*A ROAD TO RECOVERY*

# OHLONE COMMUNITY COLLEGE RETURN TO CAMPUS

*Planning for a staggered and phased-in Return To Campus/Work by Shairon Zingsheim, Ghada Masri, Rob Gabriel.   7.18.2020*

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# OHLONE COMMUNITY COLLEGE RETURN TO CAMPUS

7.18.2020

## OVERVIEW

The goal of Ohlone's Return to Campus or Return to Campus/Work plan (the Plan) is to ensure that all stakeholders are informed of the college's efforts and activities towards reopening the district's campuses in a safe and controlled manner. The overarching principle is safety for our employees, students and the community and decreasing the spread of the COVID-19 virus. While the provisions of this document are intended to help reduce the COVID-19 risk, they cannot guarantee that infection will not occur.

This is a "living" document and subject to frequent updates as the COVID-19 pandemic is dynamic and ever evolving. This guide is not intended to be exhaustive or restrictive. Departments, teams, groups, etc. should use this as a guide to ensure that planning and actions are consistent throughout the college; and aligned with the college's mission.

### General overview of Return-to-Campus/Work Plan (Plan)

The four phases of our plan are described below. Implementation of each phase rely heavily on current institutional and local public health guidance http://www.acphd.org/2019-ncov.aspx, Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html, California Department of Public Health https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx; and o-going risk assessment done by the Executive Team in consultation with the ICT team.

The college's ICT team (a branch of the Emergency Operations Center) continues to meet weekly to monitor conditions, risks and logistics. The college considers and follows guidance as stated above at each stage of the plan. The following conditions are part of the monitoring and must be considered to determine viability of reopening:

- The number and rate of COVID-19 cases on campus;
- Health monitoring policy is in place with the capability to screen for active disease daily (this includes temperature checks and screening for cough, shortness of breath, loss of

smell and taste, sore throat, runny nose, nausea) *Please see Appendix L** for the health monitoring form; There is also an on-line health screening system in use.

- Contact tracing, quarantine and isolation capabilities are established on campus, to include exposure protocols;
- Environmental controls are in place to include the availability of personal protection equipment (PPE) and cleaning services to support the needs of faculty, staff and students, and campus operations, and reduce the spread of COVID-19;
- The health care system can support the number of cases and acuity of health issues;
- The college's infrastructure and the number of faculty and staff returning to the on-campus workforce supports the return of students;

If conditions during the summer change significantly or there is a resurgence of COVID-19 cases, the college will provide further guidance on institutional decisions and measures to be taken regarding the return of employees and students to campus.

It is important in each phase that *adequate training be implemented* for employees and *division/department contacts be identified* to ensure smooth and efficient institutional operations as the semester begins and to reduce the anxiety of faculty, staff and students returning to campus. Prior to officially returning to campus, each division will **appoint and train a "deployment team"** composed of representatives from the division/department. These representatives could be members of the current Return to Campus/Work group *(see Appendix P).* The team will be visible, responsible for answering questions and serving as the primary contact for communications within the division or department and for determining the needs of the division/department as the phase-in plan progresses. The college will make each division/department aware of additional and on-going training and education opportunities and will continue to provide updates throughout the summer.

Employees must be provided clear guidelines and frequent reminders that if they have symptoms of COVID-19, cold/flu-like symptoms or other illness, they are to stay home, contact their supervisor and seek medical attention as appropriate.

Further, an appropriate respiratory (face-coverings) and hand-hygiene program must be implemented and maintained with appropriate signage, supplies and support systems.

The COVID-19 line (510) 659-6201 should be communicated to each contact person as well as to faculty, staff and students. This line provides a resource for all members of the college community to ask questions regarding symptoms of COVID-19, contact tracing, and quarantine and isolation protocols.

Ohlone does not expect linear implementation of this plan; we will need to adapt as circumstances change.

Significant on-the-ground planning has been in progress since May 2020 and will continue throughout all the phases of recovery. Preparing the campus for a new "normal" will take efforts from all employees.

Ohlone has developed and will implement a 4-phased approach to bringing employees back on campus and to work. These 4 phases provide flexibility and adaptability based on current and projected development in COVID-19 trends. Each phase limits the number of individuals on campuses, while collecting data to determine next actions.

**During Phase I: Preparation. The campus remains closed and will open only to essential employees.** Ohlone will allow only essential employees to come on campus to perform essential tasks. This could be daily or weekly. Employees supporting health and safety have worked on campus since the Shelter-In-Place (SIP) orders in March and will continue to do so. Those employees are: campus safety, mailroom, warehouse, and Information Technology employees. Any other employees or contractors must be pre-approved prior to coming on campus.

As the return-to-work date moves closer, more employees will be allowed to come on campus to assist with the preparation of the physical campus. Personnel will return to sanitize and clean all buildings and maintain the facilities and grounds of both Fremont and Newark campuses. Tasks to be performed:

- **Workplace modifications:**
    - reducing the number of workstations that do not allow for physical distancing.
    - placing plexiglass or other barriers that would limit the connection to other workstations or in areas such as check-in stations, customer service greeting areas etc.
    - reducing the number of chairs in waiting areas.
    - reassessing flow patterns throughout the building to allow for reduced contact and discourage congregation
    - increase ventilation air exchanges, if feasible
    - foot openers or propping doors open should be considered to avoid high-touch surfaces
- **Signage**: ensuring signage to encourage social distancing, hand washing, etc.
- **Sanitization:** install hand sanitizing stations.
- **Training:** of staff on proper cleaning and sanitization methods.
- **Procurement:** of supplies including PPE

Other employees will be allowed to return for a one-week period to clean-up their work areas, update postings and getting their work spaces prepared for return to work.

Policies and practices for health monitoring, COVID-19 prevention strategies, social distancing, training and education, and signage must be in place prior to the return of employees. These can be found on the RTCW/W webpage and are attached to this document as appendices.

Employees who are high-risk and vulnerable should not return during Phase 1 and should remain working remotely. These employees need to contact their supervisors as soon as possible.

In summary, this phase is very focused on preparing the campus for the eventual safe return of employees, students, and the community. Changes and communication about how service is provided in this new environment is important.

**During Phase 2: Campus open for limited services/limited days and hours (Trial and test of systems and processes).** Staff who are essential in providing services to students will return on a limited basis. The hours of operations during this phase is Monday and Wednesday (Fremont campus) and Tuesday on Newark campus. Hours of operations: 10:00 AM – 2:00 PM. Employees can work longer hours but the campus will be closed any time listed outside the operational hours.

Although a complete/full return to normal campus operations are not anticipated during Phase 2, divisions/departments should enhance preparations for the anticipated return of students for the fall semester. All guidelines and requirements established for Phase 1 above continue to apply and must be implemented. Employees who can effectively work from home and whose presence are not required to support the return of students and college functions should also continue working from home. Adjusting work schedules, limiting the number of people in the workplace, alternating workdays for employees, adjusting start and end times for employees, and adjusting entry and exit points in the workplace should all be considered and will help ensure flexibility and social distancing. If childcare availability is limited and/or K-12 schools are closed, departments are encouraged to work with faculty, staff and students and provide flexible scheduling as duties permit.

**During Phase 3: Campus open for limited services for 4 days per week**. The college will extend operational hours to 4 days per week, 10:00 AM – 2:00 PM. Additional staff will be returned sufficient to support student services and/or other services offered on campus.

**During Phase 4: Campus will open to more services and F2F instruction.** This phase will only be implemented as advised by the Public Health Officials and after a complete risk assessment is conducted.

Employees who are high-risk and vulnerable, as listed above, may not be required to return during Phase 4 if they can remain working remotely and whose presence is not required to support the return of students and college functions. If arrangements have been made with their supervisors, these employees should continue working from home.

At the end of this documents a list of Appendices and Resources are listed to support all phases of the plan.

Included below are checklists to assist various groups throughout the phased-in RTCW/W. Use these as guides only.

*\*Operations: the majority of classes will be online for fall 2020. A determination is eminent regarding hard to convert classes that may be held on campus for fall 2020. The libraries will be closed on both campuses, as well as activity spaces unless social and physical distancing can be accomplished. Activities at the Newark campus are being discussed and more information will be provided. The college will focus on the provision of student services to students. Providing information and assisting the community is also a major priority.*

# CHECKLISTS

## Academic Deans

- ❑ Review and make decisions about instructional spaces and consistently evaluate the possibility of holding face to face instruction for classes that are not easily converted to online format.
- ❑ Conduct Classroom capacity study if necessary.
- ❑ Develop and operationalize a plan in collaboration with Campus Police Services and Information Technology for instructors and students to return and/or retrieve classroom materials and other equipment taken off campus during spring semester 2020 and needed for fall 2020.
- ❑ Determine and assign work of instructional support staff in a mostly online environment for summer and fall 2020.
- ❑ Determine if there are personnel unable to perform duties at home and may need to be reassigned.
- ❑ Take inventory of missing instructional equipment (report to IT).
- ❑ Monitor the timeline for instructional events: plays, games, art shows, field trips, study abroad and recommend cancellation in time for proper notification.
- ❑ Review fall and spring schedule and avoid scheduling courses that cannot be moved to remote should we need to shut down again.
- ❑ Classes that have to remain on campus (and assuming allowed); work with faculty to ensure that SD practices are in place.
- ❑ Work with VPAA to review floor plans for classrooms and determine if SD is possible.

## Campus Police Services (CPS)

- ❑ Patrol and restrict campus access as per daily shared "Access" document.
- ❑ Provide training for Police Officers on COVID-19 restrictions.
- ❑ Provide access to buildings and offices as needed.
- ❑ Assist with set-up of screening stations at campus/building entry points as needed.
- ❑ Assist with enforcing campus restrictions or administrative guidance and protocols.

# Employees

- ❑ Arrange for leave if needed due to closure of childcare facilities (closed due to COVID-19).
- ❑ Complete assigned trainings and trainings specific to COVID-19 prior to coming on campus.
- ❑ If considered in a "high risk" group obtain documentation from physician and notify HR.
- ❑ Stay home if you are sick.
- ❑ Wear masks or face coverings in all public spaces and spaces with multiple people.
- ❑ Ensure that your offices have sanitation supplies, PPE, posted cleaning schedules.
- ❑ Return equipment and other items taken home during SIP.
- ❑ Update personal contact information.
- ❑ Inspect work areas to ensure compliance with social distancing (SD) rules; you might need to be temporarily relocated.
    - o Are chairs from lobby area or spaced to allow for SD?
    - o Are pens and other items removed from open counters to avoid sharing?
    - o Are areas that allow for congregation closed off or taped off?
- ❑ Obey all social distancing rules.
- ❑ Understand your role in reducing the transmission of COVID-19.
- ❑ Report to your supervisor: concerns for social distancing; improvements to process.
- ❑ Avoid job tasks that require face-to-face work with others when possible.
- ❑ Avoid touching surfaces that may have been touched by others.
- ❑ Distance yourself from anyone who appears sick.
- ❑ Avoid gathering when entering and exiting the building. Employees should only enter and exit designated areas.
- ❑ Disinfect your workstation with supplies provided: wipe door knobs; phones; any common areas.
- ❑ Avoid all non-essential gatherings. Adopt a "clean as you go" habit.
- ❑ Avoid using other employees' desks, phones and offices when possible.

# Executive Team

- ❑ Approve the criteria that needs to exist to make the decision for Ohlone to RTCW.
- ❑ Complete risk assessment: **(See Appendix A)**
- ❑ Determine the data points if/when the campus must be shut down again. (% of staff are not able to report to work because of exposure, care for children/parents, % or number of individuals on campus have tested positive for COVID-19; unavailability of PPE and other products)
- ❑ Execute communication plan: internal, external, schedule: target audience; purpose; etc.
- ❑ Review guidelines/procedures put in place during SIP and remove if necessary. (travel as an example)
- ❑ Use ICT type process to monitor the COVID-19 updates.

# Facilities, Maintenance and Grounds

- ❑ Daily upkeep of campuses as essential employees begins working onsite.

❑ Procurement: PPE; Disinfectants (wipes, sprays etc.); disposable gloves; other items to ensure employees/district have adequate supplies. **(Appendix K for supply list**)
❑ Masks appropriate for Campus Police, Facilities, Maintenance, Grounds and Custodial. Additional PPE for staff as recommended and/or required.
❑ Ensure that all personnel are trained. (training must be conducted prior to beginning any work on campus).
❑ Integrated signage plan for inside and outside building. **(Appendix J)**
❑ Work closely with Campus Police, Purchasing, Contracts and Auxiliary services to prepare the campus.
❑ Assist departments with building preparation and offer solutions.
❑ All Facilities staff return to campus:
   o Training for all FMG staff about protocol: small groups or zoom (mandatory)
❑ Complete sanitization of the campuses.
   o Incorporate more diligent cleaning for high touch areas
   o Provide enhanced oversight for custodial staff, increase cleaning frequency

❑ Create and deploy signage: wash hands, don't touch face, if sick stay home; sanitize before and after your workday etc. **(some templates on RTCW website)**
❑ Create and post cleaning schedules.
❑ Consider adding temporary handwashing stations to ease the flow of traffic through the building's bathrooms.
❑ Close shared break rooms or spaces where employees gather and other spaces as directed. Monitor popular shared spaces to ensure safe distancing practices.
❑ Ensure that soap, paper towels, hand sanitizers stands are adequate and supplied around campus and have a schedule for replenishing.
❑ Ensure that no-touch trash cans are reasonably in close proximity of staff.
❑ Follow CDC Cleaning guidelines: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
❑ Identify areas where minimum distance cannot be maintained and ensure that engineering or administrative controls are in place.
❑ Test all elevators, parking machines etc. to make sure operational.

# Human Resources (HR)

❑ Communicate and update employees and respective unions of RTCW plans.
❑ Review procedures for accommodations.
❑ Encourage employees to update their emergency contact information.
❑ Training plan for employees specific to COVID-19.
❑ Identify employee list: Low risk, medium risk and high risk of exposure.
❑ Keep list of employees and their locations.
❑ Ensure training for all employees no later than one week prior to RTCW/W.
❑ Procedures: notification process if reported case of COVID-19 (confidential) or hotline
❑ Meet with managers to determine alternatives for staffing if essential staff are unable to return to work.
❑ Create an employee "handbook" with specifics of what to expect when returning to campus.

❑ Develop comprehensive list of employees by categories:

# Information Technology Services (ITS)

❑ Plan for the return of loaned computers and other equipment. (use "clean" and "dirty" room concept.)
❑ Sanitization of returned equipment.
❑ Develop plan for deployment of additional equipment: computers, hotspots etc.
❑ Inventory instructional equipment with deans and determine how to retrieve.

# All managers

❑ Monitor and provide guidance to direct reports.
❑ Ensure that you are responding to staff needs.
❑ Encourage staff to let you know if they need accommodations as preparation for work begins.
❑ Encourage staff to provide input to RTCW.
❑ Conduct meetings electronically even when working on campus. Keep participants to fewer than 10 and enforce appropriate physical distancing and wearing of masks or face coverings.
❑ Focus on cleaning up your department to be ready for fall in a SD way.
❑ Ensure that each employee receives a SD kit.
❑ Encourage single occupancy in work rooms.
❑ Ensure proper signage in place and visible for department and building.
❑ If work space includes areas such as lobbies or areas of congregation – develop plan for SD – such as taping off; removing chairs etc.
❑ Determine rotation of staff to RTCW.
❑ Plan work that needs to be completed on campus and off.
❑ Adjust duties if needed (e.g. assign work to teleworking employees that can be done remotely and move to essential employees who RTCW.)
❑ Ensure that your staff have sufficient PPE available should it be needed.
❑ Develop process for ensuring that sick employees remain off site.
❑ Ensure that cleaning supplies are readily available.
❑ Designate a place for any deliveries to be placed if deliveries are received directly to your office space.
❑ Report to your supervisor: concerns for social distancing; improvements to process.
❑ If necessary ensure that all equipment removed from the department is returned.
❑ Discuss breaks and lunch periods with employees so that times are staggered.
❑ Work with HR to determine if all staff need to return.

# Purchasing, contracts and auxiliary services

❑ Oversee construction and other scheduled maintenance in order to ensure the numbers of people on campus.
❑ Remove water dispensers and other bottle replenishment service.
❑ Notify Post Office when SIP is lifted and Ohlone is set up regular delivery of mail.

❑ Notify Shredding company that SIP is lifted and ready to resume.
❑ Notify other carriers of RTCW and resume deliveries to warehouse.
❑ Notify service providers of RTCW and resume work.
❑ Expedite orders for critical PPE supplies (masks, gloves, hand sanitizers).
❑ Discontinue water service.

# Return to Campus/Work Team (RTCW)

❑ Review and modify RTCW plan as necessary.
❑ Conduct research on proper guidelines for RTCW.
❑ Provide recommendations to the Executive Team.
❑ Oversee campus preparedness and readiness.
❑ Ensure that areas are safe before recommendation to open the college.
❑ "Oversee" assigned buildings – make recommendations for workplace modifications.
❑ Ensure that proper training is provided.
❑ Communicate with same voice.

# Webmaster in collaboration with the PIO

❑ RETURN TO WORK website: information for employees such as: (1) COVID-19 facts; (2) General requirements for employees to be safe; (3) who to contact for concerns about COVID-19; (4) handling deliveries and shipments; (5) use of face covers and face shields (6) social distancing strategies
❑ Update webpage per RTCW.

## RETURN TO CAMPUS/WORK – DECISION CONSIDERATIONS

- ❑ Risk Assessment completed **(see Appendix A)**
- ❑ Follow State and Local Directives
    - o Governor and California Public Health Department
    - o County Public Health Orders
- ❑ Public Health Guidance
    - o Centers for Disease Control and Prevention (CDC) and California Public Health Department (CPHD)
- ❑ Legal Guidance on Workplace Safety and Testing
    - o Occupational Safety and Health (OSHA) and Cal-OSHA
    - o Equal Employment Opportunities Commission (EEOC)
    - o Department of Fair Employment and Housing (DFEH)
    - o Other applicable legal authority

- ❑ Meeting the pre-requisites for re-opening:
    - o Required Administrative Guidelines and Protocols
        - ▪ Social Distancing and Employee Individual Responsibilities for preventing the spread of COVID-19
        - ▪ Cleaning and Disinfecting the Workplace
        - ▪ Training for all employee groups
        - ▪ Screening and Testing
        - ▪ PPE and other supplies procured
    - o Designated COVID Point-of-Contact for each building/floor

In order to reopen, Ohlone must comply with the county and state ordinances and must:

- ✓ Perform a detailed risk assessment and implement a site-specific protection plan.
- ✓ Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
- ✓ Implement individual control measures and screenings.
- ✓ Implement disinfecting protocols.
- ✓ Implement physical distancing guidelines.

## Critical Decisions Along the Path to Recovery

- ❑ Open both Fremont and Newark campuses? ***Only open to employees until July 27***
- ❑ Reduced hours of operations? Staggered work schedules? ***6-hour schedules; 2 shifts if necessary***
- ❑ Food availability on campus during summer? ***No food services***
- ❑ Quantity of PPE needed before safe to open? ***Enough for each person working***
- ❑ Established priority for essential employees' return to campus
- ❑ Established list of employees who will continue to telework
- ❑ Making the wearing of masks/coverings mandatory? ***Yes***

- ❑ Buildings and other areas to be shut down until the end of fall 2020 - **<u>Yes</u>**
- ❑ Fall classes – on-line or combination - *decision made on May 20 for most classes on-line*
- ❑ Cancellation of events for late summer and fall?
- ❑ Check-in points – include temperatures **– *Yes – Building 7/1st floor***
- ❑ Mechanism to do questionnaire for employees and visitors
- ❑ Controls in place to restrict movement on campus

# LIST OF APPENDICES

- Appendix A –    *Conducting Risk Assessment*

- Appendix B –    *Social Distancing Protocol*

- Appendix C -    *Steps to Reduce the Spread Of COVID-19*

- Appendix D -    *Cleaning, Sanitizing, and Disinfecting*

- Appendix E -    *Readiness for Reopening*

- Appendix F -    *Employee Mandatory Training Plan*

- Appendix G -    *Handling Shipments and Deliveries*

- Appendix H –    *Telework Readiness*

- Appendix I -    *Notification of COVID-19 Positive Case at Ohlone*

- Appendix Ia -    *Steps: Employee/student reports symptoms/positive case*

- Appendix J –    *Workplace Signage Plan*

- Appendix K -    *Procurement and Supplies*

- Appendix L -    *Ohlone COVID-19 Screening Form*

- Appendix N -    *Links to Administrative Guidance and Protocols*

- Appendix O -    *Websites Used for Guidance and Information*

# Appendix A

## CONDUCTING A RISK ASSESSMENT

❑ Identify the hazards: Identify High and low risk areas. High – meaning unable to properly exercise social distancing such as: breakrooms, meeting rooms, waiting areas; Low risk would be areas where employees are able to have their own space very separate from others and not open to the public without prior arrangements.

❑ Deciding who has a likelihood of being harmed: High-risk individuals, staff who meet with the public or individuals with preexisting conditions. Low risk: employees who are away from the public and able to socially distance oneself within an office environment.

❑ Assessing the identified risks: Analyze the situations noted above and answer the following:
  ✓ How likely is this particular risk to occur?
  ✓ What are the ramifications should this risk occur?
  ✓ Can the risk be eliminated, mitigated or reduced?

When analyzing the risks consider potential financial losses, compliance requirements, employee safety, disruptions, reputational harm and other consequences.

❑ Controlling Risks: once you know what the threats are, we can consider ways to address them:
  ✓ Risk Avoidances: is when a school eliminates certain hazards, activities and exposures from their operations altogether
  ✓ Risk Control: involves preventive action
  ✓ Risk Transfer: is when a school transfers their exposure to a third party

❑ For COVID19, control measures could include cleaning protocols, work from home orders and mandated personal protective equipment (PPE) usage.

❑ Monitoring the results: risk management is an evolving, continuous process. Once we have implemented a risk management solution, we will have to monitor its effectiveness and reassess. COVID-19 risks can change over time.

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

*If after completing a risk assessment and reviewing local guidance, Ohlone can determine if it is safe to reopen.*

# Appendix B

## SOCIAL DISTANCING PROTOCOL

- ❑ Avoid job tasks that require face-to-face work with others when possible.
- ❑ Avoid contact with others whenever possible (e.g. handshakes).
- ❑ Avoid gathering when entering and exiting the facility. Employees should enter and exit designated areas.
- ❑ Avoid touching your face.
- ❑ Avoid nonessential gatherings.
- ❑ Distance from anyone who appears to be sick.
- ❑ Disinfect your workspace upon arrival and upon departure.
- ❑ Do not use/share microwaves or refrigerators.
- ❑ Follow any posted signage regarding COVID-19 social distancing practices.
- ❑ Stagger your lunch to limit the number of individuals in the break room or cafeteria.
- ❑ 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. Discuss with your supervisor.
- ❑ When possible, avoid touching surfaces that may have been touched by others.

*More information:* *https://www.ohlone.edu/return-campuswork-information-and-resources*

# Appendix C

## HOW CAN EMPLOYEES REDUCE THE SPREAD OF COVID-19?

- ❑ Avoid using other employees' phones, desks, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- ❑ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ❑ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- ❑ Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- ❑ Conduct meetings by telephone or video conferencing. If an in-person meeting must take place, physical distancing is required.
- ❑ If you are meeting with a client, communicate ahead of time how the meeting will be conducted.
- ❑ Inform your supervisor if you have a sick family member at home with COVID-19.
- ❑ Stay home if you are sick, except to get medical care.
- ❑ Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

More information: https://www.ohlone.edu/return-campuswork-information-and-resources

# Appendix D

## CLEANING, SANITIZING, AND DISINFECTING

- ❑ Thorough cleaning in high traffic areas is performed regularly.
- ❑ Commonly used surfaces are frequently disinfected.
- ❑ All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- ❑ Customer entrances and exits, and points of sale are equipped with proper sanitization products, including hand sanitizer and/or sanitizing wipes.
- ❑ Handwashing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- ❑ Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- ❑ Cleaning products are used that meet the Environmental Protection Agency (EPA)'s, approved for use against COVID-19 CDC Webpage - Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes (see below).
- ❑ Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measure.
- ❑ Employees are provided adequate time to implement cleaning practices before and after shifts.
- ❑ Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

**USE TO TRAIN M & O STAFF**

CASH Webinar "Maintenance and Operations Part Two – Sanitizing, Disinfecting Playground, Athletic and Large Assembly/Indoor Facilities" May 28, 2020

https://www.youtube.com/watch?v=Mv7fVfBrsto&feature=youtu.be

# Appendix E

## READINESS FOR REOPENING

**Policies and Procedures in place:**

- ❑ Social Distancing protocols
- ❑ Cleaning and Disinfecting protocols
- ❑ Proper wearing of PPE
- ❑ Postings: Signs – internal, external and digital
- ❑ COVID Site Specific Plan posted

**Sanitizing and Disinfecting Supplies:**

- ❑ Hand Sanitizers, soap and water, or effective disinfectant available near entrances that are open to the public and plan on how to refill.
- ❑ Tissues and no-touch disposal receptacles at locations where they can be easily accessed by employees and members of the public.

**Administrative and Engineered Controls:**

- ❑ Lobbies: chairs are spaced 6 feet part.
- ❑ Furniture with porous materials removed (or taped off) and not used.
- ❑ Sneeze guards installed in areas where employees will be face to face with others.
- ❑ Microwaves and refrigerators are cleaned and not used (taped off).
- ❑ Work desks are 6 feet apart.

**Employees' understand their roles and responsibilities in reducing the spread of COVID**

- ❑ Employees completed mandatory training(s) (see Appendix E)

- ❑ Employees understand their responsibilities to contribute to the effort by routinely disinfecting surfaces and objects with which that employee interacts.

- ❑ Employees have read and have access to the Administrative Policy and Protocols for Social Distancing and Individual Responsibility in the workplace.

- ❑ Employees are avoiding (or disinfecting after use) the use of multi-touch devices such as, pens, phones, computer keyboards, copiers, fax machines, file drawers, door knobs, keys etc.

# Appendix F

## EMPLOYEE MANDATORY TRAINING PLAN

- ❑ <u>Keenan Safe Colleges</u>: (1) Pandemic Flu; (2) Corona Virus Awareness; (3) Cleaning and Disinfecting your workplace; (4) Corona Virus: Guidelines for making and using cloth faces masks; (5) Corona Virus: Managing Stress and Anxiety; (6) Corona Virus: Preparing your household;
- ❑ SPECIALIZED TRAININGS: Police, Custodians, Facilities, Health Center
- ❑ CDC Training modules: How to Prevent the spread of COVID-19; how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- ❑ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ❑ The importance of not coming to work if employees has a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.
- ❑ The importance of seeking medical attention if an employee's symptoms become severe.
- ❑ The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- ❑ The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station.
- ❑ The importance of social distancing both at home and work.
- ❑ Proper use of face coverings, including:
    - o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
    - o The importance of washing and/or sanitizing hands before and after using or adjusting face covering.
    - o Avoid touching eyes, nose, and mouth.
    - o Face coverings to be washed after each shift.

## EMPLOYEE BEHAVIORS MODIFIED THROUGH TRAINING
- ❑ Are employees practicing social distancing, maintaining a distance of 6 feet or more?
- ❑ Are employees washing hands regularly for 20 seconds or more?
- ❑ Are employees practicing social distancing in meetings?
- ❑ Are employees avoiding the use of multi-touch devices such as shared devices?

## PROTECTIVE EQUIPMENT
- ❑ Are all employees expected to wear masks at work?
- ❑ Are face coverings provided for each employee?
- ❑ Are gloves provided for employees?

## EMPLOYEE COMMUNICATIONS
- ❑ Are employees trained on what COVID related symptoms to look for?
- ❑ Have employees received training on best practices for preventing the spread of COVID?

# APPENDIX G

## Handling Deliveries and Shipments

## Routine shipping and receiving

❑ Maintain at least 6 feet from drivers and delivery personnel.

❑ Designate a place where all deliveries for a particular office will be held/delivered.

❑ Person delivering should be instructed to leave package in a designated area near the entrance.

❑ Wipes and sanitizer must be made available for employees who sign off for packages.

❑ The employee signing for the packages should instruct the recipient to pick up the package. Package should sit for at least 72 hours.

❑ Employees are to avoid contacting their face, mouth, eyes, nose, etc.

❑ Wash hands immediately after handling a package or shipment.

# APPENDIX H

**Telework Readiness**

- ❑ Immediate access to Ohlone systems i.e. VPN; wireless connection.
- ❑ Trained on Adobe Sign.
- ❑ Zoom accounts and trained on all of the Zoom features.
- ❑ Plan in place on handling mail and other deliveries.
- ❑ Designated persons to answer phones live for the department.
- ❑ Desk phone need to be transferred to cell or VDI (check with Steven).
- ❑ Equipment: monitors, laptop, hotspot; printer/scanner.

# APPENDIX I

## Notification of COVID-19 Positive Case or Possible Exposure At Ohlone

- ❑ Alameda County Public Health is notified of all positive COVID-19 cases.
- ❑ If an employee is diagnosed with COVID-19, Alameda County Public Health will aid in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- ❑ Ohlone and its employees are aware that they can contact Alameda County Public Health if a suspected exposure has occurred at:

> Alameda County Public Health Department, Communicable Disease Unit
> 1000 Broadway, Suite 500
> Oakland, CA 94607
> (510) 267-3250

Non-urgent emails regarding communicable diseases: acutecd@acgov.org

The college has designated a **COVID-19 RAPID RESPONSE TEAM (CRRT)** made up of the following professionals:

> Director of the Student Health Center, Catherine Hayes
> Vice President of Human Resources, Shairon Zingsheim
> Chief of Police, John Worley

This team will be notified in the event that there is a report of a suspected case or positive case of COVID-19 reported on campus and/or possible exposure to COVID-19.

The team is charged with meeting immediately and determining the next steps which could be any or all of the following:

1. Isolation of the person
2. Notification of possible contacts
3. Contact tracing
4. Notification of the Superintendent/President
5. Activation of the ICT

Steps: Employee/student reports symptoms/positive case

TO BE COMPLETED

# APPENDIX J

## Workplace Signage Plan

**BATHROOMS**

- ❏ POSTED CLEANING SCHEDULE
- ❏ WASH HANDS WITH SOAP AND WATER
- ❏ CAPACITY SIGNAGE - # OF PERSONS ALLOWED IN BATHROOM AT ONE TIME
- ❏ OCCUPIED/NOT OCCUPIED
- ❏ OUTSIDE LINE-UP 6 FEET APART
- ❏ DO NOT USE ON DOORS OF STALLS

**OFFICES/CONFERENCE ROOM**

- ❏ MAXIMUM CAPACITY #
- ❏ REMINDER TO WEAR MASKS
- ❏ OUTSIDE LINE-UP 6 FEET APART
- ❏ DON'T ENTER IF EXPERIENCING RESPIRATORY ILLNESS, A FEVER OR COUGH
- ❏ STEPS TO DISINFECT WORKSTATIONS AND COMMON AREAS
- ❏ HIGH-TOUCH EQUIPMENT: – MUST BE WIPED DOWN AFTER EACH USE

**HALLWAYS**

- ❏ ONE-WAY ONLY

**OUTSIDE BUILDINGS AT ENTRY AND EXIT DOORS**

- ❏ DO NOT ENTER IF EXPERIENCING COVID-LIKE SYMPTOMS OR FEELING ILL
- ❏ WEAR FACE COVERINGS
- ❏ SOCIAL DISTANCING (MAINT A MINIMUM SIX-FOOT DISTANCE FROM ONE ANOTHER)
- ❏ WASH HANDS OFTEN
- ❏ DO NOT SHAKE HANDS OR ENGAGE IN ANY UNNECESSARY PHYSICAL CONTACT
- ❏ SNEEZE AND COUGH INTO A CLOTH OR TISSUE OR, IF NOT AVAILABLE, INTO ONE'S ELBOW;
- ❏ NOTIFICATION THAT OHLONE IS REQUIRING TEMPERATURE TESTING AND SYMPTOM SCREENING PRIOR TO BEING ALLOWED TO ENTER ANY OF OHLONE'S BUILDINGS AND FACILITIES.
- ❏ COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)
- ❏ MARQUEES

# Appendix K

## PROCUREMENT AND SUPPLY LIST

- ❑ Cleaning Solutions
- ❑ Caddies to hang of wall to hold gloves and cleaning supplies
- ❑ Disposable wipes
- ❑ Free standing handwashing stations (2) rental
- ❑ Masks/cloth face coverings
- ❑ Non-contact Thermometers
- ❑ PPE for custodians
- ❑ Spray bottles
- ❑ Small bottles of cleaning fluid for individual use
- ❑ Sign holders
- ❑ Signage (see CDC website)
- ❑ Small alcohol wipes
- ❑ No Touch Key
- ❑ Clean as You Go – employee kits

# Appendix L

## OHLONE COVID-19 HEALTH SCREENING FORM



Ohlone
COVID-19-Health-Scr

**Figure 1**

## EMPLOYEE/STUDENT/COMMUNITY MEMBER/CONTRACTORCOVID-19 SCREENING QUESTIONNAIRE

The safety of our employees is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking everyone to complete and submit this questionnaire prior to entering the worksite. Please do not enter the worksite until your responses have been reviewed and your entry has been approved. Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our other employees.

### Representations

1. Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer this question.)

   Yes ☐ No ☐ Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)

   Yes ☐ No ☐ Cough

   Yes ☐ No ☐ Shortness of breath or difficulty breathing

   Yes ☐ No ☐ Sore throat

   Yes ☐ No ☐ New loss of taste or smell

   Yes ☐ No ☐ Chills

   Yes ☐ No ☐ Head or muscle aches

Yes ☐ No ☐ Nausea, diarrhea, vomiting

2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

   Yes ☐ No ☐

3. In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?

   Yes ☐ No ☐

4. Have you been tested for COVID-19 and are waiting to receive test results?

   Yes ☐ No ☐

5. Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?

   Yes ☐ No ☐

*Note: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your manager or human resources representative when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; and at least 7 days have elapsed since your symptoms first appeared.*

6. In the past 14 days, have you been on a commercial flight or traveled outside of the United States?

   Yes ☐No☐

7. In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?

   Yes ☐No☐

8. Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation.

   Yes ☐ No ☐

   Explanation: _____.

**Certification**

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature:                                                      Date:

*Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your manager or your human resources representative.*

Access to worksite (circle one):        Approved                        Denied

# Appendix N

## LINKS TO ADMINISTRATIVE GUIDANCE AND PROTOCOLS

**Administrative Guidance and Protocols in place or being developed:**

Guidance 1:     District Travel Suspension and Restriction, March 2020

Guidance 2:     District Campus Access Suspension and Restriction, March 2020

Guidance 3:     Time and Effort Tracking Process, March 2020

Guidance 4:     Essential Departments, Work and Employees, March 2020

Guidance 5:     Emergency Telecommuting Protocols (tbd)

Guidance 6:     Cleaning and Disinfecting the Workplace (May 2020)

Guidance 7:     Social Distancing and Individual Responsibility in the Workplace (June 2020)

Guidance 8:     Maintaining a Safe and Healthy Workplace in Light of COVID-19 (June 2020) (site specific)

Guidance 9:     Temperature and Other COVID-19 Symptom Screening (TBD)

Guidance 10:   CMIA-Compliant Non-Disclosure

Guidance 11:   TBD

Guidance 12:   TBD

# Appendix O

## WEBSITES USED FOR GUIDANCE AND INFORMATION

**A Guidebook for the Safe Reopening of California's Public Schools – June 2020**

https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

**Alameda County of Public Health**

http://www.acphd.org/2019-ncov/health-officer-orders.aspx

http://www.acphd.org/2019-ncov.aspx

**Alameda County Public Health – Reopening Plan**

http://www.acphd.org/media/584319/alameda-county-covid-19-reopening-plan-english.pdf

**CDC – What to do if you are sick**

https://www.cdc.gov/coronavirus/2019-ncov/index.html

**Centers for Disease Control – Cleaning and disaffecting**:

https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html

**Centers for Disease Control – Cleaning and disaffecting when someone is sick**:

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

**Cleaning and Disinfecting Decision Tool:**

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

**Communication Resources:**

https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html

**Colleges, Universities, and Higher Learning Plan, Prepare, and Respond**

https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

**CDC Information and update Video: June 3, 2020 (Use for Training)**

Stakeholder Call for Institutes of Higher Education

https://youtu.be/gxgH8-VGVwI

**EPA guidance on the safe use of disinfectants**:

https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use

**Guidelines for Reopening Buildings After Prolonged Shutdown or Reduced Operation**

https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html

**Printed material: GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES**

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

**State of California Resiliency Roadmap**

https://covid19.ca.gov/roadmap/

# Appendix P

## CAMPUS DEPLOYMENT TEAM FOR COVID-19

Each division/department will **appoint and train a "deployment team"** composed of a human resources, business, communications and facilities point-of-contact. The team will be responsible for answering questions and serving as the primary contact for communications within the division/department and for determining the needs of the division/department as the phase-in plan progresses.

| BUILDINGS: 1,2, 3,4, 16 C | BUILDINGS: 6, 7 | BUILDINGS: 10, 18, 19, 20 | BUILDINGS: 12 (HH), 22 (SC) | NEWARK | CIVIC CENTER RENTALS | OUTDOOR SPACES and 9 |
|---|---|---|---|---|---|---|
| ALEX L. | ANDREE T. | DAVID P. | CHRIS B. | DANIEL N. | ALEX L. | RUBEN A |
| GHADA M. | ANN B. | JOHN W | MARK L | JACKIE V. | CHRIS B. | SHAIRONZ |
| VERONICA N. | NORA C. | DAVID S. | BINH N. | ROB G. | DAVID S. | OSCAR G. |
| | SHAWN D. | | | | | |

# Appendix Q
## BUILDING CLOSURE CHECKLIST

| Before Closure | Done |
|---|:---:|
| 1. Remove garbage, food, and other perishable materials prior to closure. | ☐ |
| 2. Develop a plan for maintaining water systems during closure. | ☐ |
| 3. Develop a plan for managing HVAC systems during closure. | ☐ |
| **During Closure** | **Done** |
| 1. Routinely inspect for water intrusion events, which can result in water damage or mold growth if left unaddressed (e.g., roof leaks, plumbing leaks, surface flooding). | ☐ |
| 2. Continue pest control measures on a modified schedule. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings. | ☐ |
| 3. Consider ways to prevent water stagnation, including flushing fixtures routinely, to avoid issues with water quality including microbial growth of organisms, leaching of metals, and buildup of sediment. Address potable water system components as well as specialized water systems (e.g., fountains, cooling towers, misters, etc.). | ☐ |
| 4. Ensure drain traps remain filled. | ☐ |
| 5. Periodically run HVAC system to ventilate the building and reduce buildup of indoor air and surface contaminants such as dust, particulates, | ☐ |
| **Before Reopening** | **Done** |
| 1. Ensure that water damage or standing water is not present. Address any mold/moisture issues before re-occupancy. | ☐ |
| 2. Ensure that garbage, food, and other perishable materials are removed as appropriate. | ☐ |
| 3. Inspect for pests and rodents. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings. | ☐ |
| 4. Ensure no objectionable odors are present. Investigate and address as needed (e.g., dry drain-traps, garbage, pests, water intrusion, unattended plants, spoiled food). | ☐ |
| 5. Evaluate spaces for COVID-19 safety concerns and implementing related modifications (e.g., postings, traffic routing, barriers, etc.). Consider the need for cleaning/disinfection, either based on actual risk or as a precaution to address occupant concerns about contamination. | ☐ |
| 6. Flush water fixtures prior to re-occupancy to remove stagnant water, using respiratory protection if stagnant for an extended period. Address potential issues associated with specialized water systems (e.g., fountains, cooling towers, misters, etc.). Consider further assessment if conditions of concern present. | ☐ |
| 7. Ensure HVAC systems are in good condition. Inspect air handling units (filters, coils, pans, outdoor air intakes, etc.). | ☐ |
| 8. Ensure adequate ventilation to occupied areas. Lack of ventilation and circulation of fresh air during low occupancy can result in the buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds. | ☐ |