CAMPUS REOPENING
SAFETY PLAN
El Camino Community College District

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

DRAFT
Revised: September 20, 2020
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

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<tr>
<th>Faith Adams</th>
<th>Loic Audusseau</th>
<th>Rick Christophersen</th>
<th>Roy Dietz</th>
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<td>Student Trustee</td>
<td>Chief Technology Officer</td>
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<td>Melissa Fujiwara</td>
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<td>Professor, Sociology</td>
<td>Counseling &amp; Student Success</td>
<td>Exec. Dir., Facilities</td>
<td>Dir., Business Mgmt.</td>
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<td>Iris Ingram</td>
<td>Dena Maloney</td>
<td>Crystle Martin</td>
<td>Jane Miyashiro</td>
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<td>VP, Admin. Svcs.</td>
<td>Superintendent/President</td>
<td>Dir., Library &amp; Learning Resources</td>
<td>VP, Human Resources</td>
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<td>Susan Nilles</td>
<td>Ann O’Brien</td>
<td>Teresa Palos</td>
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<td>Faculty Coord., Student Health Center</td>
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<td>Jean Shankweiler</td>
<td>Marc Stevens</td>
<td>Michael Trevis</td>
<td>Viviana Unda</td>
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<td>VP, Academic Affairs</td>
<td>Public Information Officer</td>
<td>Chief of Police</td>
<td>Dir., Inst. Rrch. &amp; Plan.</td>
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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 and winter 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 draft 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
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 Stay-at-Home 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.

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. On April 14, 2020, Governor Newsom outlined six key indicators the
State of California would consider when modifying its stay-at-home order. These include:

- Ability to monitor and protect our communities through testing, contact tracing, isolate and support those who are positive or 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.
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.

As of June 1, 2020, the pandemic in California and specifically Los Angeles County is surging. The COVID-19 Task Force shall review this document 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.)

**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 Families First Coronavirus Response Act (FFCRA) 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 ArtB, 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:

- 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 be used for lectures in classrooms.

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. 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

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**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 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 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 CDC 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](https://www.epa.gov) 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.

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. Wearing a plastic face shield alone is inadequate as it protects the wearer only.

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. The only time a mask is not required is when an employee is working alone in a private office with the door closed. Faculty must wear masks during lectures. If an instructor cannot lecture with a mask on, the class should be moved
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. A Board Policy/Administrative Procedure will be drafted to allow for the enforcement of this requirement. Any instances of a student refusing to wear a mask on campus as required by the BP/AP will be handled as a student discipline matter.

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 SRC for academic accommodation or may go directly to Dean of Student Support Services for academic accommodations. ADA 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.

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 in all rooms must be positioned six feet apart. If there are more seats/desks that cannot maintain the required six-foot distance, they shall be removed from the room. Classrooms may not accommodate more people than six 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.

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 is the preferred method 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. 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 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).

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 a health screening 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 recommend 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 Medicat 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 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 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 Medicat Screening Portal, SHS will initiate exposure 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 departments is submitted to the Director of Risk Management for proper notification as soon as possible. When conducting exposure 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. family members, “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 15 minutes) 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 a licensed medical professional. 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, SHS will follow the same initial contact tracing protocol outlined above, presuming the person is infected with COVID-19. If looking to return to campus sooner than what the Health Officer Orders dictate, a note from the individual’s primary care provider, specifically addressing the symptoms exhibited and/or the diagnosed chronic condition, would be accepted by SHS. Responsibility would rest solely with the individual and the individual’s primary healthcare provider.

Per LACDPH, exposed individuals quarantine for 14 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 CDC’s Resuming Business Toolkit, 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 publically post 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 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**
  
  o Disinfecting will be performed according to department guidelines
  o Disinfecting will be performed according to CDC guidelines

**Supplies**

• **Supplies used for cleaning**
  
  o Spartan non-acid bathroom cleaner (NABC)
  o Spartan hard surface cleaner
  o Spartan glass and mirror cleaner
  o Xcelente hard surface cleaner
  o Ajax oxygen bleach cleaner
  o Betco degreaser
  o Unisource all-purpose cleaner

• **Supplies used for disinfecting**
  
  o Clorox germicidal bleach
  o Clorox 360 hard surface disinfectant
  o Clorox 360 porous surface disinfectant
  o Clorox disinfectant wipes
  o Pur-Tabs disinfection tablets

• **Equipment used for disinfecting**
  
  o Clorox 360 electrostatic sprayer
  o Protexus electrostatic sprayer

**Personal Protective Equipment (PPE)**

• N95 masks
• Surgical/dental mask
• Nitrile gloves
• 18 mil 12” rubber gloves
• Safety goggles
• Coveralls

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1William 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.
Appendix B: CDC Cleaning Guidelines

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.

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

- Launder 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 routing 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).


### 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.
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

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
Appendix C: Procedure for 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 11 a.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).

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 known positive COVID-19 individual, is to be reported to Student Health Services via the COVID-19 health screening questionnaire in the HIPAA-compliant Medicat Screening Portal. Student Health Services will be automatically notified, and contact with this 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 Medicat Screening Portal if their COVID-19 status changes.

If an immediate public health threat to the campus community is determined, exposure 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 COVID website

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 COVID website
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 and winter 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: Decisions about the spring 2021 schedule will be made when further information about the spread and possible containment of the virus is made available.

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 Medicat on-line screening each day before coming to campus. Until implementation of Medicat 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 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, masks required, 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 appoints 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 Medicat 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 stations 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. Plexiglass 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 (Medicat 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 an 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 ≥ 99.5°☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Have you experienced any of the following?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coughing? ☐Yes ☐No</td>
<td>Sore Throat? ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Difficulty Breathing? ☐Yes ☐No</td>
<td>Muscle Aches? ☐ Yes ☐ No</td>
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<td>Stomach Pain? ☐Yes ☐No</td>
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**Please check any of the following that apply:**

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<tr>
<th>Immunocompromised condition:</th>
<th>☐ Yes ☐ No</th>
<th>Neurological disorder:</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes:</td>
<td>☐ Yes ☐ No</td>
<td>Hypertension:</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Heart or Lung conditions</td>
<td>☐ Yes ☐ No</td>
<td>Pregnancy:</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Obesity:</td>
<td>☐ Yes ☐ No</td>
<td>Other:(please state)</td>
<td>📌</td>
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<tr>
<td>Moderate to Severe Asthma:</td>
<td>☐ Yes ☐No</td>
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<td></td>
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<tr>
<td>Chronic Kidney/Liver disease:</td>
<td>☐ Yes ☐ No</td>
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**If you answered yes** to any of these questions, then you understand the increase risk from exposure to COVID-19. □ Yes □ No

If student chooses to delay return to clinical sites, please state reason:
COVID-19 TRAINING

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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. I have had infection control training.</td>
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<tr>
<td>2. I have had recent training on transmission-based precautions.</td>
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<tr>
<td>3. I have had recent training on COVID-19 precautions.</td>
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<tr>
<td>4. I have had recent training on the CDC recommendations for donning and doffing Personal Protective Equipment (PPE)</td>
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<tr>
<td>5. I understand that I may encounter COVID-19 patients and will follow all hospital protocols for that contact.</td>
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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 the semester.
3. All psychomotor instruction 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. 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:                                                                                   |
| Morning Check | Afternoon Check |
| Temperature (Using Seek Scan Device) | Yes | No | Yes | No |
| In Contact with Anyone w/COVID-19 | Yes | No | Yes | No |
| Fever (99.9°F or greater) | Yes | No | Yes | No |
| Productive/Uncontrolled Cough | Yes | No | Yes | No |
| Sore Throat | Yes | No | Yes | No |
| Difficulty Breathing/Shortness of Breath | Yes | No | Yes | No |
| Muscle Aches/Headache | Yes | No | Yes | No |
| Abdominal Discomfort | Yes | No | Yes | No |
| Influenza or COVID-19-Like Illness | Yes | No | Yes | No |
| Diarrhea and/or Vomiting | Yes | No | Yes | 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 elevator 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 Medicat online-screening system is implemented, the CDC checklist will be used
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 offensives 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 make a decision 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)
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