

## RTC SURVEY RESULTS & PLANS FOR A HEALTHY CAMPUS

Greetings,

Thank you to those of you who completed the recent survey about your thoughts and feelings about returning to campus. I have attached the results for you to review. Your feedback and comments are very important and provided us with valuable insight. I took particular interest in your responses to question #3 – “Which of the following would make you feel comfortable to return to work”. I thought it would be important for you to know that we have taken or will be taking steps to address those elements/concerns over the next few weeks. That said, 81% of you are concerned about getting exposed to COVID-19 at work and the second highest concern is decreased flexibility to work from home.

We continue to monitor and follow the directions from Alameda County Public Health Department [Alameda County Public Health Department](#) and the California Public Health [California Department of Public Health](#). You should know that while we have to follow the directives by these bodies, Ohlone continues to conduct its own risk assessments. Even when we are allowed to return to full service or are able to provide certain activities and services on campus, we have to consider our internal resources and our own readiness to inform our decisions.

No matter when we return, the campus you return to will look and feel different. We will adopt and adapt to new procedures, develop new and healthy habits and we will continue to care for one another. We are stepping into a new normal! When we do – we will do it together!

Here are *some* components/safeguards that will make up our new environment. You have identified most of these as important to make you feel comfortable returning.

- ✓ **Sneeze guards and/or dividers.** We started the work to install plastic sneeze guards and space dividers where needed and requested. Some employees will be relocated to private offices where practical. Please reach out to your supervisor to discuss your particular workspace and offer suggestions. *Attached are some examples of where sneeze guards have been installed.*
- ✓ **Face-covering/mask required.** Ohlone requires that all employees, students and visitors wear a face covering or mask while on the premises. The wearing of face coverings is also required by the State of California. *Attached is a picture of the face covering that Ohlone will be providing for you upon your first day back at work.*
- ✓ **Employee Personal Safety Kit.** Upon completion of required training you will receive an employee safety kit. The kit will contain: two face-coverings, disinfecting wipes; gloves, hand sanitizer, instructions on the use of cloth face coverings and other resources. The items will be placed into an insulated bag (for keeping your lunch cool!). *Attached is a picture of the bag.*
- ✓ **Daily health screening and temperature checks.** All employees, students, visitors will be required to check in at a designated screening area. You will be asked to complete a health questionnaire and your temperature will be taken before you are able to go to your place of work.
- ✓ **Mandatory Training:** Most of you have participated in several mandatory COVID-19 awareness modules. These modules are very short and serve as awareness about COVID-19 and your responsibilities for slowing the spread of the virus. We will continue these trainings over the next several weeks to keep you up-to-date with new information. Upon

returning, all employees will be required to participate in face training (in small groups) prior to the start of your first day of work.

- ✓ **Restricted movement.** While on campus, employees will be asked to stay within their designated work areas/ buildings as much as possible. Exceptions will be to retrieve mail in building 16. Of course, you are able to take walks outside and around the campus. However, like you, your colleagues are doing their best to minimize contact with others, therefore casual visiting will must be minimized.
- ✓ **Employees Only.** Most buildings will be considered “employee-only” and accessed by appointment only. Buildings where student services and instruction are provided will be open for limited days and hours, and slowly increase as time goes by.
- ✓ **Communal areas.** All communal areas will be closed or set-up for physical distancing only where possible. Examples are: breakrooms, meeting rooms, waiting areas.
- ✓ **Signage.** Signs will be placed strategically around the campus and inside buildings that will serve as reminders for adhering to Ohlone’s procedures for social distancing. All employees, students and visitors will be required to follow the directions. Attached are some samples signage you can expect to see on campus.
- ✓ **Nightly cleaning and sanitization:** High-touch surfaces and high-traffic areas will be cleaned and sanitized nightly.
- ✓ **Hand Sanitizer stations:** hand sanitizer stations will be positioned throughout the college.
- ✓ **Confidential reporting/comments:** You will be able to provide us with constant feedback or share concerns via a confidential on-line form.

We recognize these are unprecedented times and we need to continue to work together and find ways to be supportive. As Ohlone works 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. Your habits and activities when not at work can have an effect on the rest of us when we return. We each must take personal responsibility to slow the spread of COVID. Don’t hesitate to send me comments, suggestions or just say hello. I miss you all.

With much respect for all you do,

Shairon Zingsheim  
Vice President, Human Resources and Training

*Sent via email on June 26, 2020*





Mask - Grey



Fossa Apparel

**\*THIS IS A VIRTUAL PROOF\***

Please request a pre-production swatch for an accurate view of this decoration.  
FOSSA APPAREL, INC. is not liable for any premature approvals  
by use of this digital example.

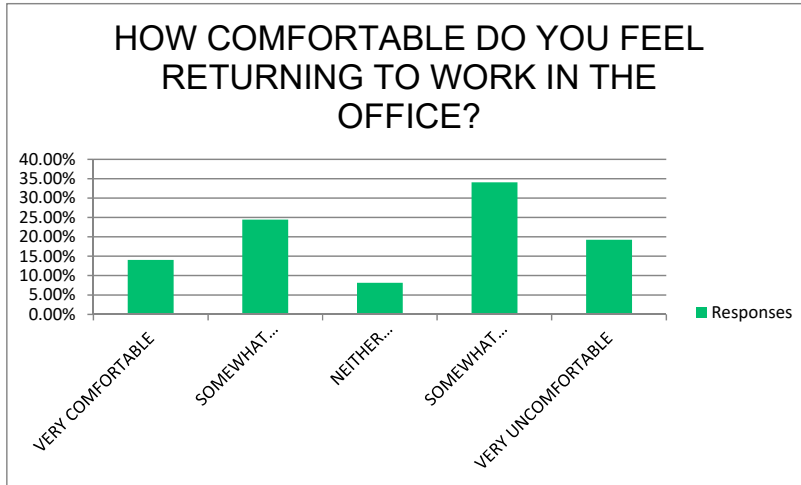


COVID-19 SURVEY

**HOW COMFORTABLE DO YOU FEEL RETURNING TO WORK IN THE OFFICE?**

Answer Choices	Responses
VERY COMFORTABLE	14.07% 19
SOMEWHAT COMFORTABLE	24.44% 33
NEITHER COMFORTABLE OR UNCOMFORTABLE	8.15% 11
SOMEWHAT UNCOMFORTABLE	34.07% 46
VERY UNCOMFORTABLE	19.26% 26

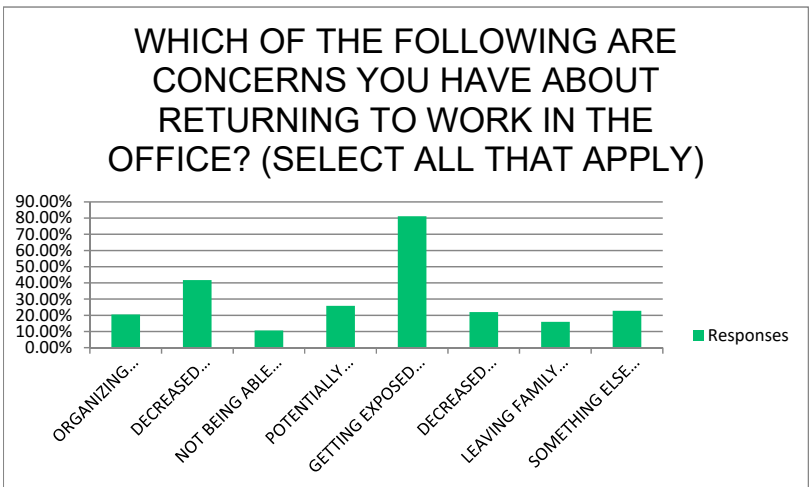
**Answered 135**  
**Skipped 0**



**WHICH OF THE FOLLOWING ARE CONCERNS YOU HAVE ABOUT RETURNING TO WORK IN THE OFFICE? (SELECT ALL THAT APPLY)**

Answer Choices	Responses
ORGANIZING CHILDCARE	20.45% 27
DECREASED FLEXIBILITY TO WORK FROM HOME	41.67% 55
NOT BEING ABLE TO RETURN TO THE OFFICE DUE TO HEALTH REASONS	10.61% 14
POTENTIALLY SPREADING COVID-19 TO MY CO-WORKERS	25.76% 34
GETTING EXPOSED TO COVID-19 WHILE AT WORK	81.06% 107
DECREASED PRODUCTIVITY	21.97% 29
LEAVING FAMILY MEMBERS WHO NEED ASSISTANCE	15.91% 21
SOMETHING ELSE (please specify)	22.73% 30

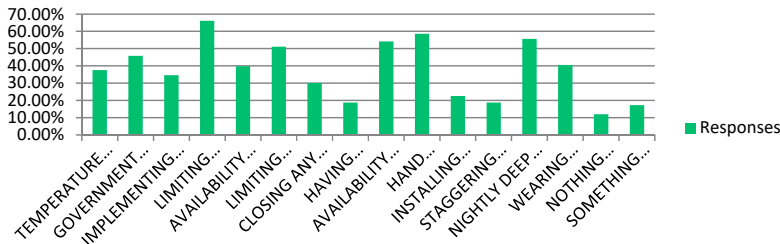
**Answered 132**  
**Skipped 3**



**WHICH OF THE FOLLOWING WOULD MAKE YOU FEEL MORE COMFORTABLE RETURNING TO WORK IN THE OFFICE? (SELECT ALL THAT APPLY)**

Answer Choices	Responses	
TEMPERATURE CHECKS BEFORE ENTERING THE BUILDING	37.59%	50
GOVERNMENT GUIDANCE STATING IT IS OKAY TO RETURN TO WORK	45.86%	61
IMPLEMENTING A "CLEAN DESK POLICY" SO DESKS CAN BE CLEANED MORE EASILY	34.59%	46
LIMITING OUTSIDE VISITORS TO THE OFFICE	66.17%	88
AVAILABILITY OF ANTIBODY TESTING	39.85%	53
LIMITING EMPLOYEES IN THE BUILDING	51.13%	68
CLOSING ANY COMMUNAL SPACES (BREAK ROOMS, MEETING ROOMS, LARGE LOBBY AREAS)	30.08%	40
HAVING SECURED CARE/SUPPORT FOR CHILDREN OR OTHER FAMILY MEMBERS	18.80%	25
AVAILABILITY OF A VACCINE	54.14%	72
HAND SANITIZER STATIONS	58.65%	78
INSTALLING PARTITIONS BETWEEN DESKS	22.56%	30
STAGGERING LUNCH AND BREAKS	18.80%	25
NIGHTLY DEEP CLEANING/SANITATION	55.64%	74
WEARING MASKS ALL THE TIME IN THE OFFICE	40.60%	54
NOTHING MAKES ME FEEL COMFORTABLE RETURNING TO WORK	12.03%	16
SOMETHING ELSE (please specify)	17.29%	23
	<b>Answered</b>	<b>133</b>
	<b>Skipped</b>	<b>2</b>

**WHICH OF THE FOLLOWING WOULD MAKE YOU FEEL MORE COMFORTABLE RETURNING TO WORK IN THE OFFICE? (SELECT ALL THAT APPLY)**



**DO YOU HAVE OTHER CONCERNS? (LEAVE BLANK IF NONE)**

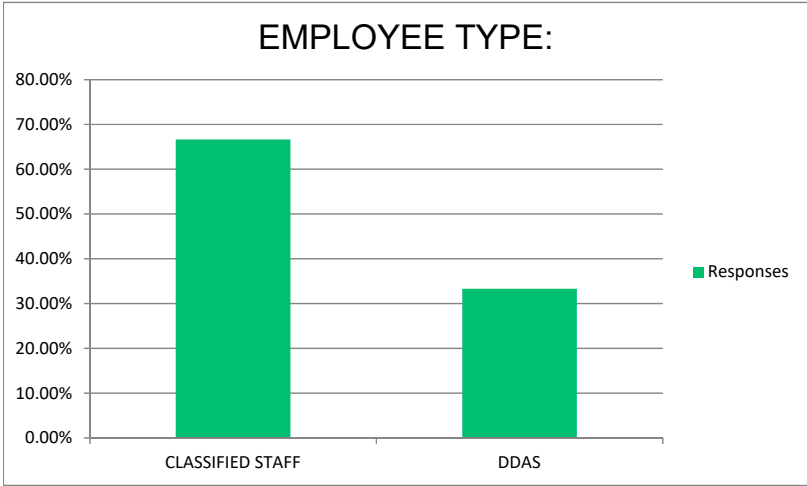
Answered 34  
Skipped 101

**ADDITIONAL COMMENTS (LEAVE BLANK IF NONE)**

Answered 23  
Skipped 112

**EMPLOYEE TYPE:**

Answer Choices	Responses
CLASSIFIED STAFF	66.67% 90
DDAS	33.33% 45
<b>Answered</b>	<b>135</b>
<b>Skipped</b>	<b>0</b>



**NAME (OPTIONAL)**

Answered	34
Skipped	101