

**DISTRICT CAMPUS ACCESS FOR FALL 2020 – POLICY 2A**  
**UPDATE/MODIFICATION OF POLICY 2**  
**FALL 2020**

**PURPOSE:**

This policy revises and modifies Policy #2 dated March 2020 – District Campus Access [Access Policy 2](#). This revision is to allow for access to Ohlone’s campuses and facilities beyond occasional need.

Approval is required for accessing Ohlone’s campuses or facilities. Employees seeking access must do so only for the purposes of facilitating distance learning, performing essential functions or as required by their supervisor.

At the time of this writing, the District remains under a “Shelter-In-Place” (SIP) ordinance and therefore continue to comply with the requirements of the Alameda County Public Health Department (ACPHD); [Alameda County SIP order](#). Nothing in this revision indicates that the District is resuming operations or instruction.

**REVISIONS:**

- (1) **Process change.** Employees can access Fremont or Newark campuses (campuses) with permission from their direct supervisor during fall 2020; supervisors are not required to notify Campus Police Services or Human Resources of such access, but are required to supervise the employees or as arrange with the “Administrator On Duty”.
  
- (2) **Faculty members access to classrooms or instructional space.** In addition to allowing faculty occasional access to obtain supplies, materials and other, faculty members, upon approval from their supervisor can access classrooms or instructional space during fall 2020. Faculty members are allowed to come on campus on designated days and times to record lectures or labs from a classroom, lab space, performance space, or his/her office. This is an optional opportunity for enhancement of student engagement.  
  
Non-instructional faculty, upon permission, can access his/her office to conduct remote counseling and other related duties.  
  
Permission is based on the number of requests and will be on a first-come; first-served basis. This will be monitored by the Academic Affairs office.
  
- (3) **Staff members.** In addition to allowing staff general access to obtain supplies, materials and other, upon approval and oversight from their supervisor or another administrator, staff can have access to their office in order to perform work duties.
  
- (4) **Administrators (DDAS).** In addition to allowing DDAS members occasional access to obtain supplies, materials and other, upon approval from their supervisor, DDAS members can have access to their office to perform work duties. Note: for fall 2020 DDAS members will be assigned to provide supervision for both campuses.

**Mandatory Training:** Any employee coming on campus must participate in mandatory safety training and acknowledgement of all COVID-19 Policies and Procedures and in particular Policy #7 [Social Distancing and Individual Responsibility](#).

**Mandatory Symptom Screening:** All employees coming on campus must arrive during 8:00 AM – 2:00 PM – Monday – Thursday and must enter through the Symptom Screening Station (SSS) located on the first floor of building 7. Essential employees who have been working on campus since the SIP will be required to undergo symptom screening anytime they are on campus. *Symptom screening for Campus Police Services and Facilities will be held in their respective buildings.*

**Mandatory Social Distancing Practices:** All employees must wear a mask covering both their nose and mouth when on campus. Employees must also maintain a 6-foot distance from other people while on campus.

**Maximum Occupancy.** Supervisors must adhere to all social distance maximum occupancy regulations for offices, and use methods such as staggering work days etc.

*Note: students are not allowed to come on campus for instruction of any type with the exception of Allied Health students.*

#### **DURATION:**

This procedure is effective August 31, 2020 at 8:00 AM and will be in place until further notice.

#### **DEFINITIONS:**

**Symptom Screening:** is the process used to identify individuals who may have symptoms of COVID-19 or otherwise ill. Ohlone's symptom screening includes a health screening questionnaire that is confidential and completed by the employee using his/her mobile device or his/her computer. The process includes body temperature check by the use of a touchless thermometer. All employees will be given and required to wear a paper wristband that indicates he/she has been checked through the symptom screening process.

**Maximum occupancy** refers to the **maximum** number of people permitted in a room. Ohlone has followed the required and approved occupancy for all buildings; however, due to COVI-19's social distancing requirements, all offices have a revised maximum occupancy. Supervisors should contact David Schurtz, Supervisor, Maintenance and Grounds to determine and post signs indicating the maximum occupancy prior to giving permission for employees to work in their offices.

#### **EXCLUSIONS:**

This procedure excludes:

- Emergency access to assist in the nation-wide medical response
- Access approved by the President/Superintendent and Campus Police Chief
- Other access restrictions implemented by the college for other emergencies or critical incidents shall take precedence.

EFFECTIVE AUGUST 31, 2020