

Dear Campus Community,

We made it through the first week of the fall 2020 semester! There is a great energy and a feeling of excitement as the semester begins. I hope you feel it!

**Return to Campus/Work Team/Logistics:**

Our team remains focused on keeping track of state and local regulations and guidelines; ensuring that spaces for employees and students are properly set-up for social distancing and safety; training employees; buying supplies and equipment; building sneeze guards, testing a variety of technology to help with screening processes; making “how-to” videos; updating our website; reviewing proposals for projects on campus; etc. The team also coordinates with the marketing and public information department to ensure that information is communicated to the public and on our website. Each member of the RTC team has a role in moving us towards our goal of our eventual return to campus! Shout out to the RTC!

Due to all of our collective efforts the **Ohlone Triage Center at Fremont** opened on August 3<sup>rd</sup> to assist students with accessing service face-to-face. The OTC has been successful in serving a variety of needs and is staffed by student services managers and some staff. In order to maintain services, the district will have to increase resources in the coming weeks. The services were assessed after 5 weeks and a determination has been made to continue for fall. The OTC is open Mondays and Wednesdays 10:00 AM – 2:00 PM.

The **Ohlone Student Study Center at Fremont** is complete and ready for our students. The SSC is due to open on September 9<sup>th</sup>! Here is a link to the video that students will view to familiarize themselves with accessing the SSC <https://youtu.be/uTeT0VjT01c>. The SSC is open Mondays and Wednesdays 10:00 AM – 2:00 PM.

The Triage Center and Student Study Center for Newark is due to open on Tuesday September 22<sup>nd</sup> and will be open every Tuesday 10:00 AM – 2:00 PM

**Access to campus: [New Process](#).**

The process has changed! Click on this link for more information: [New Process](#) .

You must obtain permission from your supervisor **PRIOR** to coming on campus. All employees must complete a health questionnaire and have their temperature checked prior to entering any campus building.

**Fremont:** The Fremont Symptom Screening Station (SSS) is located outside of building 7. For ease of completion you may access and complete the health questionnaire prior to coming to campus. More information on completing the health questionnaire is located at

<https://www.ohlone.edu/rtc/employees/health-questionnaire>. You can also complete the questionnaire at the Symptom Screening station. The SSS is open Monday through Thursday from 8:00 AM – 2:00 PM. Note: if you complete the questionnaire at home, please take a screenshot as you will be asked to show the confirmation to the attendant at the SSS.

**Newark:** The Newark Symptom Screening Station is located in the courtyard area on the first floor. See the attached map for the single location. Access to this campus is limited to the programs normally run at this facility. For example, all allied health programs are held at Newark and access information has been provided directly to the students and faculty needing access.

**Mandatory Training – COVID-19 and Ohlone’s new normal:**

*All* employees coming on campus to work or expect to spend time beyond quickly retrieving items must participate in mandatory face-to-face COVID training and acknowledgement of all COVID-19 policies and procedures. In particular, employees must review policy #7 Social Distancing and Individual Responsibility. [COVID 19 Policy 7](#)

The training is as much for your protection as it is for the employees who have been working on campus since the beginning of the pandemic and the employees who have since returned. We take the safety of all faculty, staff and students very seriously. As of the writing of this email over 125 employees have been trained. Please watch for information about this training and sign-up at a time convenient for you. If you are unable to attend training, please contact me [szingsheim@ohlone.edu](mailto:szingsheim@ohlone.edu).

**Administrators on Campus:** We have administrators on both campuses Monday through Friday throughout the fall semester. If you need administrative and/or non-emergency assistance please call Campus Safety at 510-659-6111 (Fremont) or 510-742-2311 (Newark) and ask to speak with an administrator on duty. Campus Safety will connect you with an available administrator.

**Note: Please continue to call Campus Safety for all emergency situations.**

## Keep learning!

### Chancellor's Office Webinars in August:

#### **Nurturing an Anti-racist Campus Culture**

<https://cccconfer.zoom.us/rec/share/wel6JK3T13tLY7OVtmOcWIccNZz5T6a8g3RIqaUJnh4hY6uMIDbB8v6D3YFxBRCB?startTime=1597852805000>

#### **COLEGAS Latinx Student Success Webinar Series**

[https://cccconfer.zoom.us/rec/share/35x\\_BImr9ThIZ6\\_jyE\\_1R4AFQavaT6a8gyMW\\_KBezBzcC0Q6GnoWSB5n5UjN9AXK?startTime=1598563971000](https://cccconfer.zoom.us/rec/share/35x_BImr9ThIZ6_jyE_1R4AFQavaT6a8gyMW_KBezBzcC0Q6GnoWSB5n5UjN9AXK?startTime=1598563971000)

#### **Equal Employment Opportunity & Retention Strategies to Support Student Success**

Webinar 1: Prioritizing Equal Employment Opportunity During COVID-19

[Webinar Recording](#)

### **OHLONE PROFESSIONAL DEVELOPMENT:**

#### **Franklin Covey – All-Access Pass:**

The AAP is full of learning modules, videos and other information. We have vacant “seats” so sign-up now. You are able to hold your “seat” for a year as long as you remain active in the portal. To request a pass please follow this link <https://www.surveymonkey.com/r/6FH8T8Y>

**Free classes at Ohlone for you and your family:** Consider signing up for a class or two by using our tuition waiver. You must complete an enrollment fee waiver form: <https://www.ohlone.edu/employee-enrollment-fee-waiver-program-human-resources-and-training>

**Vision Resource Center:** <https://visionresourcecenter.cccco.edu/>

Keenan Safe Colleges: <https://ohlone-keenansafecolleges.com/login> (more than just compliance training)

## Professional Development Coordinators:

Classified/general: Sandy Bennett [sbennett@ohlone.edu](mailto:sbennett@ohlone.edu)  
Managers/Confidential: Darline Gunsauls [dgunsauls@ohlone.edu](mailto:dgunsauls@ohlone.edu) a  
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## Stay Informed!

1. **Return-To -Campus website:** this website continues to serve as a repository of information and updates about progress in preparing the campuses for our eventual return. <https://www.ohlone.edu/return-campuswork-information-and-resources>
2. **COVID-19 website:** This website houses all of the early communications, some of which remain relevant. <https://www.ohlone.edu/information-corona-virus>
3. **Colleges, Universities and Higher Learning – CDC website:** this website provides a host of information for schools. Besides this page, the CDC website has a host of videos and tools for you. It is important that you remain informed, involved and engaged by getting information from studied sources.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
4. **Alameda County Public Health Department website:** this website is kept up-to-date and provides frequent updates about COVID-19 <http://www.acphd.org/2019-ncov.aspx>
5. **California Department of Public Health:** <https://www.cdph.ca.gov/>
6. **California Community Colleges website:** this site is very relevant for Ohlone employees.  
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>

## Mental Health:

Please use the services provided to you as a benefit through our Employee Assistance Program. <https://www.ohlone.edu/hr/benefits/eap>. The entire process is confidential.

## Previous communications:

In case you missed previous SIP updates that I have sent over the past several months please visit: <https://www.ohlone.edu rtc/employees/rtc-employee-communication>

As Ohlone continues work to prepare the workplace, you need to be doing your part to stay safe and abide by your county's guidance for large gatherings, face masks, travel and other social distancing protocols. Masks are required anytime you are on campus. As a reminder vented masks are not allowed at Ohlone. ***We have masks available should you need one.***

Warmly,  
Shairon

*Sent via email on September 7, 2020*