

# DISTRICT CAMPUS ACCESS SUSPENSION AND RESTRICTION DUE TO THE COVID-19 PANDEMIC

**MARCH 24, 2020**

## PURPOSE

The purpose of the District Campus Access, suspension and restriction procedure is to preserve the health and safety of our employees and students. The district is under a “Shelter-In-Place” (SIP) ordinance and must therefore comply with the requirements of the State. Access to campus is therefore limited to essential employees doing essential work and access to obtain supplies that includes computer equipment; instructional equipment and other items must be accounted for, inventoried and properly tracked in order to comply with district’s audit rules of internal controls.

## DURATION

This procedure is effective March 20, 2020 at 1:00 PM and will be in place until further notice.

## DEFINITION

- **Access (not limited to):** coming on to the district’s campuses for routine or non-routine purposes.
  - **Routine Access:** essential employees approved to come on district’s property to conduct essential duties. Examples: getting and processing mail or packages from the mailroom, training, general maintenance of equipment, processing bills, printing checks, etc. deploying equipment to other employees and students. Essential departments are identified as: Financial Aid, Admissions and Records, Information Technology, Facilities and Maintenance, Human Resources, Payroll, Business services: accounts payable and receivable. Construction workers will continue to be on campus daily.
  - **Non-routine Access means:** employees needing access to pick-up equipment, supplies, instructional equipment etc. other equipment and supplies to enable remote work/telecommuting, Pre-approval for non-routine access is required.
- **Reasonableness:** the requestor can’t easily obtain the equipment or supplies by using the purchasing process to have items delivered to his/her home; the items are costly and the college has inventory to supply and fulfill the need; the item is unique and can’t be purchased on the open market or the time to production/delivery would frustrate the very reason the item is needed.
- **Employees:** persons on Ohlone’s payroll and who are currently paid by Ohlone: staff, faculty, administrators, temporary workers, student workers, part-time faculty.
- **Student(s):** persons actively enrolled in Ohlone’s classes **and** have a student identification

## APPLICATION/PROCESS

### Request for Access

Faculty and Staff: make requests for access through their direct supervisor (Deans, Directors, Managers and Supervisors). The direct supervisor is required to first assess the request for its reasonableness.

Students: make requests through their division deans. The division dean is required to first assess the request for its reasonableness.

### Access deemed reasonable and approved

If the Dean, Director, Manager or Supervisor deems the request reasonable, he/she will forward to his/her next line of supervision until the request gets to the Vice President and Vice President Assistant.

### Vice President/Vice President Assistant

Records and submits the request by email to: John Worley and Shairon Zingsheim (Incident Command/Logistics). Subject line for the request: **REQUEST FOR CAMPUS ACCESS.**

### The email must contain the following:

- Who
- When
- Why
- What
- Where

**Timeline:** All requests must be received **Thursdays no later than 12:00 Noon** for access during the **following week** or as soon as practical. For example, if the request is to come in to pick up equipment, the access may be granted the following week on a designated day or may be delayed due to the number of requests received. You can send in approved requests any time prior to Thursdays, but access will not be until the following week.

**Closing the loop:** The requesting Vice President and the requestor(s) will receive a confirmation email with the date, time (window) and place for access. Employees are expected to honor the date and time agreed upon to access campus.

## EXCLUSIONS

This procedure excludes:

- Emergency access to assist in the nation-wide medical response
- Access approved by the President/Superintendent and Campus Police Chief