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Introduction

At Rancho Santiago Community College District (RSCCD), it is our priority to keep our employees safe and healthy to the extent possible, especially in the midst of the COVID-19 pandemic. As such, we will abide by federal, state, and local government and agency guidelines as we strive to balance public health concerns with the needs of our district.

This return to work action plan details how we plan to reopen our district and still keep all of our employees safe to the extent possible. This plan, which incorporates guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), highlights the responsibilities of managers and employees, and outlines the steps RSCCD is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it’s up to you and your co-workers to execute these protocols daily. By releasing this return to work action plan, the District will highlight protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to work.

We understand that every employee’s situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternative arrangements, should they be necessary.

Return to Work Timeline

Due to the evolving nature of COVID-19, creating an exact timeline for resuming “normal” operations is not feasible at this time. The District will continue to monitor applicable state and local guidelines and determine next steps for reopening offices and classrooms.

At this time, we have created a tentative staged approach for asking our employees to return to work.
Office and Classroom Reopening Stages

The district will look to reopen campuses utilizing a three stage approach. At this time, our sites are open to Key Essential Employees (KEP), students in specific critical sector programs, vendors, and visitors.

Stage One

In Stage One, the offices are open to KEP. Social distancing protocols are in place and will be followed. However, any other employees who are able to do so should continue to remain home and work remotely. Stage One is in compliance with the Governor’s Stay-At-Home order.

Stage Two

In Stage Two, risk assessments are conducted, office and campus spaces are opened with appropriate social distance measures in preparation for a Fall semester reopening. The District will observe government guidelines related to occupancy and capacity given our offices’ square footage. Access to offices and campus spaces will be granted as appropriate safety measures are in place.

Stage Three

In Stage Three, offices and campuses will reopen to all employees and students. We will implement various protocols to ensure the health and safety of our employees. At this stage, the campuses will return to face-to-face instruction as allowed by social distancing and CDC guidelines.

Considerations

It’s important to note that these stages are subject to change based on state and local guidance. In addition, if cases of COVID-19 spike again in our state or in our local area, we will follow state and local guidance.
Workplace Protocols to Follow When Returning to Work

This section explains the protocols the District has implemented to preserve the health and safety of our employees as they return to work. All staff members are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of RSCCD’s Workplace Expectations and Guidelines.

Symptom Monitoring Requirement

Faculty and staff who have been instructed to return to the workplace must conduct self-symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a doctor to be eligible to report to work. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever – Greater than 100 degrees
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

If you have any symptoms, you must call your primary care provider for assessment of symptoms and/or COVID-19 testing. You should self-isolate until cleared by your doctor to return to work.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe), Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
Staff members who have been instructed to return to work onsite and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact their supervisor.

Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. Please bring any concerns regarding the following protocols to a manager or supervisor.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, hand sanitizing stations are being added in key locations throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. According to the CDC when self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
• Clean high-touch surfaces daily.
• Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

**Return to Work Considerations**

<table>
<thead>
<tr>
<th>Employee was symptomatic but was not tested for COVID-19.</th>
<th>Employee was tested for COVID-19.</th>
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<tbody>
<tr>
<td>The employee may return to work if:</td>
<td>The employee may return to work if:</td>
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<tr>
<td>• They have not had a fever for at least 72 hours and have not used fever reducing medication during that time.</td>
<td>• They no longer have a fever.</td>
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<tr>
<td>• Coughs and other symptoms have improved.</td>
<td>• Coughs and other symptoms have improved.</td>
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<tr>
<td>• Ten days have passed since they first experienced symptoms.</td>
<td>• They have received two negative COVID-19 tests in a row.</td>
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<tr>
<td></td>
<td>Your doctor will follow CDC guidelines.</td>
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When an employee tests positive for COVID-19, COVID-19 specific disinfecting and cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

**Reporting Transparency Protocol**

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their supervisor and HR as soon as possible. Depending on the circumstances and pursuant to HIPPA, the district will notify impacted employees and follow the cleaning and disinfecting protocols recommended by the CDC. The District may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus. If this happens, the District will notify the employees in that office.
Staged Staffing

RSCCD will stage a return of staff over time in a coordinated process to ensure appropriate social distancing. RSCCD will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective manager, dean, vice president or vice chancellor. The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until the Governor’s restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, vice president or vice chancellor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing local, state, and federal guidelines for mitigations. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

When making the determination to have staff return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work

We have been keeping attendance of those who are coming to their worksite. Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.
Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

Personal Safety Practices

Facemasks/Cloth Face Coverings

Facemasks or face coverings must be worn by all faculty, staff, students and visitors while on district sites when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).

For those employees who perform some or all of their work outdoors (grounds, maintenance, custodial, etc.), face coverings may be temporarily removed when not around others. However, face coverings must be readily accessible in the event a member of the public or another employee is approaching.

For those employees who work in an isolated indoor work location (clerical and admin who work in an office or isolated cubicle), face coverings may be temporarily removed when not around others. However, face coverings must be readily accessible in the event a member of the public or another employee is approaching.

The District will supply all essential employees who are being required to report to work with disposable masks to wear while working. These can be obtained from their supervisors. Alternatively, employees can feel free to use their own face covering as long as it covers both their nose and mouth.

Wearing a face covering is primarily used to prevent COVID-19 from coming out of somebody’s mouth and nose, when they talk, or when they sneeze or cough. Face coverings do not protect the wearer like medical masks or N-95 respirators and are not considered personal protective equipment (PPE). Appropriate use of facemasks or coverings is critical in minimizing risks to others near you. You could spread
COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided to you by your supervisor, if needed. You may also wear your own cloth face covering, which will help the District reduce the need to purchase additional masks, which are in short supply.

**Cloth Face coverings should**—
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape.
- Fabric face masks should be washed between uses with hot water and regular detergent. Dry completely.

**How to Wear a Mask**
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.

**Removing the Mask**
- Remove the mask by holding the ear loops. The front is contaminated, so remove slowly and carefully.
- If you will be re-using the mask, store it in a dedicated, well ventilated container such as a paper bag.
- Clean hands with alcohol-based hand rub or soap and water.

**Disposable Masks**
- Replace disposable masks with a new one as soon as it becomes visibly soiled, saturated or damaged.
- A disposable facemask can be worn for several hours if not wet or distorted.
- After removing facemask, visually inspect for contamination, or distortion in shape/form. If contaminated or wet the mask should be discarded.
Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance yourself from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

Custodians using cleaning chemicals and other employees in high risk areas, such as nurses and doctors and those working in the Student Health Center should use gloves and as part of their standard Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.
Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Administrative Controls

Where social distancing is not possible due to the nature of the service being provided, protective shields will be installed as a barrier to keep students, faculty, staff, and visitors safe from the spread of COVID-19.

Areas will be assessed by each site location based on the activities and services provided to determine the need for use of such shields.

Guidance for Specific Workplace Scenarios

Working in Office Environments

If you work in an open environment, be sure to maintain at least a 6 foot distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Placing visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Placing one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.

Masks/face coverings must be worn by any staff in a reception/receiving area. Masks/face coverings must be worn when inside any campus or RSCCD facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.
Using Elevators: Elevator access is limited to two people at one time. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer upon departing the elevator.

Meetings: Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). Departments should remove, rearrange or mark chairs and tables that prevent compliant social distancing. Visual cue marks are encouraged in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating in your work environment (break room, office, etc.), maintain at least 6 feet of distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Cleaning and Disinfecting Protocol

Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they use such as, but not limited to, their keyboards, mouse, phone, and spaces commonly used such as a copier. Employees should also avoid using others’ workstations, tools and equipment. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Additionally, office cleaning crews will clean and disinfect frequently touched surfaces (tables, doorknobs, light switches, handles, toilets, faucets, sinks,) throughout the day. The frequency of this cleaning may change depending on the situation.

- All persons tasked with cleaning/disinfecting areas should follow the label directions for safe, effective use. Make sure to follow the contact time, which is the amount of time the surface should be visibly wet and ensure you have proper ventilation.

- Wear the appropriate personal protective equipment as recommended by the manufacturer. For most disinfectants, disposable gloves appropriate for general cleaning should suffice. Goggles are recommended when any splashing could occur. Make sure to wash hands after removing gloves.
Office Procedures

In addition to the guidance outlined above, RSCCD has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries** — will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves.

- **Visitors** — Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), the District will take steps to safeguard employees and visitors by:
  - Requiring visitors to wear face coverings.
  - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with employees.
  - Requiring visitors to practice social distancing and good hygiene while on-site.

The District may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they are up-to-date on all health and safety communications.

Conclusion

The District looks forward to the future and our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we consider reopening our District’s doors.

We will execute our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee’s needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it’s important to follow CDC guidance at all times.
RSCCD
RETURN TO WORK

INSTRUCTIONAL SPACE GUIDELINES
Introduction

In the Rancho Santiago Community College District (RSCCD), it is our priority to keep our employees and students safe and healthy to the greatest extent possible in the midst of the COVID-19 pandemic. As stay-at-home orders are modified and we welcome back our faculty and staff for limited face-to-face classes and services, it is essential that all possible steps are taken to ensure the safety of employees, students, and the public. The Return to Work Plan serves as a foundation to this companion plan.

These guidelines for instructional space usage are based on information from the Centers for Disease Control and Prevention (CDC). Our current environment in Orange County and The State of California. District and college leadership are monitoring these changes on a daily basis and will modify these guidelines as necessary.

We will mitigate transmission by reducing exposure through the use of administrative controls, Personal Protective Equipment (PPE), social distancing, and frequent handwashing and sanitizing. Signage will also be prevalent to communicate these guidelines.

Protocols to Follow When Returning to Campus

Faculty, Staff and Student Responsibilities

It is the responsibility of each individual to perform a health self-assessment each morning before coming to campus. This includes taking one’s temperature. If the temperature is 100 degrees or above, the individual must not come to campus. If an individual is not feeling well, they should not come to campus. Staff or students who are sick or are showing signs of COVID-19 should stay home and not come to campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a doctor to be eligible to report to work. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever – Greater than 100 degrees
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell
While on campus, facemasks must be worn in public places or when another person is nearby, and social distancing must be practiced at all times to the extent possible. Disposable face covering will be provided to any student and staff member who needs one. Cloth face coverings will be provided to all employees. Reusable face shields will be provided to instructors who want one, and identified staff members.

**Administrative Controls**

The following controls will be in place:

- Hold meetings and trainings remotely whenever possible
- Limit the number of employees at the workplace at the same time when possible, for example, by staggering shifts, splitting or rotating work schedules
- Reduce in-person interactions, by using an appointment system, stagger appointments, and reduce walk-ins.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings.
- Posting of behavioral signage and social distancing markings.

**Supervisors Risk Assessment of Workspaces**

Supervisors at the colleges and district office performed assessments of all workspaces that will open in the fall semester to determine the existing level of risk. These assessments were given to district Administrative Services, whose team is crafting a work plan to make all adjustments necessary to mitigate risks of COVID-19 to faculty, staff and students. These changes range from the movement of furniture to the installation of plexi-glass shields. In many cases, the workspace mitigations may be different depending upon the activities that will take place in the individual work places. For example, changes to a lecture classroom will be different than those in a lab classroom, while changes to areas in student services may be different to ensure students are served while protective measures are in place for all.
Instructional Space Usage

While the physical use of instructional spaces will look different, we must also consider how these spaces are used. It is critical to maintain safety precautions in the classroom and on campus to limit the spread of COVID-19.

- Common touch surfaces will be cleaned regularly (e.g. counter tops, door handles, restrooms, student desks, student chairs, etc.).
- Physical barriers will be installed in front office areas where face-to-face interaction with students and the public occurs.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Traffic flow patterns will be designated and marked.

Classrooms and Labs

The following actions will take place in all classroom and lab instructional spaces:

- Limit the number of attendees for in-person courses/sections while implementing six feet of social distancing. Classroom capacity should be reduced by approximately 30%. Standard square feet per student is 20.
  - General classrooms with portable seating will have 60 square feet per student
  - Lecture halls with fixed seating will have 85 square feet per student
  - Laboratories will have 100 square feet per student
  - Computer labs will have 85 square feet per student
- All faculty, staff and students will be required to wear masks at all times while on campus
- Implement close monitoring and tracking of in-person attendance and seating arrangements to assist the county health department with contact tracing in the event of an exposure.
- Hand sanitizing stations will be prevalent and enhanced cleaning measures will be implemented for all workspaces
- Develop attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness
• Encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities

• Identify resources for students with learning disabilities or difficulties with remote learning platforms

• Develop specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health profession students and students engaged in out-of-classroom or community-based instruction. We will ensure students are provided with adequate Personal Protective Equipment, supervision, and other protections based on the nature of their program

• Limit sharing of equipment during a class session, and if items must be shared, then they will be disinfected between each use

• Equipment and workstation or lab spaces will be sanitized between classes or when used by multiple individuals

Protocol for Campus Access

Santa Ana College Academic Affairs

To maintain a safe and controlled environment, protocols for campus access are created to mitigate the risk of potential COVID-19 exposure.

Administrators/Staff

Re-Occurring On-Campus Work Schedule

• Request re-occurring campus access (days, time, location, purpose) from supervisor

• Submit request in Campus Access Spreadsheet

• In the event a re-occurring activity is not met (called out sick) – notify supervisor and Facilities Coordinator
Non-Regular Campus Visits

- Administrators/Staff will request campus access (date, time, location, purpose) from supervisor by Thursday of the week prior.
- The request will be submitted on the Campus Access Spreadsheet.
- Approval/Denial will be confirmed by the VP of Academic Affairs (Jeff Lamb) on Friday of the week prior.

The approved Campus Access Spreadsheet will be submitted to the:

- President (Marilyn Flores)
- VP of Administrative Services (Bart Hoffman)
- Director of Facilities (Mario Gaspar)
- Facilities Coordinator (Maria Taylor)
- Safety Office (Scott Baker)

- Emergency Approval (e.g. technology issue)
  - Contact Supervisor who will request approval from appropriate VP
  - Add request to list
  - VP Office notifies Facilities Coordinator with update.

Faculty

Office/Non-Teaching Classroom Visits

- Faculty will request campus access (date, time, location, purpose) from supervisor by Thursday of the week prior.
- The request will be submitted on the Campus Access Spreadsheet
- Approval/Denial will be confirmed by the VP of Academic Affairs (Jeff Lamb) on Friday of the week prior.
- The approved Campus Access Spreadsheet will be submitted to the:
  - Facilities Coordinator (Maria Taylor)
  - Safety Office (Scott Baker)
Students

Attending F2F Classes

- Faculty will confirm the dates, times and locations for each class meeting throughout the semester to appropriate Dean.
- This information will be included in the Fall 2020 Campus Presence Detail spreadsheet.

This document will be provided to:

- Facilities Coordinator (Maria Taylor)

Who will then distribute it to:

- President (Marilyn Flores)
- VP of Administrative Services (Bart Hoffman)
- VP of Student Services (Vaniethia Hubbard)
- Director of Facilities (Mario Gaspar)
- Safety Office (Scott Baker)

- Student Arrival on Campus
  - Students must complete acknowledgement and submit to faculty on or before first class meeting
  - Students will be encouraged to remain home if they are sick or have symptoms.
  - If students arrive on campus and show symptoms (See protocol)
  - Should there be an COVID positive case (See protocol)
Access to Campus for Computer Center, Learning Center, and Student Services area etc.

• Students will be required to make an appointment to work in the desired center

• Each center will determine the best method of accepting and monitoring appointments. (e.g. software, hard copy, spreadsheet, Cranium Cafe)

• All appointments will include the student name, student ID, date, time and location

• Appointment lists will be uploaded at the end of each week to the H: Drive/Teams sheet

• The Folder/Team will accessible by Deans, Division Office Staff, President, VPs & Safety

Students Service Hybrid Method of Support

Virtual

• We will continue to provide online resources covering many of our support services via Cranium Café, Telehealth, Zoom, etc.

On Campus

• In addition, we will have a small presence of support services available on-campus, including Admission and Records, Financial Aid, Health and Wellness Center and access to Computer space.

• Fall phased-in on campus presence, with no more than 50% of workforce at a time and staggered work schedules while remaining 50% continuing to assist students remotely.

• On campus offices will have limited hours and require an appointment for on campus access
Santiago Canyon College
Academic Affairs

To maintain a safe and controlled environment, protocols for campus access are created to mitigate the risk of potential COVID-19 exposure.

Administrators/Staff

Re-Occurring On-Campus Work Schedule

- Request re-occurring campus access (days, time, location, purpose) from supervisor
- Submit request in Campus Access Spreadsheet
- In the event a re-occurring activity is not met (called out sick) – notify supervisor and Facilities Coordinator

Non-Regular Campus Visits

- Administrators/Staff will request campus access (date, time, location, purpose) from supervisor by Thursday of the week prior.
- The request will be submitted on the Campus Access Spreadsheet.
- Approval/Denial will be confirmed by the VP of Academic Affairs (Martin Stringer) on Friday of the week prior.

The approved Campus Access Spreadsheet will be submitted to the
  - President (Jose Vargas)
  - VP of Administrative Services (Arleen Satele)
  - Director of Facilities (Chuck Wales)
  - Facilities Coordinator (Amber Nakagami)
  - Safety Office (Manny Pacheco)

Emergency Approval (e.g. technology issue)

- Contact Supervisor who will request approval from appropriate VP
- Add request to list
- VP Office notifies Facilities Coordinator with update.
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Students

Attending F2F Classes

- Faculty will confirm the dates, times and locations for each class meeting throughout the semester to appropriate Dean.
- This information will be included in the Fall 2020 Campus Presence Detail spreadsheet.

This document will be provided to:

- Facilities Coordinator (Maria Taylor)

Who will then distribute it to:

- President (Jose Vargas)
- VP of Administrative Services (Arleen Satele)
- VP of Student Services (Syed Rizvi)
- Director of Facilities (Chuck Wales)
- Safety Office (Manny Pacheco)
Student Arrival on Campus

- Students must complete acknowledgement and submit to faculty on or before first class meeting.
- Students will be encouraged to remain home if they are sick or have symptoms.
- If students arrive on campus and show symptoms (See protocol)
- Should there be an COVID positive case (See protocol)

Protocol for Sanitizing Classrooms

***Definition of Close Contact***

Close contact is defined as being within approximately 6 feet of a COVID-19 case or within a closed space for a prolonged period of time (15 minutes) or having direct contact with body fluids of a COVID-19 case (e.g., being coughed on).

To further understand risk, it is important to consider the specific types of close contact. Examples include sharing a desk, lab supplies, computer keyboards, etc.; sharing tools, interacting with equipment; sharing lab coats, safety glasses, or gloves; sharing food, drink, or service ware, etc.

*Contact needs to have occurred within the symptomatic period or the 24 hours before onset of symptoms.

All surfaces, tools and equipment (touched by the symptomatic student) in the classroom will be cleaned and disinfected in a manner consistent with CDC guidelines.
Start of the class/lab

Students
- Thoroughly (>20 seconds) wash your hands with soap and water or use hand sanitizer, as instructed
- Wipe down your benchtop surface and the adjacent work areas with disinfectant
- Wipe down the sitting surface of your stool or chair with disinfectant
- Wipe drawer handle(s) of your work area with disinfectant
- Dispose used paper towels in waste bin

Instructors
- Wipe down instructor area, desk/table and chair, with disinfectant spray and paper towels

During the class/lab

Students and Instructors
- Wear personal protective equipment as instructed (gloves may be required)
- Keep interactions with fellow students to a minimum
- Wipe down shared instruments [e.g.: microscopes, balances] with alcohol wipes before use and between users if applicable

End of the class/lab

Students
- Wipe down your benchtop surface and the adjacent work areas with disinfectant
- Wipe down the sitting surface of your stool or chair with disinfectant
- Wipe drawer handle(s) of your work area with disinfectant
- Throw paper towels in waste bin
- Thoroughly (>20 seconds) wash your hands with soap and water
Instructors

- Wipe down instructor area, desk/table and chair, with disinfectant spray and paper towels

Between classes/labs

- Stockroom staff will check sanitizing supplies for all lab benches and tables and refill as necessary
- Stockroom staff will disinfect the service window counter if applicable
- Stockroom staff will disinfect any door handles between lab and stockroom if necessary

Guidelines for Using Computer Equipment

Frequency of disinfection

Computer equipment that is in regular use must be disinfected at least once per day, at a minimum. Any computer equipment that has not been cleaned for over 24 hours must be labeled as not available for use. Any computer equipment known to have been used by an individual without sanitizing their hands with hand sanitizer must be labeled as not available for use and sanitized before it can be reused.

Usage of computing equipment

Students, Faculty and Staff must properly sanitize their hands, using hand sanitizer, before using or coming in contact with any computer equipment. Students, Faculty and Staff must sanitize their hands before entering or re-entering computing labs or other shared computing spaces.

At End of Each Day

All lab and class spaces used that day will be cleaned per CDC protocols by Maintenance and Operations. It will be clearly evident that the space has been thoroughly cleaned, properly sanitized and disinfected including but not limited to trash removal, surface cleaning, etc.
Response Protocol if Student or Staff Shows Symptoms or Tests Positive for COVID-19 (Potentially Sick Students or Staff)

Guidelines provided by the agencies and reports listed below are the starting point for this protocol.

- California Department of Public Health
- RSCCD COVID-19 Communication Protocol, based on CDC Guidelines
- CCCOC – Report of the Safe Campus Reopening Group

Action Required

Student with Symptoms

- Students who have symptoms when they arrive at class should immediately be separated from other students/faculty and sent home
- Students who develop symptoms outside of college should notify their instructor and stay home.

What the District will do...

If a Student....

- Has tested positive for COVID-19
- Is being tested because they have symptoms
- Has been in “close contact” with someone experiencing symptoms or who tested positive
- Experiencing symptoms
- Student will be advised to self-quarantine

And is

- ...may have been exposed, but not in “close contact”
- ...experiencing symptoms (yet)

But is not

Has been in ‘close contact’ with someone else who might have been exposed

Student will be allowed to continue to attend class and will be advised to to self-monitor for symptoms

The District response will be...

- Instructor will inform the student to stay home. [See below]
- Instructor will interview student to determine ‘close contacts’ (see below) and will gather names of students in the class and notify their Dean.
- Dean notifies VP who notifies HR and Risk Management
- Risk Management will contact the Orange County Health Care Agency and seek guidance on cleaning of premises and notifications to staff or students
- Risk Management will inform VP/Dean who will notify other students if necessary
- Advise the student to BE ALERT for symptoms of COVID-19, especially a temperature, dry cough, loss of sense of smell or shortness of breath
- Report the information to Risk Management

AND ALWAYS PRACTICE GREAT HYGIENE!
- WASH your hands frequently
- AVOID touching your face
- WIPE DOWN frequently touched surfaces regularly
- ALWAYS wear a mask when in contact with others and in public areas
- PRACTICE social distancing

What counts as ‘close contact’?
You spent more than 15 minutes within 6 feet of the person
You had DIRECT PHYSICAL CONTACT with the person (e.g., kissing, hugging)
You SHARED eating or drinking utensils with them
You came into contact with their RESPIRATORY SECRETIONS (e.g., they coughed on you)
Response Protocol if Faculty/Staff Shows Symptoms or Tests Positive for COVID-19

The District response will be...

- Supervisor will inform the employee to stay home. (See below)
- Supervisor will interview employee to determine ‘close contact’ (see below) and will gather names of employees in their department and notify their Manager.
- Manager notifies VP who notifies HR and Risk Management
- Risk Management will contact the Orange County Health Care Agency and seek guidance on cleaning of premises and notifications to staff or employees
- Risk Management will inform VP/Dean who will notify other employees (if necessary).

- Advise the employee to BE ALERT for symptoms of COVID-19, especially a temperature, dry cough, loss of sense of smell or shortness of breath
- Report the information to Risk Management

AND ALWAYS PRACTICE GREAT HYGIENE!
- WASH your hands frequently
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- You SHARED eating or drinking utensils with them
- You came into contact with their RESPIRATORY SECRETIONS (e.g., they coughed on you)
Child Development Services

Phased Opening

Stage 1

As mandated by any State, Federal and or District guidelines in response to COVID-19, all instruction will be provided virtually through distance learning (full day and part day) and home visits will also be provided virtually.

**Full day and part day teachers will be responsible for the following:**

- Daily group contact/instruction for a minimum of 30 minutes via Zoom or other virtual platform.
  - Contact/instruction will consist of the delivery of a planned interactive lessons that will consist of a large and small group activity (similar to in person instruction).
- Daily planning using High Scope curriculum, Preschool Learning Foundations and Framework
- Weekly family material preparation and contactless distribution (done in-center by appointment to maintain physical distancing)
- Weekly virtual office hours for families
- Monthly staff development requirement
- Weekly staff meetings
- DRDP are TBD

**Home-base teachers will be responsible for the following:**

- Group size/case load will remain consistent with EHS mandate (up to 12)
- Weekly 90-minute planned contact with each family via virtual platform or phone with all components of home visitation (parent/child interaction, developmental-centered parenting, family well-being)
- Monthly socialization with all families on caseload via virtual platform
- Weekly in office material preparation
- Weekly material distribution to families
- Assessments and other EHS will remain unchanged
Stage 2

When deemed appropriate by the State and or District, the Full day classrooms will reopen for face-to-face instruction and care for parenting students and essential workers.

- Group size will be limited to 10 children per classroom to ensure physical distance requirement of six feet
- Classroom ratios will be 10 children: 2 adults (1 teacher and 1 intern), which exceed CDE requirement of 1 teacher to 24 children and 1 adult to 8 children
- Center hours will be modified to support a cohort model that maintains children and teacher and intern as an exclusive group
- Time out of the classroom will be consistent with CBA (3.5 hours for group size of 10) and can be scheduled in accordance with the needs of the center and done from home.
- DRDP and ECERs are TBD

Part day and home base will continue to provide virtual distance learning and home visits.

Stage 3

When deemed appropriate by the State and or District, all programs (full day, part day, and home visits) will revert back to regular face-to-face care and education at the centers and home visits. All grant funding terms and condition and licensing regulations will revert to pre-pandemic guidelines and regulations.
RSCCD Athletics Companion Plan for Return to Work

As recommended by the California Community College Athletic Association (CCCAA), all fall sports have been moved to the spring semester.

Prior to Beginning Face-to-Face Instruction

• All staff, coaches, and student-athletes will be expected to go through a COVID-19 educational PowerPoint and take a quiz to verify understanding of the new expectations for safe return to campus.

• All student-athletes will be expected to complete all of their Pre-Participation paperwork prior to being able to participate in face-to-face instruction.

• All staff, coaches, and student-athletes will complete Daily Paperwork

Prior to Coming to Campus (Employee):

• Prior to leaving home the Athletic Employee will be asked to self-assess if they have any symptoms and take their oral or tympanic temperature (tympanic preferred)
  
  o If the athletic employee has COVID-19 symptoms, they should take precautions as if they have COVID-19 infection

• Once arrived on campus the athletics employee will be asked to wear a mask upon exiting their vehicle

**medical professionals (i.e. Athletic Trainers) will be expected to wear a medical grade mask all other patrons are okay to wear cloth

• The employee will be asked to get their temperature taken again upon arrival with the designated person checking temperatures and doing daily check-ins

If Entering Athletics Building:

• Employee will be asked to wash or sanitize their hands prior to touching any handles or doors

  o Hand Sanitizer will be available outside of the building or doors will be propped to avoid contact

Note: Initially all thermoscans/temperatures will be done at the site of the practice and no access into classrooms or common areas outside of the necessary athletic facility will be permitted.
• Employee will sanitize touchless thermometer, ensure that symptom checklist is posted, and that flow of traffic signage is clear and visible.

• Employee will begin to access student-athletes wellness based on practice times and appointments
  
  o Once the student-athlete arrives on campus, they should put on their mask and proceed to the assessment area

  o Student-Athlete will be asked to wash their hands or sanitize their hands.
    > Hand Sanitizer will be provided at the site of the practice and at buildings entrance

  o Employee will verify that Student-Athlete has completed Daily Wellness Form on SportsWare

  o Employee will complete Check-In form for each Student-Athlete that enters campus.
    > This is a verbal questionnaire to be documented by the Employee
    > Student-Athlete will be asked to verbally indicate if they have experienced any of the posted symptoms in the last 24 hours
    > Employee will check the appropriate box that the Student-Athlete verbally answers

  o Employee will take Student-Athletes touchless temperature
    > If temperature is over 100.4 – student-athlete will be asked to sit in designated area for 15 minutes (do not remove mask) and temperature will be taken again after 15 minutes

• Employee will verify that all Student-Athletes on the team have been assessed

• Employee will encourage all Student-Athletes to wash or sanitize their hands prior to and after practice/class

• Masks will be worn by the Students-Athletes throughout the practice/class when social distancing cannot be maintained

  o This will be maintained throughout phase one and two of our plan or until the Orange County Health Agency provides a different directive

• Masks will be worn by the Employee at all times
• Employee will sanitize all communal items prior to practice and after practice
• Employee will take note of all areas in which they access
• Employee will ensure all items that were utilized are properly sanitized and mask will be worn until enter into vehicle

**Note:** If any person (student, faculty, or staff) who has been actively participating in the class, becomes COVID positive the class will be shut down immediately for a minimum of 14 days. Communication will be made when it is safe to resume class.

**Members of the Plan Workgroup include:**

Tracie Green – VC HR  
Dr. Jeffrey Lamb – VP Acad. Affairs – SAC  
Martin Stringer – Int. VP Acad. Affairs – SCC  
Syed Rizvi – VP Student Svcs – SCC  
Dr. Vanieithia Hubbard – VP Student Svcs - SAC  
Dr. Arleen Satele – VP Admin Svcs – SCC  
Dr. Bart Hoffman – VP Admin Svcs – SAC  
Don Maus – Risk Manager  
Jesse Gonzalez, Asst. VC – ITS  
Madeline Grant, Dean – SAC  
Saeid Eidgahy, Dean – SAC  
James “Jim” Isbell – FARSACC  
Roy Shahbazian – SAC Academic Senate  
Craig Rutan – SCC Academic Senate  
William Nguyen – SAC Faculty/Chemistry  
James “Marty” Rudd – SAC Faculty/Auto  
Sheryl Martin – CSEA  
Zina Edwards – CSEA  
Sean Small – CSEA  
Sylvia Gordon – CSEA  
Katherine “Kat” James – CSEA  
Teresa “Teri Sturrus – CSEA/OEC  
Sarah Salas – CSEA/CEC  
Kelsey Bains – CSEA/Athletics