College activities, services, offices, or designated areas. Probation shall not be imposed for a period longer than two (2) academic years or until the student graduates with a degree or certificate.
4. Restitution - A payment to compensate an injured party for financial harm in cases involving misconduct including, but not limited to, theft, destruction of property, or deception.
5. Removal from Class/Facility/College District Entity - Any instructor or division administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident or the day the infraction was discovered, whichever is later, and one additional instructional day. The instructor or division administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean or Associate Dean by completing the on-line Incident Report and Referral Form. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.
6. Withdrawal of Consent to Remain On-Campus - The District's Campus Police Department may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on-campus has been withdrawn. If the person is on-campus at the time, they

must promptly leave or be escorted off-campus. If consent is withdrawn, a written report must be promptly made to the Superintendent/President or designee.

- a. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.
- b. Any person as to whom consent to remain on-campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

7. No Contact Order - An issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non-verbal communication.

8. Short-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes and/or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.

- a. Within five (5) business days after
 - i. the student meets with the Director of Student Development or designee or
 - ii. conclusion of the investigation, the Director of Student Development or designee shall decide whether to impose a short-term suspension, whether to impose some lesser sanction, or whether to close the case without sanction. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser sanction. The Director of Student Development or designee's decision on a short-term suspension shall be final.
 - iii. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

9. Long-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes for the remainder of the school term and/or from all classes and activities of the District for the remainder of the current term with a maximum of two (2) academic years.

- a. Within five (5) business days after
 - i. the student meets with the Director of Student Development or designee,
 - ii. or conclusion of the investigation, the Director of Student Development or designee shall, pursuant to a recommendation from the Director of Student Development or designee, decide whether to impose a long-term suspension. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
 - iii. The complainant will be notified of the case outcome as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

- b. Students who receive long-term suspensions are permitted on-campus to conduct student business, but must receive permission from the Director of Student Development or designee prior to coming to campus and must arrange a police escort with the District's Campus Police Department while on campus. Permanent notification will appear on the student's El Camino College official transcript.

10. Immediate Interim Suspension (Education Code Section 66017) - The Director of Student Development or designee may order immediate interim suspension of a student if they conclude the actions are necessary because of any of the following:

- a. That the student poses a threat to the safety and/or well-being of members of the District community or preservation of District property.
- b. That the student poses a threat to the student's own physical or emotional safety and well-being.
- c. That the student poses an immediate threat, disruption of, or interference with the normal operations of the College District.
- d. That the student has been accused of a severe violation, including Academic Dishonesty, and cannot be located and/or does not participate in the conduct process.

In cases where an interim suspension has been ordered, the time limits contained in this administrative procedure shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of the decision to impose an interim suspension.

11. Expulsion -Expulsion is the permanent separation of a student from El Camino College by action of the Board of Trustees for good cause when other means of correction fail to

bring about appropriate conduct, or when the presence of the student causes a continuing danger to the safety of others. The student is prohibited from District property, functions, events, and activities. Permanent notification will appear on the student's El Camino College official transcript.

Within ten (10) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a disciplinary hearing.

EXPULSION PROCEDURE

The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety and/or well-being of others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development or designee, Dean of Student Support Services or designee, Registrar or designee, Vice President of Student Services or designee, Superintendent/President or designee, and El Camino College Campus Police Department.

Recommendation for Expulsion:

Vice President Student Services

If the Vice President of Student Services or designee determines that, the student should be expelled;

1. The Vice President of Student Services shall deliver a written recommendation for the student's expulsion to the Superintendent/President.
 - A copy of the Vice President of Student Services or designee's recommendation shall be provided to the student or, if the student is a minor, to his or her parent or guardian.
2. The Vice President of Student Services or designee's recommendation for expulsion shall contain a statement of the charges against the student that provides the basis for his or her request that the student be expelled.
 - The statement of charges shall include a factual description of the conduct upon which the charges are based, the action(s) taken by the Director of Student Development or designee and the recommendation of the Student Disciplinary Hearing Panel.

Board of Trustees

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision.

1. The student shall be notified in writing, by registered or certified mail or by personal service, and via El Camino College issued e-mail account with delivery notification at least five (5) business days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting.
 2. The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).
 3. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in a closed session.
 4. The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions.
- o The Vice President of Student Services or designee shall notify the student in writing within five (5) business days of the decision made by the Board of Trustees. The decision of the Board of Trustees shall be final. The final action by the Board of Trustees on the expulsion shall be taken at the public meeting, and the result of the action shall be a public record of the District.

DISCIPLINARY HEARING PROCEDURES

1. Request to Schedule a Disciplinary Hearing

Within five (5) business days after the receipt of the letter from the Director of Student Development or designee's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The student's request must be made in writing to the Dean of Student Support Services or designee.

- a. The Dean of Student Support Services or designee will coordinate and confirm with the student the hearing date and time by registered or certified mail or by personal service, and via El Camino College issued e-mail account with delivery notification at least five (5) business days prior to the hearing date (or unless other arrangements were mutually agreed upon in writing). The notice will enclose a description of the

procedures to be followed at the hearing and confirmation of accommodations, if necessary. On the day the student is sent notification, the complainant will be notified as well.

- b. The formal hearing shall be held no sooner than ten (10) and no later than twenty (20) business days (unless another date is mutually agreed upon by both parties) after a formal written request for hearing is received by the Dean of Student Support Services or designee.
- c. The student and the District have the right to receive copies of all documents that are to be presented to the Disciplinary Hearing Panel.
- d. The Disciplinary Hearing Chair shall provide the student copies of all documents to be presented to the panel. The Chair shall make such documents available to the student as soon as practical before the hearing but not less than two (2) business days before the hearing.
- e. If the student intends to present any documents to the Disciplinary Hearing Panel they shall provide copies of the same to the Disciplinary Hearing Chair no less than two (2) business days prior to the hearing.
- f. If a student who has been given notice does not appear for the hearing, the information in support of the alleged violation(s) will be presented and considered in the student's absence. A student will be considered absent fifteen (15) minutes after the time the hearing was scheduled to convene.

2. Disciplinary Hearing Panel

- a. The Hearing Panel shall consist of the Dean of Student Support Services or designee as the Disciplinary Hearing Chair and one representative from each of the following groups: (1) Academic Senate; (2) Classified Employees; (3) Associated Student Organization; and (4) District Management, which may include District supervisors.
- b. An affirmative vote of three members of the Disciplinary Hearing Panel shall be required to determine responsibility and sanctions.
- c. The Superintendent/President or designee, the president of the Academic Senate or designee, the president of the Classified Employees bargaining unit or designee, and the president of the Associated Student Organization (ASO) or designee shall each, at the beginning of the academic year, establish a list of at least five (5) persons from each area who will serve on the Student Disciplinary Hearing panels for a term of at least one academic year. The Disciplinary Hearing Panel Members will receive training on annual basis or as needed. No administrator, faculty member, classified staff member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a Disciplinary Hearing Panel.
- d. The decision of the Chair of the Disciplinary Hearing Panel shall be final on all matters relating to the location, time, date and conduct of the hearing unless there is a vote by other members of the panel to the contrary.

3. Disciplinary Hearing Process

All hearings shall be held in closed session and are confidential; they are not open to the public.

- a. The members of the disciplinary hearing panel shall be provided with a copy of the complaint(s) against the student and any written response provided by the student before the hearing begins.
- b. The facts supporting the accusation shall be presented by a College representative who shall be the Director of Student Development or designee.
- c. The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Formal rules of evidence shall not apply. The standard of proof for Student Disciplinary Hearings will be a preponderance of evidence.
- e. Unless the disciplinary hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by preponderance of evidence that the facts alleged are true.
- f. The student has the right to be assisted in the hearing by an advisor. The advisor may provide counsel or support to the student, but is not permitted to speak to the panel or participate directly in the hearing. Advisors who do not observe this restriction can be removed from the hearing by the Chair of the Disciplinary Hearing Panel.
- g. If the student is a minor, the student's parent(s) or legal guardian must accompany them to the disciplinary hearing and may act on his or her behalf.
- h. The student and the Dean of Student Support Services or designee may arrange for witnesses to present pertinent information to the Disciplinary Hearing Panel. Witnesses will provide information to and answer questions from the Disciplinary Hearing Panelists. All questions and responses are to be directed to the Panel, preferably the Chair, not between witnesses, complainant, and accused student. Witnesses shall not be present at the hearing when not testifying.
- i. If the complainant is unable to attend the hearing, his or her written statement will stand as his or her testimony.
- j. The student and his or her advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility or sanctioning.
- k. Should a student have an attorney present to advise them, the student must notify the Dean of Student Support Services or designee in writing at least five (5) business days prior to the Disciplinary Hearing of his or her intent to bring an attorney. The student discipline process is an administrative process, not a court-like trial or proceeding. Attorneys are allowed to serve as advisors in meetings, interviews, or hearings but

may not speak on behalf of the complainant or accused student or speak to the Dean of Student Support Services or designee during the meeting, interview, or hearing. If complainants or accused students bring an attorney to a meeting, interview, or hearing, College personnel may request legal assistance.

- l. In hearings that involve more than one student in the same incident, the Dean of Student Support Services or designee may permit the hearings concerning each student to be conducted jointly.
- m. Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Chair. Prior student conduct violations may be considered in a hearing for determination of sanctions.
- n. The Chair will determine whether additional information will be considered. All procedural questions are subject to the final decision of the Chair.
- o. The Panel will determine whether the student is responsible for violating each section of the Standards of Student Conduct which the student is accused of violating. The Panel's determination will be made on the basis of whether it is more likely than not (a preponderance of evidence) that the student is responsible for violating the Standards of Student Conduct. The panel's decision will be determined through majority vote. The Panel will then determine what sanctions are appropriate.
- p. Hearings (excluding deliberations) will be audio-recorded and made a part of the student's conduct file.
- q. The Chair will prepare a written report detailing the findings, the vote, the information cited by the Panel in support of its findings, any information the Panel excluded and why, and any recommended sanctions. Panel members will sign the letter to indicate agreement. The Chair will then forward this document to the Director of Student Development or designee within five (5) business days upon the conclusion of the hearing.

Additionally:

- a. Complainants are to be notified within five (5) business days when written notice of the allegation is delivered to the accused student.
- b. All parties to an allegation have a right not to face questions or discussion of their history or character unless the Hearing Panel Chair determines that such information is relevant to determining whether the policy has been violated.
- c. Each party has the right to be present for all testimony and questioning. However, if requested, the Hearing Panel must make arrangements so that the complainant and accused are not in the same room at the same time.
- d. The College must not require a complainant to be present as a prerequisite for the hearing to proceed or sanctions imposed.
- e. Neither party is allowed to cross-examine each other or witnesses. All questions must be submitted to the Hearing Panel Chair.
- f. Both parties have the right to appeal the decision of the panel to the Vice President of Student Services within five (5) business days of the receipt of written notification

of the hearing outcome.

- g. The hearing shall be recorded by the College District by audio recording, and shall be the only recording made. Witnesses who refuse to be recorded will not be permitted to give testimony. The Hearing Panel Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the College District at all times, unless released to a professional transcribing service.

4. Notice of the Decision

The Dean of Student Support Services or designee shall provide the student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student by certified mail, return receipt requested, or receipted for personal delivery or via El Camino College issued e-mail account with delivery notification, within five (5) business days of the written findings and decision of the Student Disciplinary Hearing Panel. In cases alleging gender-based or sexual misconduct, the complainant will receive comparable notice of the relevant findings and sanctions from the Title IX Coordinator or designee. In all other cases the complainant will be notified of the case outcome by the Director of Student Development or designee as permissible by Family Educational Rights and Privacy Act (FERPA) within five (5) business days of the conclusion of the hearing.

The written notice to the student shall include:

- a. The specific provision of the Standards of Student Conduct that was violated.
- b. The sanction(s) imposed and the date(s) on or periods for which they are in effect.
- c. A statement of the student's right to appeal in writing to the Vice President of Student Services.
- d. A statement that the failure to file a request for such an appeal within the time provided shall be deemed a waiver of the right to an appeal.
- e. The complainant will be notified of the hearing panel outcome (as permissible by FERPA)

5. Appeals to the Vice President of Student Services

An appeal to the Vice President of Student Services or designee as a result of a Student Disciplinary Hearing Panel may be filed on the following grounds:

- a. Proper procedures were not followed
- b. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s)
- c. The evidence does not clearly support the finding(s)
- d. The sanctions are inappropriate relative to the violation
- e. Discrimination as defined in Board Policy 3410 and Administrative Procedure 3410

In cases alleging a violation of gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the findings of responsibility and/or sanctions based on the above criteria.

An appeal must be submitted in writing to the Vice President of Student Services or designee within five (5) business days of receiving written notification of the hearing decision. The Vice President or designee will review the appeal and the hearing findings and may decide to uphold, reverse, revise, or modify the decision and sanctions imposed on the student.

The Vice President or designee will notify the student in writing by certified mail, with registered receipt, or via El Camino College issued e-mail account with delivery notification within ten (10) business days following receipt of the request for appeal of his or her decision. The decision of the Vice President of Student Services or designee shall be final, except in the case of expulsion.

PROVISIONS

General Provisions

1. Failure of Student to Participate

Student conduct procedures under this policy may proceed or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate after having been properly notified of the proceeding as provided herein.

2. Technical Departures from this Policy

Technical departures from this policy shall not be grounds to void the College District's right to take disciplinary action against a student; unless the technical departure or error prevented a fair determination of the issues.

Special Provisions for Crisis Prevention

Students in distress may also be directed to the Assessment, Intervention, and Management of Safety (AIMS) Team for assistance.

Special Provisions for Sexual and Gender-Based Misconduct

Cases of alleged sexual and gender-based misconduct as defined in Board Policy 3540 and Administrative Procedure 3540 will be directed to the Title IX Coordinator for review and investigation. The Title IX Coordinator will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual and/or gender-based misconduct as outlined below.

Sexual and gender-based misconduct includes, but is not limited to:

1. Bullying
2. Dating Violence
3. Discrimination
4. Domestic Violence
5. Intimidation
6. Retaliation
7. Sexual Assault
 - a. Non-consensual sexual contact
 - b. Non-consensual sexual intercourse
8. Sexual Exploitation
9. Sexual Harassment
 - a. Hostile environment caused by sexual harassment
10. Stalking
11. Threatening or causing abuse including physical and verbal
12. Violence between those in intimate/dating relationships to each other

Provisions for Discrimination

Cases of alleged discrimination as defined in Board Policy 3410 and Administrative Procedure 3410 will be directed to the Office of Staff and Student Diversity for review and investigation.

TIME LIMITS

Any times specified in this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Education Code Sections 66300, 72122, 76120 and 76030 (Reviewed and approved by the Academic Senate – October 2015)

Family Educational Rights and Privacy Act 20 U.S.C. section 1232G:34 CFR part 99 Association of Student Conduct Administrators: An Attorney's role in the conduct process

Ed Policies: 11/13/18, 11/26/18, 2/26/19, 3/12/19 Senate
Approved 4/16/19 College Council 5/3/19

Reviewed and accepted by the Board of Trustees: 12/14/15
Amended: 5/20/19

Protocols for Institutes of Higher Education

Recent updates: (Changes highlighted in yellow)

2/22/21:

- Updated to allow limited additional activities to resume on IHE campuses with safety modifications as described below.

2/9/21:

- Updated to reflect a change to the process for reporting cases and clusters to DPH with the preferred method being a secure online submission tool.
- All employees must wear a face covering at all times except when they are alone in a closed office or when they are eating and drinking during designated break times.

The requirements below are specific to IHE. In addition to the conditions imposed on IHE by the State Public Health Officer, Institutes of Higher Education in Los Angeles County must also be in compliance with this Checklist for Institutes of Higher Education.

The Los Angeles County Department of Public Health (**LACDPH**) is adhering to guidance from the California Department of Public Health, which recommends that counties with high levels of community transmission of COVID-19 limit the reopening of colleges and universities.

As the rate of community transmission of COVID-19 continues to slowly decline in Los Angeles County, colleges and universities may resume some limited in-person on-campus activities. These activities include:

- Opening of art, design and theater art studios and music practice rooms for individual or very small group (4 or fewer people including the instructor) activities that fulfill academic requirements;
- Offering access to film equipment, film editing and other post-production facilities for individual students or a very small group (4 or fewer people including an instructor) for the purpose of fulfilling academic requirements.
- Offering outdoor study and support sessions for students who need additional academic or social supports with a limit of 10 people per group;
- Opening libraries for in-person services to registered students, faculty and staff, limited to 25% capacity and in compliance with the LACDPH [Protocol for Libraries](#);
- Offering use of **outdoor** recreational sports courts, fields, and facilities for permitted recreational sports activities and physical conditioning in compliance with all relevant LACDPH protocols, including [Protocols for Youth and Adult Recreational Sports](#), [Reopening Protocol for Gyms and Fitness Establishments](#), and [Protocols for Reopening of Public Swimming Pools](#).

Colleges and universities in Los Angeles County will not be able to **fully** resume in-person academic instruction at this time. **In addition to the activities listed above, institutions** may continue to offer in person training and instruction for essential workforce for required activities that cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning.

Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of this protocol to maximize safety for all employees.

Colleges and universities should also limit their on-campus student residency but may continue to provide housing for students who have no alternative housing options. For students enrolled in programs providing training and instruction for essential workforce, on campus housing should be offered only to students who must participate in in-person instruction in order to complete their training and who do not have alternative local housing options. For student athletes who are participating in on campus sports, campus housing should be offered in the small training cohorts as recommended by the state guidance.

As noted in the summary box above, permitted activities are the following:

- On campus housing for students with no alternative residential option;
- Education, training, and other support for [essential workforce activities](#);
- Activities required for faculty to carry out distance-learning and other remote activities;
- Activities required for faculty and staff to carry out essential research projects;
- Activities required to maintain minimum basic operations;
- Any activities carried out as part of State or County COVID-19 response;
- Collegiate sports in compliance with CDPH guidance (see link above).

Note that IHEs may additionally be expected to comply with other DPH or CDPH protocols, including but not limited to:

- ☐ DPH [protocols for retail establishments](#)
- ☐ DPH protocols for [gyms and fitness centers](#)
- ☐ DPH protocols for [restaurants](#)
- ☐ DPH protocols for [office-based worksites](#)
- ☐ DPH protocols for [places of worship](#)
- ☐ [DPH protocols for libraries](#)
- ☐ [DPH protocols for recreational sports](#)
- ☐ [DPH protocols for music, television and film production](#)
- ☐ CDPH guidance for [collegiate athletics](#).

Note that on-campus events remain prohibited with the exception of events related to constitutionally protected freedoms such as public protests and in-person faith-based services conducted by places of worship.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Policies to protect the health of students
- (3) Measures to ensure physical distancing
- (4) Measures to ensure infection control
- (5) Communication with employees and the public
- (6) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

Institutes of Higher Education must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the institution.

Institution name:

Address:

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES (CHECK ALL THAT APPLY)

- ☐ For the purposes of this protocol, the term “employees” includes but is not limited to paid, full-time and part-time faculty and staff, employees of companies that contract with the IHE for purposes of activities permitted above, student employees, interns, and volunteers.
- ☐ Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace and if requested, should be assigned work that can be done from home whenever feasible.
- ☐ Work processes are reconfigured to the extent feasible to increase opportunities for employees to work from home.
- ☐ In compliance with wage and hour regulations, alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees continuing to work on campus during this period, have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Employees are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive [Order](#) N-62-20.
- ☐ The IHE has a **COVID-19 Containment, Response and Control Plan** that describes the IHE’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:
 - A designated COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of an outbreak on campus.
 - An [IHE Exposure Management Plan](#) consistent with DPH guidance that outlines the process for IHE instruction to known COVID-19 case(s) to [isolate themselves at home](#); identification of person that had an exposure to the case(s) on campus; requiring the immediate [self-quarantine](#) of all employees or students that had an exposure; and, for all quarantined individuals to have access to be tested for COVID-19 to understand the extent of spread on campus to inform additional COVID-19 control measures. See public health guidance on [responding to COVID-19 in the workplace](#).

- o Notifying DPH of (1) employees and students with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons at the IHE who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier. If the IHE is reporting cases among students or staff who were not on campus but live nearby in off-campus residences, reporting should be limited to students or staff who had interacted with other students or staff from the IHE within the 14 days prior to the illness onset date. Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure REDCap web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it securely to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.
 - o In the event that 3 or more cases are identified within a span of 14 days are identified the IHE must report this cluster immediately to the Department of Public Health using the same method described above. The Department of Public Health will work with the site to determine whether the cluster is an outbreak that will require a public health outbreak response.
 - o The identification of an adequate supply of housing for students and/or staff who reside in on-campus congregate housing for purposes of isolation and quarantine.
 - o A plan to ensure support for quarantined students, including meals, remote coursework, health services, transportation and monitoring/tracking affected students to promote compliance.
 - o A plan to provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined students, as well as those with technology or travel constraints.
 - o A robust communication plan and associated communication tools to ensure timely and accurate delivery of information to employees, students, and as appropriate, students' families and the broader community.
- ☐ **Entry screenings must be** conducted before employees may enter the workspace. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the employee is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible. **Employees who screen positive may not enter the worksite.**
- ☐ Employees who have contact with others in the course of their employment (e.g., the public, students, or other employees) are offered, at no cost, an appropriate face **mask** that covers the nose and mouth, unless Cal/OSHA standards require further respiratory protection. The **mask** must be worn by the employee at all times while on campus when in contact or likely to come into contact with others. Employees who are faculty members, teachers or lecturers may wear face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face **masks** when lecturing, provided that such employees remain 10 feet from the nearest student or other employee. All employees must wear face **masks** at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden.
- ☐ To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- ☐ Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- ☐ Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - ☐ Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - ☐ Placing tables **eight** feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ☐ Employees are instructed to wear their face **masks** properly and to properly wash, replace, or sanitize their face **mask** frequently.
- ☐ All individual workstations, or individuals working in the same areas as part of a team are separated by at least six feet.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face **masks** when around others.
- ☐ The IHE shall require or strongly recommend that all staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- ☐ Break rooms, restrooms, classrooms, and other common areas are disinfected frequently, on the following schedule:
- ☐ Break rooms _____
 - ☐ Restrooms _____
 - ☐ Classrooms _____
 - ☐ Other _____
- ☐ Disinfectant and related supplies are available to employees at the following location(s):

- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

-
- ☐ Soap and water are available to all employees at the following location(s):

-
- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ Each employee is assigned their own tools, equipment, and defined workspace consistent with health and safety standards. Sharing of workspaces and held items is minimized or eliminated, consistent with health and safety standards.
- ☐ Employees are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ This Protocol has been made available to all employees.
- ☐ Optional—Describe other measures:

B. POLICIES TO PROTECT THE HEALTH OF STUDENTS (CHECK ALL THAT APPLY)

The provisions below apply for the limited activities permitted on campus.

- ☐ All students who have reason to be on campus to conduct one of the permitted activities listed above are required to wear a face **mask** anywhere on campus or participating in any IHE sponsored activity where there are or may be other people. They are not required to wear the face **mask** when on campus in their own personal living space.
- ☐ Vulnerable students (those above age 65, those who are pregnant, and those with chronic health conditions) are able to complete their classwork from home whenever feasible and should discuss any concerns with their healthcare provider to make appropriate decisions about returning to campus
- ☐ All students who have reason to be on campus to conduct one of the permitted activities listed above have been told to remain home or in their campus residence if they are feeling sick and to report their illness to the appropriate contact (e.g., student health services) within the IHE.
- ☐ [Entry Screenings](#) are conducted before any permitted activity that may require students to be on campus. Students living in on-campus housing have been instructed to carry out daily screening, including a check-in concerning cough, shortness of breath or fever, any other symptoms the student may be experiencing, and whether the student is currently under isolation or quarantine orders. A temperature check should be done if feasible.
- ☐ The IHE has instructed all students who have reason to be on campus to conduct a permitted activity that immunization against influenza is required.
- ☐ The IHE has provided students with educational materials about the IHE's approach to preventing transmission of COVID-19 on campus, including, but not limited to:
 - Proper respiratory etiquette;
 - Hand hygiene;
 - Required use of **face masks** unless Cal/OSHA standards require respiratory protection when in contact with other students or employees on campus;
 - Appropriate use of **face masks**, including the need to **clean or replace face masks** regularly;
 - What to do if they are feeling sick; and
 - How to access health care services on campus.
- ☐ IHEs provide students with easily accessible alcohol-based hand sanitizer, tissues, and, if feasible, contactless trash cans in all common areas.
- ☐ The IHE maintains a supply of face **masks** to provide to students who are required to be on campus to conduct a permitted activity and are unable to obtain their own.

C. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY)

- ☐ The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff meeting rooms, offices) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.
- ☐ On-campus housing (e.g., residence halls, dormitory style housing, on-campus apartments):
 - Occupancy of on-campus housing is limited to students who have no other feasible residential option.
 - Total occupancy of on-campus housing is limited to no more than one student per bedroom.
 - To the extent feasible, the number of students sharing a given bathroom facility is reduced. Impermeable barriers (such as Plexiglas) are installed between sinks and other fixtures if it is not possible to maintain at least six feet distance during use. When sinks are closer than six feet, disable

every other sink to create more distance. Students are educated about the infection risk associated with bathrooms and are discouraged from placing toothbrushes or other personal care items directly on the bathroom sink or counter. Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.

- o To the extent feasible, students have been instructed to stay in their individual rooms while in their on-campus housing.
- o Students have been instructed to maintain at least six feet distance from each other when in on-campus housing; students may momentarily come closer when passing in hallways or stairwells, riding elevators, when in restrooms, or as otherwise necessary.
- o Common areas (e.g., kitchenettes, community rooms, lobbies, lounges, study areas) have been closed.
- o Outdoor areas may be open for use by students residing on campus for academic purposes, such as studying or attending online classes. Use of such spaces is limited to students who are living on-campus and any such designated space must comply with the following requirements:
 - Any space must be entirely outdoors; a canopy, or other sun shelter may be used, but only if all 4 sides are not enclosed, there is sufficient outdoor air movement, and the structure is complies with [State Guidance on Use of Temporary Structures](#);
 - Occupancy is limited such that all students using the space are able to maintain a physical distance of at least 6 feet from one another at all practicable times;
 - Any seating is arranged to enable physical distancing of at least 6 feet between students;
 - All frequently touched surfaces, including tables and chairs, are cleaned regularly; and
 - Signs are posted to remind students to wear face masks, keep a 6 feet distance from others, and not to congregate.
- o Students residing off campus who may be experiencing academic or socioemotional challenges with 100% distance learning may be invited to campus for the purpose of attending scheduled, instructor-led academic and social support groups held outdoors, provided that they adhere to the requirements above and are limited to 10 or fewer individuals, including an instructor. These structured sessions may also include students residing on campus.
- o No social events or activities are permitted as per current local and state health officer orders.
- o Building access is limited to residents only; non-residents, including outside guests, non-residential staff, and others is prohibited, except for essential visitors, such as personal care attendants for students with disabilities.
- o Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6- foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6 -foot physical distance between riders. All riders are required to wear face masks and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- o To ease elevator traffic, encourage stairwells to be used for “up” and “down” traffic, if feasible, with increased cleaning of stairwells.

❑ Dining halls: Other directives below notwithstanding, dining hall operations at this time are limited to outdoor dining and takeout activities only.

- o IHE dining halls offer meal pick-up for all students that have a meal plan.
- o Self-service buffets are prohibited. To the extent feasible, mealtimes are staggered so as to reduce the number of students and employees in line for meal pick up or waiting to be seated for outside dining. Consider scheduled mealtimes or meal pick-up times.
- o Physical distance between tables/chairs in outdoor dining areas has been increased to support at

least 8 feet of physical distancing. Effective July 3, 2020 and until further notice, indoor dining is prohibited per order of the Los Angeles County Health Officer.

- Steps are taken to limit contact between dining hall staff, employees, and students. Physical barriers such as partitions or Plexiglas are installed at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
- Operations have been redesigned, where feasible, to achieve physical distancing between employees. (e.g., Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.)
- Additional measures to ensure physical distancing are recommended, including one-way lines for pick-up, entrance, and exit, no self-serve buffets, floor markings, and signage.
- Instructional settings (classrooms, lecture halls, laboratories), in person campus instruction is limited at this time to activities required for training of essential workforce. **Provisions below apply only to training of essential workers that cannot be carried out via distance learning under the terms of current state directives.** Indoor education is only permitted for coursework or training that is essential for completing certification, licensure, or educational requirements for essential workforce which requires specialized indoor settings (e.g. laboratories) and cannot be provided virtually or outdoors specialized.
- In-person classes for essential workers should be held outdoors whenever possible, weather permitting, and IHEs may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement. Outdoor classroom occupancy is limited to a maximum of 50% of total occupancy for the space, provided 6 feet of distance can be maintained between students at all times.
- To the extent feasible, students who are on campus to conduct permitted activities are cohorted in groups of fewer than 30 to reduce the risk of widespread exposure among students.

☐ Administrative office buildings:

- Employees and students have been instructed to maintain at least six feet distance from each other and anyone else encountered on campus in course of conducting permitted activities; employees may momentarily come closer when necessary to accept deliveries, to accept payments, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To avert elevator crowding above the levels noted above, use of stairs is encouraged. Stairwells are designated to be used for "up" or "down" traffic, if feasible, with increased cleaning of stairwells.
- Measures are implemented to ensure physical distancing of at least six feet between employees and other individuals on campus. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand.)
- Furniture in areas that may need to be open for public use (e.g., building lobbies, reception areas, or waiting areas) has been eliminated or greatly reduced to support physical distancing. If removal of furniture is not feasible, signage has been added to encourage physical distancing.
- Customer service windows or counters have been closed to the extent feasible. When open, users are required to maintain a distance of 6 feet from service personnel.
- Employees and students are discouraged from congregating in any area, but especially common areas or high traffic areas such as bathrooms, hallways, and stairwells.
- To the extent feasible, flow of traffic within the workplace is modified to minimize contacts (e.g.,

doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).

- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, in the course of conducting permitted activities, they are limited such that all participants in the room can easily maintain at least six-foot distance from one another at all practicable times and all participants must wear face **masks** and meetings are held in rooms large enough to maintain physical distancing.
- **Art, design, and theater studios and music practice rooms:**
 - Use of indoor art studios and music practice rooms is permitted for individual or small group (4 or fewer individuals) activities provided that the activities fulfill academic requirements.
 - Small groups using indoor art studios or music practice rooms must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are enunciating (for example, those in a theater workshop) or if the instructor is wearing only a face shield while lecturing (as described above).
 - Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) must not be done as a group. However, individuals may practice such activities alone in a studio or practice room.
 - Rooms must be reserved for use and IHEs must schedule time between reservations to allow for rooms to be aired out and thoroughly cleaned between uses by different individuals or groups.
- On-campus transport vehicles:
 - Use of on-campus transport vehicles (e.g., buses, shuttle vans, etc.) is limited such that all riders are able to maintain a physical distance of at least 6 feet from one another if feasible. Consider removing or spacing seats to support physical distancing or use of colored tape to mark seats that riders are allowed to use. Where possible, additional transport vehicles are available to support excess capacity on busy routes. If it is not feasible to maintain physical distance, then impermeable barriers have been installed to limit contact between riders.
 - Where feasible, impermeable barriers have been installed to protect the driver from passengers that are boarding and exiting the vehicle.
 - A passenger entry and exit plan has been developed to minimize physical contact and crowding with other passengers during entry and exit of the transport vehicle.
 - All riders are required to wear face **masks**.
 - Vehicle windows are opened, when practicable, to increase outdoor air flow.
- On-campus film production:
 - Film production may be allowed on-campus for the purposes of sharing academic, instructional, or cultural content that is not otherwise accessible to students or the community.
 - Students may engage in on-campus film production in order to fulfill academic requirements. Use of indoor space and equipment for editing and other post-production activities is limited to individual use or very small group (4 or fewer people including an instructor).
 - Film productions should be limited to 10 or fewer people, including cast and crew members. Any film production that requires staffing of more than 10 people, or involves more than one person on camera without face **masks**, or singing, or playing of wind or brass instruments must comply with [Reopening Protocol for Music, Television and Film Production: Appendix J](#).
 - Cast and crew members must be screened before they may participate in the film production. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individuals is currently under isolation or quarantine orders. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

- All productions should take place outdoors as much as possible.
- All cast and crew must wear face **masks** and maintain a physical distance of at least 6 feet as much as feasible. Appearances on camera without face **masks** must be limited to one person and productions should not include singing or playing of wind or brass instruments. If more than one person is to be on camera at a time, all must be wearing face **masks**.
- No audiences are permitted at any time.

D. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)

- ☐ The HVAC system in all campus buildings is in good, working order; to the maximum extent feasible, ventilation has been increased in all buildings, consistent with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards. To the extent feasible, portable high-efficiency air cleaners are installed, the building's air filters are upgraded to the highest efficiency possible, windows and doors are opened, and other modifications have been made to increase the quantity of outside air and ventilation in offices and other spaces. Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.
- ☐ To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- ☐ Use of drinking fountains is prohibited. Faculty, staff, and students are encouraged to carry their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.
- ☐ Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service or trained custodial staff.
- ☐ To the extent feasible, doors, light switches, trash cans, etc. are contactless.
- ☐ Common areas and frequently touched objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails are disinfected at least daily or more frequently depending on use, using EPA approved disinfectants, and following the manufacturer's instructions for use.
- ☐ Sharing of materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) has been eliminated, to the greatest extent feasible. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- ☐ All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.
- ☐ At all times while on campus to conduct permitted activities, employees, students, and visitors to campus are instructed that they must wear face **masks** unless Cal/OSHA standards require respiratory protection. This applies to all adults and to children age of 2 and older. **Employees who have been instructed by their medical provider that they should not wear a face covering must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used.** Students or employees alone in closed offices, or when students are within their own dormitory rooms, residential suites, and apartments are not required to wear face **masks**. Students may also remove face **masks** when eating in the **outdoor dining areas** or when wearing a face **mask** is otherwise impracticable (e.g., while showering, brushing teeth, etc.).
- ☐ To the greatest extent permitted by law, campus access for non-essential visitors or volunteers is limited. In-person activities or meetings involving external groups, especially with individuals who are not from the

local geographic area (for example, community, town, city, or county) are not allowed at this time. Visitors to campus buildings are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log, if feasible. To the extent feasible, movement of any visitors while on campus is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.

☐ Disinfectant and related supplies are available to all employees at the following location(s): _____

☐ Disinfectant and related supplies are available to students at the following location(s): _____

- ☐ If feasible, all reception areas where physical distancing is difficult to achieve have barriers (e.g., Plexiglas barriers) installed to limit contact between employees and students or visitors.
- ☐ Visitors to campus buildings are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log, if feasible.
- ☐ Entry [Screening](#) is conducted before visitors may enter campus buildings. Checks must include a check-in concerning fever, cough, shortness of breath, difficulty breathing and fever or chills, and whether the person is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms **must** not enter the premises.
- ☐ Visitors arriving at the campus with children must ensure that their children stay next to a parent while inside buildings or in courtyards, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ Hand sanitizer, soap and water, tissues and trash cans are made conveniently available to the public within all buildings.
- ☐ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
- ☐ Restrooms: _____
 - ☐ Lobbies: _____
 - ☐ Break rooms: _____
 - ☐ Waiting areas: _____
 - ☐ Other: _____
- ☐ Building infrastructure that supports bike commuting is open and capacity for bike storage increased if feasible.
- ☐ Optional-Describe other measures: _____

E. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC

- ☐ A copy of this protocol is posted at all public entrances to the facility, provided that for large institutions, a sign with a QR code or link to the IHE's website that posts a copy of the protocol is sufficient to meet this requirement.
- ☐ Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face **mask**, etc.).

- ☐ Signage is posted at each primary public entrance of each campus building to inform all employees, students, and visitors that they should: Avoid entering the building if they have a cough or fever.
- ☐ IHE has a communication plan for campus closure that includes outreach to students, employees, and the community.
- ☐ Online outlets of the workplace (website, social media, etc.) provide clear information about required use of face **masks**, policies in regard to making appointments, and other relevant issues.
- ☐ This protocol is shared with any organizations affiliated with the IHE, such as off -campus clubs, Greek organizations, etc., and the IHE ensures that these organizations are in compliance. Develop systems to enforce and hold affiliated organizations accountable for adhering to this protocol.

F. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Measures are instituted to assure access to online or specialized in-person educational services for vulnerable students.
- ☐ Administrative services or operations that can be offered remotely (e.g. class registration, form submission, assignment submission, etc.) have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for students and visitors who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

**Business
Contact Name:**

**Phone
number:**

**Date Last
Revised:**

Protocol for COVID-19 Exposure Management in Institutes of Higher Education

Recent Updates: (Changes highlighted in yellow)

2/22/21:

- Updated to note that vaccinated persons who are a close contact of a confirmed case are not required to quarantine and test if they meet specific criteria as detailed below.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

IHE are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of an IHE COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters on campus. Immediate implementation of an EMP when a single case of COVID-19 is identified at an IHE can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring on campus.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases on campus are described below and summarized in Appendix A. Because IHE will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where IHE resources are sufficient.

The term “campus” in this document refers to non-residential settings on the IHE property and residential congregate settings that house or employ large groups of IHE students and employees, both on - and off-campus.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at IHE Setting

- ☐ *Required:* A designated IHE COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at an IHE setting.
- ☐ *Required:* Adequate supply of housing for students and faculty to safely isolate or quarantine when needed.
- ☐ *Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) on campus to have access to testing or be tested for COVID-19 infection.

Exposure Management for 1 COVID-19 Case at IHE Setting

- ☐ *Required:* After identifying 1 laboratory confirmed COVID-19 case (student or employee), IHE Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 (ph.lacounty.gov/covidisolation). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.
- ☐ *Required:* IHE Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- ☐ *Required:* IHE Compliance Task Force must notify the DPH of (1) students and staff with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons at the IHE who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier. If the IHE is reporting cases among students or staff who were not on campus but live nearby in off-campus residences, reporting should

be limited to students or staff who had interacted with other students or staff from the IHE within the 14 days prior to the illness onset date.

- A case is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
 - Being within 6 feet of the infected person for a total of 15 minutes or more over a 24-hour period;
 - Having had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.

❑ **Required:** Students and employees that are identified to have had an exposure to the case are notified by the IHE Compliance Task Force through a letter or other communication strategies. A Campus Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:

- Students and employees with exposure to a campus case should test for COVID-19, whether or not they have symptoms, and inform IHE of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees should self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: a person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: ph.lacounty.gov/covidquarantine.
 - **NOTE: Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) are within 3 months following receipt of the last dose in the series and (3) have remained asymptomatic since last contact with the infected person.**
- IHE will assist with identifying housing for students and faculty living on campus to safely isolate or quarantine when needed.
- DPH will contact exposed students and employees **who meet the quarantine requirement** through the Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

- ☐ *Recommended:* IHE Compliance Task Force will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

Exposure Management for 2 COVID-19 Cases within a 14-day Period at IHE Setting

- ☐ *Required:* After identifying 2 laboratory confirmed cases (students and/or employees) within a 14 -day period, IHE follows *required* steps for 1 confirmed case.
- ☐ *Recommended:* IHE Compliance Task Force assesses whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting and same time while either or both were infectious.*

**A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
 - If epidemiological links do not exist, IHE continues with routine exposure management.
 - If epidemiological links exist, IHE reinforces messages to students and employees on precautions to take to prevent spread on campuses, including implementation of site -specific interventions.

Exposure Management for ≥ 3 COVID-19 Cases within a 14-day Period at IHE Setting

- ☐ *Required:* If IHE identifies a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, IHE should proceed with the following steps:
 - Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: <http://www.redcap.link/lacdph.educationsector.covidreport>. If online reporting is not possible, reporting can be done manually by downloading and completing the [COVID-19 Case and Contact Line List for the Education Sector](#) and sending it to ACDC-Education@ph.lacounty.gov.
 - DPH will review the submitted information to determine whether the outbreak criteria have been met and will contact IHE within 1 business day to advise on next steps.
 - If outbreak criteria are not met, IHE continues with routine exposure management.
 - If outbreak criteria are met, DPH outbreak investigation is activated.
 - A public health investigator is assigned to coordinate with the IHE on outbreak management for the duration of the outbreak investigation.



COVID-19 Outbreak Criteria for Institutes of Higher Education

IHE Non-residential Setting: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 infection within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.

**IHE groups include persons that share a common membership (e.g., Greek, or other social organization, athletic teams, sports and recreation clubs, academic cohort, workplace on campus).*

IHE Residential Setting*: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 infection within a 14-day period within the same or multiple dwellings that share a common area.

**IHE Residential Settings include on- and off-campus residential housing facilities where groups of IHE students and/or employees congregate and/or reside (e.g., on-campus residences, on- or off-campus Greek housing).*

Appendix A: Steps for managing exposures to 1, 2, and ≥ 3 confirmed COVID-19 cases in non-residential or residential congregate settings associated with IHE

1 Case	<ol style="list-style-type: none"> 1) <i>Required:</i> IHE instructs the case to follow Home Isolation Instructions. 2) <i>Required:</i> IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation. 3) <i>Required:</i> IHE works with the case to identify IHE contacts with exposure. 4) <i>Required:</i> IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19. NOTE: Vaccinated persons who have an exposure but meet specific criteria outlined in the Exposure Management Plan are not required to quarantine and test for COVID-19. 5) <i>Required:</i> IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b). 6) <i>Required:</i> IHE submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the IHE within 1 business day. 7) <i>Recommended:</i> IHE sends general notification* to inform the relevant campus community of the exposure and precautions being taken to prevent spread. <p>*Templates for exposure notification and general notification are available at: COVID-19 Template Notification Letters for Education Settings.</p>
2 Cases	<ol style="list-style-type: none"> 1) <i>Required:</i> Follow steps for 1 confirmed case. 2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, IHE works with DPH to determine whether the cases have epidemiological (epi) links. If Epi links exist: IHE implements additional infection control measures.
3+ Cases	<ol style="list-style-type: none"> 1) <i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, IHE report this immediately to DPH. 2) <i>Required:</i> DPH determines if outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated and a public health investigator will contact the IHE to coordinate the outbreak investigation. 3) <i>Required:</i> IHE provides updates to OMB investigator until outbreak is resolved.



COVID-19 INDUSTRY GUIDANCE: Institutions of Higher Education

 September 30, 2020

covid19.ca.gov



OVERVIEW

The following guidelines and considerations are intended to help institutions of higher education (IHE) and their communities plan and prepare to resume in-person instruction.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing operations; as new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that institutions of higher education will need to address.

Implementation of this guidance as part of a phased reopening will depend on local conditions including epidemiologic trends (such as new COVID-19 case and hospitalization rates consistently stable or decreasing over at least 14 days), availability of IHE and community testing resources, and adequate IHE preparedness and public health capacity to respond to case and outbreak investigations. All decisions about following this guidance should be made in collaboration with local public health officials and other authorities.

Implementation of this guidance should be tailored for each setting, including adequate consideration of programs operating at each institution and the needs of students and workers. Administrators should engage relevant stakeholders—including students, their families, staff and labor partners in the school community—to formulate and implement plans.

The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include local public health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. IHEs should stay current on changes to public health guidance and state/local orders as the COVID-19 situation evolves.¹ In Particular:

- Cal/OSHA provides more comprehensive guidance for protecting workers on their [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage](#).
- The California Department of Public Health and Cal/OSHA has additional relevant guidance for institutions of higher education including, but not limited to, [fitness facilities](#), [retail](#) and [childcare](#).

Finally, as this guidance is implemented, institutions should assess and mitigate any equity and access issues that might arise in resuming in person instruction.

Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure.

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;²
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;³
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
 - Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

The CDPH Guidance Document also identifies individuals exempt from wearing a face covering, including but not limited to persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Complete details, including all requirements and exemptions to these rules, can be found in the [guidance](#). Face coverings are strongly encouraged in other circumstances, and employers can implement additional face covering requirements in fulfilling their obligation to provide workers with a safe and healthful workplace.

Employers must provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them.

Employers should develop an accommodation policy for any worker who meets one of the exemptions from wearing a face covering. If a worker who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, the worker should be provided with a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, if feasible, and if the medical condition permits it.

Businesses that are open to the public should be cognizant of the exemptions to wearing face coverings in the [CDPH Face Covering Guidance](#) and may not exclude any member of the public for not wearing a face covering if that person is complying with the [guidance](#). Businesses will need to develop policies for handling these exemptions among customers, clients, visitors, and workers.

Institutions of higher education must require and reinforce use of face coverings amongst students in line with requirements for workers and members of the public, including exemptions to the requirement for persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and for persons who are hearing impaired or communicating with persons who are hearing impaired. During in-person classes, instructors in a lecture hall who maintain a distance of six feet or more may wear a face shield with a drape.

The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) are working to support procurement and distribution of face coverings. Additional information can be found [here](#).

The following areas have been identified as overarching issues that must be addressed in campus repopulation planning.



1. COVID-19 Prevention Plan

- Establish a written, campus-specific COVID-19 prevention plan, perform a comprehensive risk assessment of all work areas, work tasks, and student interactions, and designate a person at each campus to implement the plan. All decisions about IHE-specific plans should be made in collaboration with local public health officials and other authorities.
 - Incorporate the [CDPH Guidance for the Use of Face Coverings](#), into the Workplace Specific Plan that includes a policy for handling exemptions.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among students and workers.
- Train and communicate with workers and students on the plan. Make the plan available and accessible to workers and their representatives.
- Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any factors related to the institution, campus, or activities of the institution could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- Identify close contacts (within six feet for 15 minutes or more) of an infected worker or student and take steps to isolate COVID-19 positive worker(s) and quarantine close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.
- Ensure that vendors, independent contractors and others performing services in the establishment are knowledgeable about these guidelines, are provided or obtain their own supplies and PPE, and that they adhere to these guidelines.



2. General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
 - Consult your local health department website, or with your local health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions and local public health directives. A directory can be found [here](#).
 - Regularly review updated data and guidance from state agencies, including the [California Department of Public Health and Cal/OSHA](#).
- Limit, to the greatest extent permitted by law, external community members from entering the site and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Develop a plan for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. See Section 10 below.



3. Promote Healthy Hygiene Practices

- Promote and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
 - Recommend to students, faculty, and staff to frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Using “antimicrobial” soap is not necessary or recommended.
 - Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - Students and staff should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
 - Do not use any hand sanitizer that may contain methanol per [FDA advisory](#). Methanol is dangerous to both children and adults.
- Ensure adequate supplies to support [healthy hygiene](#), including sanitation stations, soap, hand sanitizer containing at least 60 percent ethyl alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans.

- Require or strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the campus community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the IHE and public health authorities.
- Post [signs](#) in highly visible locations (e.g., building entrances, restrooms, dining areas) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#), [physical distancing](#), and [properly wearing a cloth face covering](#)).
- Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with faculty, staff, and students (such as on IHE websites, in emails, and on IHE [social media accounts](#)) in accordance with the [Clery Act](#).



4. Intensify Cleaning, Disinfection and Ventilation



Cleaning and disinfection

- As described below, clean and disinfect frequently touched surfaces (e.g., door handles, light switches, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables, elevator controls) within IHE facilities throughout the day.
- Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or disinfected between use. If transport vehicles (e.g., buses) are used by the IHE, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect IHE buses, vans, or other vehicles, see guidance for [bus transit operators](#). Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Develop a schedule for increased, routine cleaning and disinfection that avoids both under-and over-use of cleaning products.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where possible.
- Plan cleaning only when occupants are not present; fully air out the space before people return. If the surface or object is visibly soiled, start with soap and water or an all-purpose, asthma-safer cleaning product certified by the U.S. Environmental Protection Agency (EPA) [Safer Choice Program](#).
- Choose disinfectant products approved for use against the virus that causes COVID-19 from the [EPA-approved List "N"](#).
 - To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should aim to [select disinfectant products on EPA List "N" with asthma-safer ingredients](#) (hydrogen peroxide, citric acid or lactic acid).
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Follow disinfectant product label directions for appropriate dilution rates and contact times. Provide workers training on [the hazards](#) associated with the product, manufacturer's directions, ventilation requirements, and on Cal/OSHA requirements for safe use.
 - Use disinfectants in accordance with [instructions](#) from the [California Department of Pesticide Regulation](#).
 - Custodial staff and other workers who clean and disinfect the campus site should be equipped with proper protective equipment, including protective gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

Ventilation

- Introduce as much fresh outdoor air as possible:
 - Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g., allowing in truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on “fresh air” setting, and room HEPA (high-efficiency particulate air) cleaners.
 - For mechanically ventilated buildings, increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100% or the greatest amount feasible as indoor and outdoor conditions permit.
 - Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.
 - Improve building mechanical ventilation filtration to MERV-13 or the highest feasible level.
 - If possible, add portable room air cleaners with HEPA filters taking into account the recommend indoor space covered by portable air cleaners.
 - For additional information, [consult ASHRAE recommendations for reopening school](#).

Disinfection of Water Systems

- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.
- Use of drinking fountains is prohibited. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.



5. Implement Distancing on Campus



Modified Layouts

WARNING: physical distancing alone is insufficient to prevent transmission of COVID-19 indoors. Face coverings, enhanced ventilation, and other measures discussed in these guidelines must also be implemented in addition to physical distancing to reduce transmission risks.

- Space seating/desks at least six feet apart. Hold smaller classes in larger rooms.
- In-person lectures are permitted depending on which Tier the county is in.
 - **Purple – Widespread – Tier 1:** Lectures prohibited.
 - **Red – Substantial – Tier 2:** Lectures are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications.
 - **Orange – Moderate – Tier 3:** Lectures are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications.
 - **Yellow – Minimal – Tier 4:** Lectures are permitted but must be limited to 50% capacity, with modifications.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- When practical, offer synchronous distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Maximize the [distance](#) between students in IHE vehicles (e.g., skipping rows) to the extent possible and ensure that face coverings are worn. Introduce fresh outdoor air by opening windows where possible and via the vehicle's ventilation system.
- Consider redesigning activities for smaller groups and rearranging spaces to maintain separation.

Physical Barriers and Guides

- Install impermeable physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart (e.g., cash registers).
- Provide physical guides and cues, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least six feet apart in lines and at other times.
- Consider designating routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- Maintain or expand procedures for turning in assignments that minimize contact.

Communal Spaces

- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations-- especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.
- Close nonessential shared spaces, such as game rooms and lounges; for essential shared spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six feet apart, and [clean and disinfect](#) between use. Develop systems to enforce this.
- Set up study spaces available for individual study so students are seated at least six feet apart and install physical barriers where possible. Such spaces must limit occupancy to 25% of room capacity or 100 people, whichever is less.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.

Gyms, Pools and Fitness Facilities

- Refer to the guidance on fitness facilities and pools on the [Blueprint for a Safer Economy" website.](#)
- As referred to in the guidance on college athletics, athletic facilities must limit occupancy to essential personnel, such as players, coaches, trainers, etc.

Food Service & Dining Halls

- Provide grab-and-go options for meals. If a dining hall is typically used, if possible, serve individually plated meals (versus buffet or any self-serve stations).
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) before putting on and after removing their gloves, and after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and consider the [safety of individuals with food allergies.](#)
- Food courts should follow the relevant guidance in accordance with the reopening approvals of the facility's local health officer, as follows:
 - **Purple – Widespread – Tier 1:** Outdoor operations (delivery/take-out) are permitted with modifications.
 - **Red – Substantial – Tier 2:** Indoor dining operations are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications.
 - **Orange – Moderate – Tier 3:** Indoor dining operations are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications.
 - **Yellow – Minimal – Tier 4:** Indoor dining operations are permitted at 50% capacity, with modifications.
- Follow additional guidance on the [Blueprint for a Safer Economy website](#) for additional campus services such as [bookstores](#), [libraries](#), [childcare](#), food courts, etc.



6. Limit Sharing

- Discourage sharing of items that are difficult to [clean or disinfect](#), as described above.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and [clean and disinfect](#) between use, as described above.
- Avoid sharing electronic devices, books, pens, and other learning aids.



7. Housing under Authority of the IHE

- Review on-campus guidelines elsewhere in this document and current [CDC COVID-19 Guidance for Shared or Congregate Housing](#) regarding:
 - IHE should assess and mitigate any equity and access issues when prioritizing limited housing for students and faculty.
 - Frequent reminders of COVID-19 prevention, including proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
 - Cleaning and disinfection of common areas and high-touch surfaces throughout the day, consistent with Section 3.
 - Requiring face coverings and physical distancing in common areas.
 - Training on public health measures and signs and symptoms of COVID-19 for all live-in professionals, graduate hall directors, resident advisors (RA), and others in similar roles.
 - No social events or activities as per current local and state health officer orders.
 - Reconfiguring seating in common areas to permit proper physical distancing.
- It is difficult to maintain physical distancing in on-campus housing, and even modified guidelines may be difficult to achieve. However, every effort should be made to decrease the risk for exposure at on-campus housing arrangements by reducing occupancy, including:

- Establishing allowable occupancy and developing plans to monitor and enforce.
- Prioritizing single room occupancy wherever possible, except for family housing. This may be feasible if the college/university has a limited number of students on campus for in-person instruction. When there must be two students per room, ensure at least six feet between beds, and require students sleep in opposite directions (head to foot).
- Minimizing the number of residents per bathroom. When shared bathrooms are used, stagger times of use to the extent possible, and increase the frequency of cleaning.
- Restricting building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities.



8. Train Staff & Students

- Provide effective training to faculty, staff, and students on preventing COVID-19, including:
 - Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
 - The facility's COVID-19 prevention plan.
 - Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
 - To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
 - Enhanced sanitation practices
 - Physical distancing guidelines
 - Use of PPE and [proper use, removal and washing of cloth face coverings](#), including:
 - Face coverings are not personal protective equipment (PPE).
 - Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.

- Face coverings must cover the nose and mouth.
 - Hands should be washed or sanitized before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings must not be shared and should be washed or discarded after each use.
- Information contained in the [CDPH Guidance for the Use of Face Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the IHE has adopted to ensure the use of face coverings. Training should also include how the IHE's policies on how people who are exempted from wearing a face covering will be handled.
 - Information on paid leave benefits the worker may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting paid sick leave for COVID-19](#), including workers' paid sick leave rights under the federal [Families First Coronavirus Response Act](#).
 - The importance of not coming to work or attending class:
 - If a worker or student has symptoms of COVID-19 as [described by the CDC](#), such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, OR
 - If a worker or student was diagnosed with COVID-19 and has not yet been released from isolation, OR
 - If, within the past 14 days, a worker or student has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e., still on isolation).
 - To return to work or class after a worker or student receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker or student has had no fevers (without the use of fever reducing medications) for the last 24 hours. A worker or student without symptoms who was diagnosed with COVID-19 can return to work or class only if 10 days have passed since the date of specimen collection for the first positive COVID-19 test.
 - Ensure any independent contractors, temporary or contract workers, and volunteers are also properly informed about campus COVID-19

prevention policies and have necessary supplies and PPE. Alert organizations supplying temporary and/or contract workers ahead of time of these responsibilities, and ensure that workers have training.

- Consider conducting the training virtually, or, if in-person, ensure [six-foot physical distancing](#) is maintained.



9. Check for Signs and Symptoms

- COVID-19 symptoms, as [described by the CDC](#), include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If feasible, conduct daily health screenings or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or [symptom checking](#)).
- Health checks should be done safely in accordance with physical distancing recommendations and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations. IHE administrators may use examples of screening methods found in CDC's [General Business FAQs](#).



10. Plan for When a Staff Member, Student or Visitor Becomes Sick



Advise Sick Individuals of Home Isolation Criteria

- Remind staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home or, if they live in campus housing, to follow [isolation](#) procedures.
- For serious injury or illness, call 9-1-1 without delay.
- Sick faculty, staff, or students should not return to in-person classes or IHE facilities, or end isolation until they have met CDC's [criteria to discontinue home isolation](#). Develop a plan to provide services including food and healthcare to students living on campus who are diagnosed with or have symptoms of COVID-19.
- Develop policies that encourage and remind sick staff and students to stay at home without fear of reprisal and ensure staff and students are aware of these policies.



Isolate and Transport Those Who are Sick

- Make sure that faculty, staff, and students know they should not come to the IHE if they feel sick, and should notify college officials (e.g., IHE designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed case.
- Immediately separate faculty, staff, and students with COVID-19 [symptoms](#) (as listed above). Individuals who are sick should:
 - wear a mask or face covering,
 - go home, or if they live in campus housing follow isolation procedures, or go to a local or campus-based health care facility, depending on how severe their symptoms are, and
 - follow [CDC Guidance for caring for oneself and others](#) who are sick. IHEs may follow [CDC's Guidance for Shared or Congregate Housing](#) for those that live in IHE housing.
- Work with IHE administrators and health care providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. IHE health care providers must be protected in

accordance with [Title 8, Section 5199](#) when caring for sick people.
See: [The California Workplace Guide to Aerosol Transmissible Diseases](#).

- Establish procedures for safely transporting anyone who is sick to their home or to a health care facility in compliance with Title 8, Section 5199. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.



IHE-Affiliated Student Health Services

- See [CDC](#) and [Cal/OSHA](#) detailed guidance on safety
 - providing health care services to persons symptoms of COVID-19, and
 - protecting staff and students from COVID-19 while receiving care.



Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting, as described above.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants with [trained](#) staff using personal protective equipment and ventilation recommended for cleaning, as described above. Keep disinfectant products away from children. Consider third party cleaning services specializing in decontaminating infected areas.



Notify Health Officials and Close Contacts

- Notify local health officials and appropriate members of the campus community immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws, including FERPA and the ADA. Additional guidance can be found [here](#).
- Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home or in their living quarters and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- Document/track incidents of possible exposure and notify local health officials, appropriate staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional

guidance can be found [here](#). The staff liaison can serve a coordinating role to ensure prompt and responsible notification.

- Advise sick staff and students not to return until they have met CDC criteria to discontinue [home isolation](#), including 24 hours with no fever, symptom improvement, and 10 days since symptoms first appeared.
- Ensure non-discrimination against students and staff who were or are diagnosed with COVID-19.



11. Maintain Healthy Operations



Protections for Persons at Higher Risk for Severe Illness from COVID-19

- Offer options for faculty and staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, remote course delivery, and modified job responsibilities).
- Offer options for students at [higher risk for severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
- Provide all staff opportunities for telework, and students opportunities for virtual learning, independent study and other options, as feasible, to minimize transmission risk.



Regulatory Awareness

- Be aware of current state or local regulatory agency policies related to group gatherings to determine if events can be held.



Activities

- For IHE-specific student activities, pursue virtual group events, gatherings, or meetings, if possible. In-person gatherings must abide by the following guidelines:
 - **Purple – Widespread – Tier 1:** Gatherings are prohibited.
 - **Red – Substantial – Tier 2:** Gatherings are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications.

- **Orange – Moderate – Tier 3:** Gatherings are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications.
- **Yellow – Minimal – Tier 4:** Gatherings are permitted but must be limited to 50% capacity, with modifications.
- Follow guidance applicable to sporting events and participation in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities. (See guidance on collegiate athletics below.)
- For all other gatherings, such as public performances, follow current published state and local health officer orders of guidance applicable to gatherings.
- Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.

Telework and Virtual Meetings and Services

- Encourage telework for as many faculty and staff as possible, especially workers at [higher risk for severe illness from COVID-19](#).
- Replace in-person meetings with video- or tele-conference calls whenever possible.
- Provide student support services virtually, as feasible.
- When possible, use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing.

Travel and Transit

- Consider options for limiting non-essential travel in accordance with state and local regulations and guidance.
- Encourage students, faculty, and staff who use mass transit to consider using other transportation options (e.g., walking, biking, driving, or riding by car alone or with household members only) if feasible.



Designated COVID-19 Point of Contact

- Designate an administrator or office to be responsible for responding to COVID-19 concerns. All IHE students, faculty, and staff should know who they are and how to contact them. The liaison should be trained to coordinate the investigation, documentation and tracking of possible COVID-19 exposures, in order to appropriately instruct close contacts to quarantine, and notify local health officials, staff, and families in a prompt and responsible manner.



Participation in Community Response Efforts

- Consider participating with state or local authorities in broader COVID-19 community response efforts including pursuit of delegated authority for contact tracing, sitting on community response committees, and utilizing IHE labs and resources, when available, to increase testing capacity.



Communication Systems

- Maintain communication systems that
 - Allow students, faculty, and staff to
 - report to the IHE if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 in accordance with [health information sharing regulations for COVID-19](#), and
 - receive prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
 - Notify faculty, staff, students, families, and the public of IHE closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).



Leave and Excused Absence Policies

- Develop policies for returning to classes and IHE facilities after COVID-19 illness. CDC's criteria to [discontinue home isolation](#) and [quarantine](#) can inform these policies.



Back-up Staffing Plan

- Monitor absenteeism of workers and students, cross-train staff, and create a roster of trained back-up staff.



Affiliated Organizations

- Ensure that any organizations affiliated with the IHE, such as off-campus clubs, Greek organizations, etc., also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.



Support Coping and Resilience

- Encourage workers and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Promote eating healthy, exercising, getting sleep and finding time to unwind.
- Encourage workers and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signage for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.
- Post signage for on-campus resources to help students manage stress and attend to their mental health.



Testing

- Consider regular periodic screening testing of students and staff for current COVID-19 infection, and procure resources to test exposed IHE students and staff if exposed. The benefit of initial or routine testing for the presence of antibodies in serum after infection is currently unclear.



12. Considerations for Partial or Total Closures

- Check State and local health officer orders and health department notices frequently about transmission in the area or closures and adjust operations accordingly.
- When a student, faculty, or staff member tests positive for COVID-19 and has exposed others at the school, implement the following steps:
 - Consult the local public health department regarding additional follow-up needed to identify close contacts, and recommended actions, closures, or other measures to protect your community.
 - Give standard guidance for isolation at home for 10 days after symptoms begin or after test collected for COVID-19 infected persons.
 - Give standard guidance for quarantine at home for at least 14 days after close contact, parts or all of the campus might need to close temporarily as students or staff quarantine. Refer to local health department website or [CDPH Isolation & Quarantine Guidance](#).
 - Additional close contacts outside of the residence and classroom should also quarantine for 14 days after the last exposure at their residence.
 - Develop communication plans for exposure notifications or school closure to include outreach to students, parents, faculty, staff, and the community.
 - Include information for workers regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable.
 - Provide guidance to students, parents, faculty, and staff reminding them of the importance of community physical distancing measures while some or all of campus is closed, including discouraging students or staff from gathering elsewhere.
 - Develop or review plans for continuity of education.
 - Monitor local public health department website and maintain regular communications.

Specific Interim Guidance for Collegiate Athletics

The following guidelines and considerations are intended to help institutions of higher education (IHE) and their communities plan and prepare for resumption of college athletic training, and to resume competition when conditions warrant.

The risk of transmitting the COVID-19 virus depends on several factors germane to sports, including:

- Number of people in a location
- Type of location (indoor versus outdoor)
- Distance or physical contact between people
- Length of time at location
- Touching of shared objects
- Use of face coverings
- Mixing of people from locations with different levels of community transmission

The length of time, proximity of contact and use of shared equipment increases the potential risk for athletes. To help mitigate those risks, colleges who wish to resume competition should provide strong protections for their student athletes, including allowing them the choice to opt-out of the season without the risk of a scholarship being revoked, reduced or cancelled, or any other kind of retaliatory activity. College athletic departments are also expected to vigorously enforce the testing and reporting protocols described below.

As general guidance, smaller groups are safer than larger; outdoor locations are safer than indoor; sports that can ensure distance of six feet or more are safer than close contact; and shorter duration is safer than longer. For most sports activities, this guidance assumes that use of face coverings while playing is not feasible, although they should be worn by players and others while on the side lines. Athletic directors and coaches need to consider all these factors as they plan to resume training and conditioning.

In addition, student-athletes train, study, potentially live off-campus, and travel to compete in other geographies, increasing the risk of transmission. IHEs need to consider these factors as they resume practicing, develop protocols for the use of fitness facilities on campus, and develop guidance for student-athlete housing. Allowing teams to come to the campus from other geographic areas also increases risk of disease transmission.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of student-athletes, workers, and the public.

Collegiate athletic teams are permitted to begin a return to practice only if:

- The institution of higher education adopts, and its teams follow, an institution-specific “return to play” safety plan.
- Regular periodic COVID-19 testing of athletes and support staff is established and implemented by the IHE. Both periodic PCR testing as well as daily antigen testing are acceptable. (See Section 3 below for specific requirements for testing.)
- Consistent with requirements imposed by the National Collegiate Athletic Association (NCAA), athletes are not required to waive their legal rights regarding COVID-19 as a condition of athletics participation.
- The institution of higher education adheres to the general guidance for institutions of higher education and state and local public health guidance related to isolation and quarantine of individuals who test positive for COVID-19 and close contacts of those individuals.

Competition between teams without spectators is permitted to begin only if:

- IHE can provide COVID-19 testing and results within a 48 hour period in advance of competition in high contact risk sports.⁴
- Athletics departments have considered how best to secure reasonable assurance that the same risks have been adequately considered and addressed by other teams. This includes consideration of how to share testing results and related safety assurances with opposing teams before the start of an event in a manner consistent with applicable health information and education privacy laws.
- In conjunction with local public health officials and contact tracers, schools must have in place a mechanism for notifying other schools should an athlete from one team test positive within 48 hours after competition with another team.
- Athletics departments, in consultation with institutional leadership, must evaluate the availability of, and accessibility to, local contact tracing resources. Where the availability of local contact tracing resources is inadequate, schools must train on-site personnel or procure contact tracing resources. Staff who complete formal training in contact tracing can be an invaluable resource with respect to institutional risk-management efforts and resources.

This guidance is interim. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing operations. As new data and practices emerge, the guidance will be updated. Additionally, the guidelines and considerations do not reflect the full scope of issues that collegiate athletic programs will need to address.

Institutions of higher education and athletic departments are expected to follow standards adopted by the NCAA, including the NCAA's [guidelines for resocialization of sports](#),⁵ and/or their athletic conference, as applicable. To the extent those guidelines

or local health department guidelines impose additional restrictions or requirements beyond this guidance, are stricter than these guidelines, institutions of higher education and athletic departments must adhere to the stricter requirements.

Implementation of this guidance as part of a phased reopening will depend on improving or favorable local epidemiologic trends and health care capacity availability of IHE and community testing resources, and adequate IHE preparedness to respond to case and outbreak investigations. All decisions about IHE-specific plans should be made in collaboration with local public health officials and other authorities. Local public health departments may have more stringent requirements than these guidelines that must be followed.

Implementation of this guidance should be tailored for each setting, including adequate consideration of programs operating at each institution and the needs of student-athletes and workers. Administrators should engage relevant stakeholders—including student-athletes, their families, staff, and labor partners in the school community—to formulate and implement plans.

Even with adherence to physical distancing, convening in a setting that brings people from multiple different communities together to engage in the same activity, particularly indoors or with close contact, carries a higher risk for widespread transmission of the COVID-19 virus, and may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations.

Athletic facilities must therefore limit occupancy to essential personnel, such as players, coaches, trainers, security, and event staff. The California Department of Public Health, in consultation with local departments of public health, will review and assess the impact of these imposed limits on public health and provide further direction as part of a phased-in restoration of leisure activities.

Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure. All of those involved in collegiate athletics, including coaches, staff, media and players not engaged in play, are subject to these requirements. Details on face coverings can be found on [page 3](#) of this guidance.

The following areas have been identified as overarching issues that must be adhered to in planning for the resumption of collegiate athletics.



1. Athletic Facility-Specific Plan

- Establish a written, facility-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work and athletic areas, and designate a person at each facility to implement the plan. All decisions about IHE-specific plans should be made in collaboration with local public health officials and other authorities.
- Designate a person responsible for responding to COVID-19 concerns for athletics overall, and for each team or sport. All coaches, staff, and student-athletes should know who their COVID-19 contact person is and how to contact them.
- Incorporate the [CDPH Guidance for the Use of Face Coverings](#) into the Athletic Facility-Specific Plan that includes a policy for handling exemptions.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among workers or student-athletes.
- Train and communicate with workers, worker representatives, and student-athletes on the plan and make the plan available to workers and their representatives.
- Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related or athletic-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines and orders from the local health department](#).
- Adhere to the guidelines below. Failure to do so could result in illnesses that may cause operations to be temporarily closed or limited.



2. Additional Topics for Student-Athlete and Worker Training

Student-athletes, staff, and coaches should be provided an education session on COVID-19 upon or before return to campus, including additional topics such as:

- Risks COVID-19 poses for athletes
- Proper use of face coverings, including:
 - Face coverings are not personal protective equipment (PPE).
 - Face coverings can help prevent exposure of people near the wearer and the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Face coverings must cover the nose and mouth.
 - Workers should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings must not be shared and should be washed or discarded after each shift.
- Information contained in the [CDPH Guidance for the Use of Face Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the IHE's policies on how people who are exempted from wearing a face covering will be handled.
- All personnel, staff, coaches and student athletes should be aware of their daily activity and high-risk contacts (within 6 feet for at least 15 minutes).
- Information on employer or government-sponsored leave benefits workers may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under the [Families First Coronavirus Response Act](#) and worker's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20 while that Order is in effect](#).
- Importance of physical distancing.

- Protocols for reporting any symptoms.
- Any facility specific changes.



3. Individual Control Measures and Screening

- Establish effective procedures for regular periodic testing of athletes and workers that work with athletes for COVID-19 in accordance with any published CDC & CDPH guidance and in discussion with the local health department.
- Limit building or facility entry points when possible.
- Provide symptom and health screenings for all workers and student-athletes entering the facility or event. Make sure the temperature/symptom screener avoids close contact with workers or student-athletes to the extent possible.
 - Screening: athletes and staff should be screened for fever and COVID-19 symptoms or exposure before each conditioning session, team meeting, practice or competition
 - Temperature check for fever ($\geq 100.4^{\circ}\text{F}$)
 - Ask if they have had a new cough, a new sore throat, shortness of breath, new onset of loss of taste or smell, vomiting, or diarrhea
 - Ask whether they have had an exposure to a known or suspected COVID-19 case in the previous 14 days
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving home for their shift and follows [CDC guidelines](#).
- Workers should wear gloves when handling items contaminated by body fluids.
- Coaches or referees moving items used by athletes (e.g., balls) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) or wash hands before and after handling shared items.
- Limit any nonessential visitors, staff, and volunteers as much as possible. No spectators are currently permitted during training or competition.

Testing

- Regular periodic COVID-19 testing of athletes and support staff must be established and implemented by the IHEs agree to a minimum testing standard that includes frequency of testing, who is subject to testing (all athletes and staff that have close contact with the athletes), and what type of testing is done, prior to return to practice.
 - Based on current evidence and standards, both daily antigen testing and periodic PCR testing are acceptable testing methods for both baseline and ongoing screening testing.
 - If following a daily antigen testing protocol, the protocol must begin with a PCR test followed by daily antigen testing. Any positive antigen test must trigger a PCR test for confirmation. PCR testing is required for symptomatic athletes and staff and should be conducted within 24 hours of symptoms being reported.
- Testing strategies are always contingent on the availability of ample testing supplies, laboratory capacity, efficient turnaround time and convenient access to testing. If PCR testing in a community is prioritized for symptomatic individuals (updated testing priority criteria on [CDPH website](#)), if daily antigen testing is not possible, if PCR supplies/turnaround time are compromised, or as testing technology evolves, alternative strategies may need to be considered.
- Note that a positive PCR test result indicates that SARS-CoV-2 RNA is present at that point in time, which can represent current or past infection, and may not indicate current infectiousness. A positive antigen test indicates that SARS-CoV-2 antigen is present at that point in time, and likely indicates current infectiousness. It is possible to test negative on either test if the sample is collected early in an infection. False positive results are also possible with either test.
- Competition between teams without spectators is permitted to begin only if:
 - The IHE can provide COVID-19 testing and results within 48hours of competition in high risk contact sports. ⁶



4. Isolation & Quarantine

- In order to engage in contact sports practice or competition, Institutions of Higher Education, athletic team administrators and athletes must commit to adherence with appropriate isolation and quarantine procedures.
- All symptomatic athletes and staff must remain in isolation until test results are available, and repeat testing should be considered if initial testing is negative and symptoms continue and are consistent with COVID-19 symptoms.
- All athletes and staff who test positive or are clinically diagnosed with COVID-19 disease must isolate:
 - For 10 days after symptoms first appeared (or 10 days after specimen collection for their first positive test), AND
 - At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
 - Other symptoms have improved.
- Individuals who test positive for SARS-CoV-2 who **never develop symptoms**, may return to work or school 10 days after the date of specimen collection for their first positive test for SARS-CoV-2.
- Individuals identified as close contacts (within 6 feet for at least 15 minutes) must follow state and local public health directives or orders for quarantine, regardless of the frequency of testing for those in the cohort or footprint. Close contacts must quarantine for 14 days after the last exposure.

Due to the nature of athletic participation, institutions will take steps to assist with the contact tracing process including, but not limited to, film review of practice, if available, and extended assessment of contact associated with athletic participation so that all athlete contacts can be identified.



5. Cleaning and Disinfecting Protocols

- Perform thorough cleaning and disinfection of surfaces in high-traffic areas, including locker rooms, dugouts, benches, stairwell handrails, chairs, doors/door handles, etc., as appropriate.
- Use of shared objects and equipment (e.g., balls, bats, gymnastics equipment, golf flags) should be avoided, or cleaned between use by each individual if possible. Do not let players share towels, clothing, or other items they use to wipe their faces or hands.
 - Avoid sharing equipment or balls as much as possible. For applicable sports, balls should be rotated on a regular basis to limit contact by multiple users until disinfected. For example, in baseball and softball umpires should limit their contact with the ball unless wearing gloves, and catchers should retrieve foul balls and passed balls where possible. Balls used in infield/outfield warm-up should be isolated from a shared ball container.
- Make sure there are adequate supplies of items to minimize sharing of equipment to the extent possible, for example by labeling and assigning them to individuals (e.g., protective gear, balls, bats, water bottles); otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.
- Identify a staff member or volunteer to ensure proper cleaning and disinfection of objects and equipment, particularly for any shared equipment or frequently touched surfaces.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to game clocks, scoreboards, rakes, counters, common pens for sign-in sheets, etc.
- Avoid sharing audio equipment, phones, tablets, pens, and other work supplies wherever possible.
- Discontinue shared use of audio headsets and other equipment between workers unless the equipment can be properly disinfected after use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- Develop and implement a schedule for increased, routine cleaning and disinfection.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the workers' job duties.

- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Ensure sanitary facilities always stay operational and stocked, and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing disinfecting chemicals, athletic departments should use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide workers training on the [chemical hazards](#), manufacturer's directions, ventilation needed, and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions. The California Department of Pesticide Regulation's [requirements for safe use](#) of disinfectants must be followed. Follow the [asthma-safer cleaning](#) methods recommended by the Department of Public Health.
- Indoor facilities should increase fresh air circulation by opening windows or doors, if possible. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to players or others using the facility.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.
- Ensure indoor practice and game spaces are large indoor areas with good ventilation and air exchange.
 - For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Install hand sanitizer dispensers, touchless if possible, at entrances and high contact areas.
- Follow [CDC guidelines](#) to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.



6. Physical Distancing Guidelines

- Prioritize outdoor practice and play, as much as possible.
- If daily antigen testing is the adopted protocol, teams may train outdoors in groups of no more than 75. It is recommended that the teams, to the extent possible, divide into cohorts of 25.
- Train in Cohorts. IHEs should establish cohorts as a strategy to minimize the potential spread of COVID-19. A cohort may be composed of no more than 25 individuals, all members of the same team including coaches and staff, who consistently work out and participate in activities together. Cohorts should avoid mixing with other groups.
- Keep different cohorts separate to the greatest extent possible. Consider using signs, cones, or tape to make dividing lines clear.
- Particularly for athletes in high contact risk sports as defined previously, IHES are strongly encouraged to provide dedicated on-campus housing separate from the rest of campus to minimize transmission risks to other members of the campus community.
- Athletes and coaches should maintain at least six feet of separation from others when not on the field of play or otherwise engaged in play/activity, where feasible.
 - Create reasonable distance between players when explaining drills, rules of the game, or huddling.
 - Limit the number of players sitting in confined player seating areas (e.g., dugouts) by allowing players to spread out into spectator areas if more space is available.
 - Prohibit unnecessary physical contact such as high fives, handshake lines, and other physical contact with teammates, opposing teams, coaches, umpires, and fans. Coaches should regularly review physical distancing rules with athletes.
 - Consider providing physical guides, such as signs and tape on floors or playing fields, to make sure that coaches and players remain at least six feet apart.
 - Maintain at least six feet of distance between players while participating in the sport whenever possible (e.g., during warm-up, skill-building activities, simulation drills).
- Officials should maintain six feet of separation from others and when interacting with athletes and coaches off the field of play. Officials should

avoid exchanging documents or equipment with players and coaches. This may require digital entry of lineups, and other adjustments.

- If practice or competition facilities must be shared, consider increasing the amount of time between practices and competitions to allow for one group to leave before another group enters the facility. For facilities that may be shared with the broader campus community, dedicate separate time for team use. If possible, allow time for cleaning and/or disinfecting.
- Physical distancing protocols should be used in any high-density, high-traffic areas.
- Meetings and trainings of more than 25 persons should be conducted virtually, and in-person meetings may have a maximum of 25 persons. Meetings should occur outdoors, and in areas that allow for appropriate physical distancing between staff, athletes or other workers.
- Stagger breaks, in compliance with wage and hour regulations where relevant, to maintain physical distancing protocols.
- Consider offering workers who request modified duties options that minimize their contact with athletes, coaches, officials, and other workers.



7. Food and Dining

- All players, coaches, and referees should bring their own individual water or drink bottles. Drink bottles should be labeled with the name of the owner. Do not provide team water coolers or shared drinking stations. Teams may also provide bottled water.
- If food is provided, have pre-packaged boxes or bags for players instead of a buffet or family-style meal.
- Prohibit the use of:
 - Self-service condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - Self-service machines, including ice, soda, frozen yogurt dispensers, etc.
 - Self-service food areas, such as buffets, salsa bars, salad bars, etc.
- Follow the California Department of Public Health and Cal/OSHA safety guidance set out for [dine-in restaurants](#).



8. Travel during Competition

- Travel should be limited to essential personnel (e.g., athletes, coaches, medical staff).
- When possible, teams should drive to events.
 - If using more than one vehicle, travel parties should be split according to those already with the closest contact (e.g., cohorts).
 - Face coverings must be worn and removed only minimally for eating or drinking.
- If traveling by bus, try to keep seats open in front of and behind each person (e.g., using a “checkerboard” pattern).
- When air travel is necessary, it should be on a carrier with robust infection control methods (e.g., required face coverings for all passengers and flight personnel), and handwashing or using hand sanitizer should occur frequently, per [CDC guidelines](#).
- When traveling to away games, teams must remain in a team cohort, with no mixing with the local teams or other members of the host community.



9. Return to Facility or Training after a Positive Test

- Advise sick staff and student-athletes not to return until they have met CDC criteria to discontinue [home isolation](#), including 24 hours with no fever (without fever reducing medication), symptom improvement, and 10 days since symptoms first appeared or since test conducted.
- Student-athletes should work with their medical provider and any team medical staff member to determine how to be cleared to safely return to training. Return to activity in all cases should allow an acclimatization process.
- Discontinuation of practice with contact and competition for the rest of the season may be considered by local health departments if more than 10% of athletes on a team test positive within a 14-day period. For teams with less than 20 athletes total, if more than 5 members test positive, discontinuation of practice with contact and competition for the rest of the season may be considered.



10. Communication and Public Outreach

IHEs must commit to developing and implementing a communication plan, or create addendums to existing plans, that address risk reduction among the campus community, alumni, and the broader fan base in regard to safer ways to enjoy the game or competition (physical distancing, masks, and the need to adhere to the local public health orders and directives regarding any gatherings or events both at home and away games) and distribute these messages in multiple modes (social and traditional media) ahead of and during televised viewing of sporting events.

¹ The Centers for Disease Control and Prevention provides additional information specific [to universities and colleges](#).

² Unless exempted by state guidelines for specific public settings

³ Unless directed otherwise by a worker or healthcare provider

⁴ This guidance adopts the “high risk sport” classification specified in the National Collegiate Athletic Association’s guidelines for resocialization of sports which include: basketball, field hockey, football, ice hockey, lacrosse, rowing, rugby, soccer, squash, volleyball, water polo, and wrestling.

⁵ [NCAA: Resocialization of Collegiate Sport: Developing Standards for Practice and Competition](#). 7/16/20.

⁶ See above.



How to **REGISTER** for Medicat's Patient Portal

Step 1

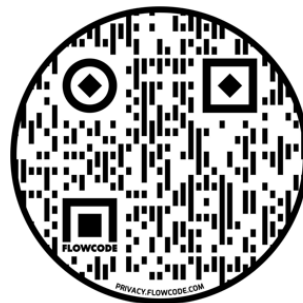
Go to: <https://elcamino.medicatconnect.com/>

OR

Go to: www.elcamino.edu/StudentHealthServices
and click on "Make an Appointment"

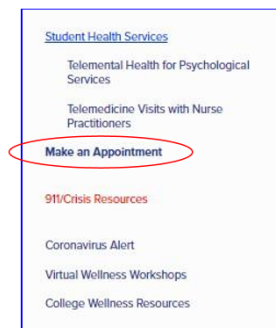
OR

Scan the following QR code:



Step 2

Click on “Make an Appointment” located on the left



OR

Click on the red bar located in the middle of the page that says “Book your appointment now in Patient Portal!”

Book your appointment now in Patient Portal!

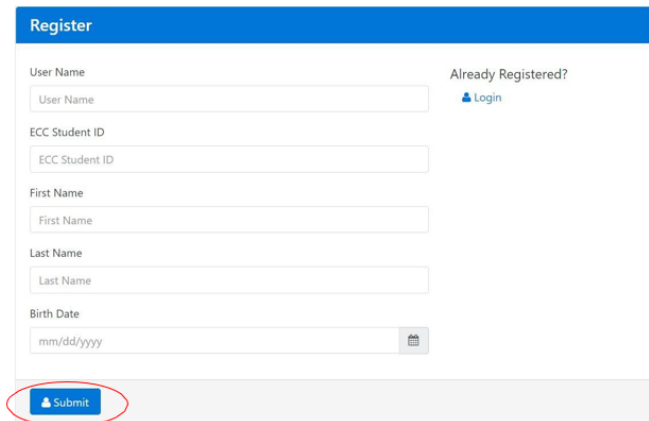
Step 3

Click on the “Register” button located at the top right



Step 4

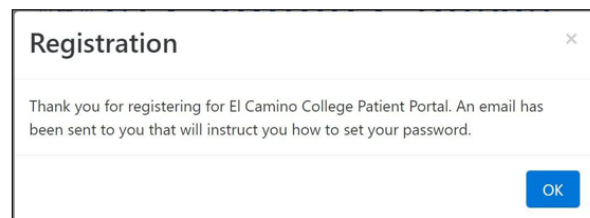
- Create a User Name (UNRELATED to MyECC)
- Enter in your El Camino College (ECC) Student/Staff ID
- Fill out the remaining information
- Click "Submit"



The screenshot shows a 'Register' form with a blue header. The form contains the following fields: 'User Name' (with a 'User Name' placeholder), 'ECC Student ID' (with an 'ECC Student ID' placeholder), 'First Name' (with a 'First Name' placeholder), 'Last Name' (with a 'Last Name' placeholder), and 'Birth Date' (with a 'mm/dd/yyyy' placeholder and a calendar icon). To the right of the 'User Name' field is a link that says 'Already Registered? Login'. At the bottom of the form is a blue 'Submit' button with a white arrow icon, which is circled in red.

Step 5

After you Register and click on the "Submit" button, the following will pop up on your screen:



The screenshot shows a 'Registration' pop-up window with a close button (X) in the top right corner. The text inside the window reads: 'Thank you for registering for El Camino College Patient Portal. An email has been sent to you that will instruct you how to set your password.' At the bottom right of the window is a blue 'OK' button.

click the "OK" button.

Step 6

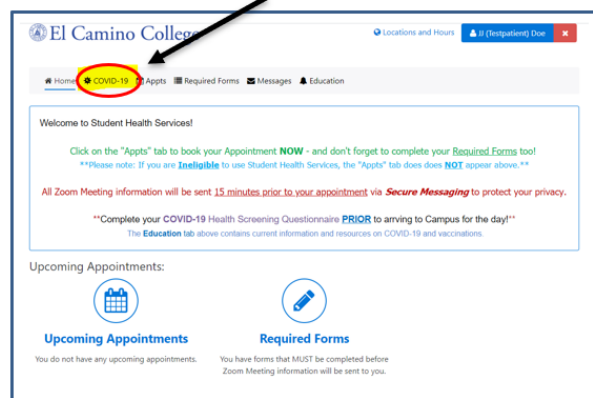
Go to your El Camino College email account and look for the email that was sent to you from the Registration.

Follow the email instructions to set up a password.



How to Navigate to the
Mandatory
COVID-19
Screening Questionnaire
in Medicat's Patient Portal
(from a desktop computer)

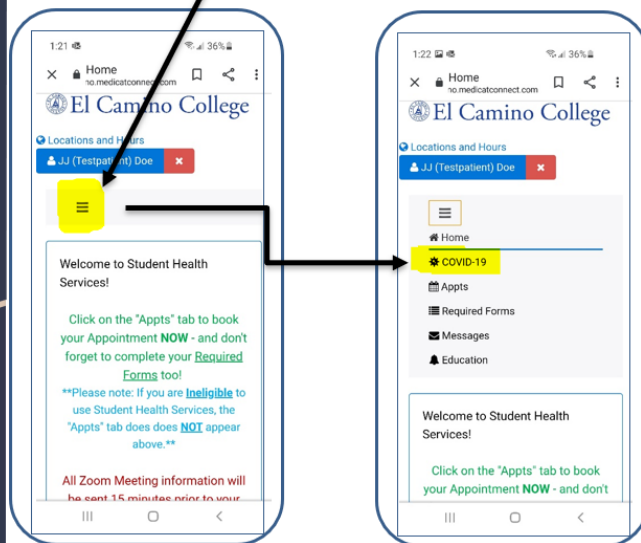
Once you are logged in, click on the "COVID-19" tab



How to Navigate to the Mandatory COVID-19 Screening Questionnaire in Medicat's Patient Portal (from your cell phone or ipad)

Locate and click on the drop-down menu icon

Click on the "COVID-19" tab



You will see No Data the first time you complete the Questionnaire:

El Camino College Locations and Hours JJ (Testpatient) Doe

Home COVID-19 Appts Required Forms Messages Education

No Data

- Positive
- Negative
- Documented Exposure
- Expired
- No Data

Please complete on days you are coming to campus, BEFORE you arrive for the day. Don't forget the "Required Forms" too! Thank you!

Form

COVID-19 Health Screening Questionnaire

Please complete on days you are coming to campus, BEFORE you arrive for the day. Thank you!

COVID-19 Health Screening Questionnaire

1. Within the last 14 days, have you had close contact with someone who is currently suspected or confirmed to have COVID-19, without the use of a N95 mask and appropriate PPE (personal protective equipment)?*
(Note: Close contacts are defined as being within 6 feet for a TOTAL of 15 minutes or more over a 24-hour period; direct contact with saliva or other body fluids/secretions; living in same household.)

☐ Yes*

☒ No*

2. Within the last 14 days, have you experienced any of the following symptoms, or have you tested POSITIVE for COVID-19?

* Fever (100.4 or higher) or Chills

* Cough

* Shortness of breath

* Sore throat

* Muscle or body aches

* New loss of taste and/or smell

* Fatigue

* Headache

* Congestion or runny nose

* Nausea or vomiting

* Diarrhea

☐ Yes*

☒ No

Submit

Health Screening Questionnaire REMAINS active with a Green/Negative Status, should you need to change your COVID-19 Status during the day (receive a phone call from newly positive spouse, etc):

[Home](#) [COVID-19](#) [Appts](#) [Required Forms](#) [Messages](#) [Education](#)

Negative

Valid until 02/20/2021

- Positive
- Negative
- Documented Exposure
- Expired
- No Data

You are at minimum risk of having COVID-19. Please proceed to campus with your face mask and maintain 6 feet of social distancing at ALL times. If your COVID status should change today, please re-submit the COVID-19 Health Screening Questionnaire. Thank you for your cooperation!

Form

COVID-19 Health Screening Questionnaire

Please complete on days you are coming to campus, BEFORE you arrive for the day. Thank you!

Daily COVID-19 Status expires every night at midnight (unless RED or ORANGE):

[Home](#) [COVID-19](#) [Appts](#) [Required Forms](#) [Messages](#) [Education](#)

Expired

Valid until 02/19/2021

- Positive
- Negative
- Documented Exposure
- Expired
- No Data

Your daily COVID status has expired. Please complete the COVID Health Screening Questionnaire.

Form

COVID-19 Health Screening Questionnaire

Please complete on days you are coming to campus, BEFORE you arrive for the day. Thank you!

COVID-19 Health Screening Questionnaire

1. Within the last 14 days, have you had close contact with someone who is currently suspected or confirmed to have COVID-19, without the use of a N95 mask and appropriate PPE (personal protective equipment)?*
(Note: Close contacts are defined as being within 6 feet for a TOTAL of 15 minutes or more over a 24-hour period; direct contact with saliva or other body fluids/secretions; living in same household.)

☒ Yes*

☐ No*

You have indicated possible exposure to COVID-19. Please complete the Follow-Up Symptoms/Positive Testing Questionnaire on the next page and stay OFF campus. Student Health Services will be contacting you today with further instructions, or if currently closed, during the next regular business day.

Home COVID-19 Appts Required Forms Messages Education

**Documented
Exposure**

Valid until 03/05/2021

- Positive
- Negative
- Documented Exposure
- Expired
- No Data

Please remain OFF campus, stay at home, and COMPLETE the Follow-Up Symptoms/Positive Testing Questionnaire found BELOW. You have indicated close contact exposure to COVID-19 and you must quarantine for a minimum of 10 days per Los Angeles County Health Officer Orders. Student Health Services has been notified and will be contacting you today, or if currently closed, during the next regular business day.

Form

[Follow-Up Symptoms/Positive Testing Questionnaire](#)

Simple Follow-Up Questionnaire asks for further symptoms/testing details.

2. Within the last 14 days, have you experienced any of the following symptoms, or have you tested POSITIVE for COVID-19?

- * Fever (100.4 or higher) or Chills
- * Cough
- * Shortness of breath
- * Sore throat
- * Muscle or body aches
- * New loss of taste and/or smell
- * Fatigue
- * Headache
- * Congestion or runny nose
- * Nausea or vomiting
- * Diarrhea

☒ Yes*

☐ No

Please complete the Follow-Up Symptoms/Positive Testing Questionnaire on the next page and stay OFF campus. Student Health Services will be contacting you today with further instructions, or if currently closed, during the next regular business day.

Submit



- **Positive**
- **Negative**
- **Documented Exposure**
- **Expired**
- **No Data**

Please remain OFF campus, stay at home, and COMPLETE the Follow-Up Symptoms/Positive Testing Questionnaire found BELOW. You have indicated that you are currently experiencing, or have recently experienced, COVID-19 symptoms, and/OR have tested POSITIVE for COVID-19. You must isolate for at least 10 days per Los Angeles County Health Officer Orders. Student Health Services has been notified and will be contacting you today, or if currently closed, during the next regular business day.

Form

[Follow-Up Symptoms/Positive Testing Questionnaire](#)

Student Health Services Patient Education, as well as COVID-19 Education and Resources, display here:

COVID-19 Education and Resources

[BHS - Family Health Center Brochure](#)

[COVID-19 Campus Reopening Safety Plan \(version 9.20.20\)](#)

[COVID-19 Website for El Camino College](#)

[LA County - Department of Mental Health ACCESS 24/7](#)

Mental Health Resources; Access Center to LA County Mental Health Clinics

[Los Angeles County Health Officer Order](#)

Public Health Emergency QUARANTINE Order

[Los Angeles County Health Officer Order](#)

Public Health Emergency ISOLATION Order

[Public Health Department - Contact Tracing Explained](#)

[Public Health Department - COVID-19 FAQs](#)

[Public Health Department - Isolation Instructions](#)

[Public Health Department - Quarantine Instructions](#)

[Public Health Department - Vaccination FAQs](#)

[Public Health Department - Vaccination Information](#)

Appointments, Distribution Tiers, FAQs, Vaccine Newsletter Sign-Up

CONTACT TRACING & NOTIFICATION

Campus Contact Tracing

Receive a phone call from a Student Health Services (SHS) Nurse Practitioner

- All SHS Nurse Practitioners have completed the John Hopkins Contact Tracing Program
 - Nurse Practitioner obtains further symptom/COVID-19 details and situational specifics
 - positive diagnosis (isolation) vs.
 - exposure to known positive (quarantine) vs.
 - exhibiting symptoms (isolation)
 - recently vaccinated?
 - Assesses if an immediate public health threat to the ECC campus community is present per LA County Public Health Department (LAC DPH) Health Officer Orders (HOOs)
 - has this individual been on campus while infectious?
 - per LAC DPH, individuals are considered infectious 2 days prior to symptoms appearing/2 days prior to date Positive Test was TAKEN (not when resulted)
-

Campus Contact Tracing

If “no,” not on campus while considered infectious:

- Education and anticipatory guidance provided
 - If positive, individuals will be instructed to communicate positive status to all close contacts in previous 2 days prior to symptoms appearing/positive test taken
 - If positive, LAC DPH will follow-up with individual for complete contact tracing
- Return to campus date (Clearance Date) will be determined per LAC HOOs
 - Follow-up call from SHS on day before Clearance Date to “clear” individual
 - No answer to follow-up call = Medicat COVID status not cleared (even if past clearance date)
 - Employee/student responsibility to inform instructors/supervisors

Campus Contact Tracing

If “yes,” has been on campus while considered infectious:

- Campus contact tracing initiated by SHS
 - who, what, where, when: visitor logs
 - any close contacts?
 - follow LAC DPH Health Officer Orders
- SHS notifies Pandemic Coordinators and President of areas/identified individuals that need to be notified
 - Director of RM communicates with District departments and identifies further close contacts on campus (Campus Police, Facilities, ITS)
 - SHS supplies Case and Contact List Form to Director of Risk Management to be submitted to the LAC DPH as their Exposure Management Protocol dictates.

