



# Ventura County Community College District

Spring 2021  
Operational Guidelines

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## **Introduction**

The Spring 2021 Operational Guidelines are meant to assist in the planning process and are intended to provide broad principles and protocols to ensure the best level of best practices, consistency in application, and minimum requirements to campus leaders during the 2020-2021 academic year.

This guidance is provisional, subject to change, and is based on the best available current public health data, national and international best practices, and the practical realities of managing campus operations. As new data and practices emerge, guidance will be updated. Additionally, these guidelines and considerations reflect the full scope of issues that campus communities need to address, ranging from day-to-day site-based logistics to the social and emotional well-being of students, faculty & staff, instructional methodology, and campus-based sports & extracurricular activities.

Implementation of this guidance relies upon local public health conditions. If Ventura County experiences a relatively low incidence of COVID-19, and campuses demonstrate adequate preparedness, the guidance described below will be fully implemented, to the degree possible, as outlined, over the course of the 2020-2021 academic year.

Implementation of this guidance should be adhered to throughout the District, with exceptions to be approved by the Chancellor, giving adequate consideration to instructional and service program operating needs at each campus. District Human Resources and/or Administrative Services will engage with collective bargaining groups to ensure consistency in the interpretation and implementation of Collective Bargaining Agreements. Campus leaders should support relevant stakeholders (e.g., students, faculty, staff, and community partners) as we formulate and implement these guidelines while considering the following:

- Student, Faculty, and Staff Population: Which student, faculty, and staff populations will be impacted by, or can serve as partners in, implementing any of the following measures?
- Ability to Implement and Adhere to Measures: Do staff, faculty, and students have the tools, information, resources and ability to successfully implement and adhere to these measures?
- Define Negative or Unintended Consequences: What negative or unintended consequences to staff, faculty, and students by the implementation of these measures can be foreseen, and how can those consequences be mitigated?

*These guidelines are not intended to revoke or repeal employee or student rights, either statutory, regulatory or collectively bargained. These guidelines are not exhaustive, as they do not include County health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.*

## **Guiding Principles**

1. Reduce individual contact and engagement. Longer periods of personal contact increase the risk of COVID-19 infection and its spread.
2. In compliance with definitions provided by the Center for Disease Control (CDC), the spread of the COVID-19 infection can be distinguished in three risk levels:
  - Lowest Risk- Faculty, Staff, and Students engage through virtual-only learning options, activities, and work production.
  - More Risk- Limited face-to-face learning options, activities, and work production. Employing social distancing strategies. Small in-person classes, reduced staff contact, hybrid virtual learning, staggered / rotated class and work schedules.
  - Highest Risk- Full face-to-face learning, activities, and work production. No social distancing strategies. Large in-person classes, full staff interaction, no staggered / rotated class or work schedules.
3. VCCCD campuses will largely seek to maintain a "Lowest Risk" level in the Spring 2021 semester in providing both instruction and services. Some select courses will be scheduled at the "More Risk" level on an experimental basis. No course, activity, or event will be allowed on a VCCCD campus at the "Highest Risk" level.
4. VCCCD campuses and the District Office currently plan a "More Risk" level in the Spring 2021 semester as regards worksite assignment for some, designated essential employees. Other select employees who have documented pre-existing conditions that make them more susceptible to extreme consequences related to COVID-19 infection, should contact Human Resources for additional guidance on how to best accommodate said employee. Such assessment will include a review of the request to continue to work remotely, feasibility of the request as it relates to business needs, review of medical restrictions, if any, and engaging in the interactive process when appropriate. No employee will be scheduled to operate in a work environment that is deemed to be at the "Highest Risk" level.

## **Framework Purpose**

1. This Framework is meant as a guide for Ventura County Community College District faculty, staff, and students to use in the planning and development of department and program operations through the 2020-2021 academic year. The actual operationalization of the Framework will be the responsibility of campus leadership which will formulate specific procedures that ensure that campuses meet the strategic vision of the Framework while addressing the unique needs and cultures of the individual campuses.
2. The Framework is meant to provide supervisors and program leaders guiding principles that allow them to plan "phased-in" steps throughout the coming academic year to move them closer to "normal" operations once the threat of COVID-19 transmission has been sharply reduced or entirely eliminated.
3. These phases are represented in the Framework as:
  - "initial phase"
  - "intermediate phase"
  - "final phase"

4. The Framework addresses seventeen (17) protocols that cover issues like "Operational Requirements," "Hygiene Practices," "Face-To-Face Instruction," and "Student Services." Many, though not all, of the protocols reflect "phases" from the "initial" point to the "final" point. However, some of the protocols reflect only "initial" points as these are meant to be immediately and fully put in place, rather than executed in phases. Recommended protocols will be developed for consideration and use by each campus, with the ultimate goal of safety for students, employees, and members of our community.
5. Each phase is meant to be in place for the duration of the 2020-2021 Academic Year, and/or through the point at which operations are normalized.
6. Protocols are not meant to be synchronous with one another. (i.e., The "Health Center" protocols may move on to the "intermediate phase," while the "Face-To-Face Instruction" protocols may remain in the "initial phase.")
7. College and DAC operations will progress from the initial phase, to the intermediate phase, to the final phase at the Direction of the Chancellor in relation to county and state guidance regarding phased community "re-opening" and other directives.

## VCCCD Operational Imperatives

Classes and programs will primarily be offered in online/virtual formats for Spring semester 2021. The colleges will work with faculty and communicate with students about the changes in scheduling and instructional mode.

1. Some courses and programs that require on-site instruction, have certification/accreditation requirements, or have no virtual alternative to provide required skill development, may have limited in-person activities.
2. Any courses and programs requiring limited on-site instruction must complete a plan for approval. The plan must address how appropriate safety and health precautions will be met. Plan components will include personal protective equipment, physical distancing, limits on group size, and cleaning/disinfecting measures that will be incorporated with instructional activities. The plans must also comply with the standards in current state and local government and public health orders. The plans must be approved by the college President and brought forward to Chancellor's Cabinet for review. Plans approved by Chancellor's Cabinet will be forwarded to Ventura County Public Health Department for review. Classes/programs that have already been submitted and approved by Public Health can continue.
3. Counseling and all student services operations will continue to primarily work remotely.
4. Computer and learning labs may provide limited student access as long as operations address safety and health precautions, as described in item #3 above.
5. College Child Development Centers may remain closed due to current limit restrictions on the number of children per staffing requirements.
6. College Libraries will continue to primarily operate remotely.
7. Student Health Centers will operate in accordance with their current plans.

8. Designated essential employees will continue to work on-site to ensure the safe operation, maintenance, and cleaning of VCCCD facilities and the continuance of essential business services.
9. Colleges and the District Office will immediately begin evaluating work and service areas and install appropriate protective barriers and social distancing demarcations at student and public-facing counters and work areas in preparation for a phased-in increase of employees and students that may occur later in the new school year.

## 1. Operational Requirements

### Initial Phase

- 1) The Chancellor's Office will maintain communication with the Ventura County Public Health Department and the California Department of Public Health authorities to determine current disease levels and control measures at VCCCD campuses and offices. This may include:
  - a. Reviewing, and referring to, relevant county and state directives.
  - b. Consulting with Ventura County Public Health Department officers, or designated staff, to monitor conditions and implement directives related to COVID-19.
  - c. Collaborating with the Ventura County Office of Education, and other higher education institutions within Ventura County, including California State University Channel Islands and California Lutheran University.
  - d. Regularly reviewing all guidance updates from state agencies, including: the California Department of Public Health and the California Department of Education.
- 2) Campus administrators will be prepared for short-term and long-term closures of classrooms and entire facilities, should persons associated with any particular VCCCD campus or worksite become ill with, or test positive for, COVID-19, as directed by federal, state, or county authorities,
- 3) Colleges and District leadership have launched a [Healthy Return to Campus](#) program. An app is available, through MyVCCCD that allows students and employees to pre-screen before arriving on campus. A series of questions are asked, and based on the answers, the user will receive a red pass indicating "stay at home and call a health care provider or the campus health center" or based on the answers to the questions, the user will receive a yellow pass indicating the user is clear to proceed to a campus screening checkpoint. Once cleared on campus, the user will receive a green health pass and show that on campus or scan a QR code to access classrooms. This system provides an effective and efficient screening process and provides support for all students and employees, especially those who are at increased risk associated with the COVID-19 infection.
- 4) Identify additional preparations for classroom and work environments, as needed. Individuals who might be at increased risk include, but are not limited to, the following:
  - a. Individuals who have limited mobility or require prolonged and close contact with others for assistance.
  - b. Individuals with pre-existing respiratory or pulmonary conditions whose physicians recommend reasonable accommodation to more effectively protect them.

### Intermediate Phase

- 5) The Chancellor's Office will evaluate whether, and to what extent, external community organizations can safely use campus facilities and resources. Ensure these external community organizations using campus facilities also follow these guidelines.

## 2. Hygiene Practices

### Initial Phase

- 1) To the degree that is practical, the District will provide information and training and reinforcement measures to assist students and employees in reducing the spread of infection (e.g., washing hands, not touching one's face, and covering coughs and sneezes).
- 2) Provide instruction to students and employees to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - Students and employees should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
  - To the extent practical, students and employees should have access to hand washing stations at staggered intervals where they can wash their hands with soap and sanitizers, and where they can access paper towels or air dryers to dry their hands.
  - Students and employees should use hand sanitizer when handwashing is not practical. Sanitizer must be rubbed into hands until completely dry. To the extent possible, such sanitizers will be made available at instructional areas, office areas, and workstations across every campus.
- 3) Helpful dos and don'ts for students and employees are at [VCCCD Alerts](#) and listed below:
  - **DO** contact your supervisor or Human Resources if you have symptoms of COVID-19 or have had close contact with someone who has COVID-19 or is exhibiting symptoms of COVID-19. **DON'T** come to work if you have any symptoms.
  - **DO** wave and say hello. **DON'T** shake hands or hug.
  - **DO** wear a face covering while in public or shared areas of the District. **DON'T** wear a face covering that is no longer in good repair.
  - **DO** stay at least 6 feet away from others at all times. **DON'T** think that's all you have to do to comply with our protocols.
  - **DO** comply with all signs about one-way hallways, entrances, exits, and limits on elevators. **DON'T** go your usual route if it does not comply or squeeze in one more.
  - **DO** ask yourself, "Can I accomplish this task with an email, phone call or videoconference?" **DON'T** have in-person meetings unless you really have to.
  - **DO** wipe down anything you touch with the disinfectant products provided. **DON'T** rely on others to do it for you.
  - **DO** wash your hands for at least 20 seconds at least every 60 minutes. **DON'T** wait 60 minutes if you use the restroom, sneeze, touch your face, blow your nose, clean, disinfect, sweep or mop, smoke, eat, drink, enter the campus or leave the campus - wash immediately after.
  - **DO** use hand sanitizer when soap and water are not available. **DON'T** make this substitution ahabit.
  - **DO** remove any pens or items touched by public visitors from circulation. **DON'T** use them again until they are sanitized.
  - **DO** take separate District vehicles if possible. **DON'T** remove your face covering if carpooling.
  - **DO** stay connected with friends and family during this challenging time. **DON'T** have them visit you at work.
  - **DO** ask your supervisor if you have any questions about your responsibilities. **DON'T** rely on guesses or rumors.
- 4) Where face-to-face instruction is put in place, faculty must use face coverings, masks, or face shields. Face coverings are most required when physical distancing is not practical. To the degree practical, face

coverings will be made available at every campus and VCCCD work site. Campuses will provide signage that reinforces this informational material.

- 5) To the degree that is practical, VCCCD will ensure adequate supplies are available to support healthy hygiene behaviors for all students and employees, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers.
- 6) If Cal/OSHA standards, or manufacturer specifications, require respiratory protection, employees must wear respirators provided by VCCCD. Faculty teaching face-to-face courses may use face shields that will, when possible, be made available by the District to provide increased protection.
  - a) Staff in routine contact with the public, students, and other employees should also wear face coverings.
  - b) Students must wear face coverings. They are essential in settings where physical distancing cannot easily be maintained.
  - c) To a practical degree, the District will share information to students and employees on proper use, removal, and disposal of face coverings.
- 7) To the degree that is practical, VCCCD should ensure access to (with adequate signage) handwashing stations across campuses and work sites (preferably near classrooms to minimize movement and congregations).

### **3. Cleaning and Disinfection**

#### **Initial Phase**

- 1) Suspend or modify use of campus and worksite resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- 2) To the degree that is practical, custodians and maintenance staff should clean and disinfect frequently touched surfaces within campuses and worksites daily.
- 3) When practical and necessary, cleaning should be done frequently throughout the day by trained custodial staff.
- 4) As is practical, District vehicles should be thoroughly cleaned and disinfected after every use. When available, drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces within vehicles. Regularly touched surfaces needing attention include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Desks
  - Chairs
  - IT Equipment
- 5) Limit sharing of objects and equipment, such as IT equipment, office supplies, and classroom and lab supplies to the greatest extent possible. Where practical, staff will clean and disinfect equipment between uses.
- 6) When choosing cleaning products, VCCCD will endeavor to use those approved for use against COVID-19 by the Environmental Protection Agency (EPA). These include "N" listed products.

- a. Where practical, the District will use cleaning products that minimize potential health reactions when disinfecting. This includes selecting "N" listed disinfectant products with asthma-safer ingredients. The District will avoid products that mix ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - b. Where practical, use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employee training on manufacturer's directions and Cal/OSHA requirements for safe use.
  - c. Custodial staff, charged with the responsibility of cleaning and disinfecting the campus and worksite, will be equipped with proper protective equipment, including: gloves, eye protection, masks, respiratory protection and other appropriate protective equipment as required by the product instructions.
  - d. Establish a cleaning and disinfecting schedule in order to avoid both under and overuse of cleaning products.
- 7) Ensure safe and correct application and storage of disinfectants.
- 8) When possible, maintenance staff should ensure proper ventilation during cleaning and disinfecting and introduce fresh outdoor air by opening windows. When practical, custodial and maintenance staff will plan to do thorough cleanings when students are not present, and ensure that the space has been aired out before students or employees arrive. If practical, when using air conditioning, staff will use the setting that brings in fresh air. Staff will check and replace air filters and filtration systems on a regular basis to ensure optimal air quality.
- a. If opening windows poses a safety or health risk (e.g., allowing in allergens or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

#### Final Phase

- 9) Take steps to ensure that all water systems and features (e.g., drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' Disease and other diseases associated with water.

## 4. Physical Distancing

#### Initial Phase

- 1) To a practical and functional extent, the District will seek to provide students and employees with learning and working environments that facilitate physical distancing environments that better minimize the transmission and spread of COVID-19. These efforts may include:
- a) Maximizing the space between student desks / seating and lab workstations.
  - b) Minimizing contact at school between students, staff, and faculty throughout the workday.
  - c) Staggered start and end times of classes and work schedules, to minimize physical exchanges between students and employees.
  - d) Designating routes for entry and exit, using as few entrances as feasible. Putting in place other protocols to limit direct contact with others as much as possible.
  - e) When and where appropriate and practical, installing and utilizing clear screens both in classrooms and at workstations.
  - f) In an effort to reduce interaction between a wide number of people, students and employees will be encouraged by faculty, staff, and administrators to remain in their assigned classroom, lab, or

at their workstation while avoiding use of common areas to the greatest practical degree.

- g) In face-to-face classes, minimizing movement of students, faculty, and staff as much possible. (For example, consider ways to keep students together for extended periods through cohort scheduling in single classrooms.)
- h) Where there are face-to-face classes, maximizing space between seating and desks. Faculty should be at least six feet away from student desks. Consider ways to ensure separation of students through other means, if practical, such as, partitions between desks, markings on classroom floors and the arrangement of desks in a manner that promotes physical distancing.

#### Intermediate Phase

- 2) Consider redesigning activities for smaller groups and rearranging furniture and lab spaces to maintain separation.
- 3) Campus Administrators should develop protocols for maximizing spacing and ways to minimize movement in instructional and workspaces that are easy to understand and are appropriate.
- 4) Implement procedures for turning-in assignments to minimize contact.

#### Non-Classroom Spaces

##### Initial Phase

- 1) Limit visitors, volunteers, and activities involving outside groups.
- 2) Limit communal activities, when practical. Alternatively, stagger use, properly space occupants, and disinfect in between uses.
- 3) Minimize congregate movement through hallways, as much as possible. For example, establish more ways to enter and exit a campus, and stagger passing times when necessary or when students cannot stay home.

##### Intermediate Phase

- 4) Consider use of non-classroom space for instruction, including regular use of outdoor space (weather permitting)

## 5. Sharing

##### Initial Phase

- 1) Keep each student's and employee's belongings separated. Ensure that adequate cleaning supplies are available to clean student and employee belongings.
- 2) Ensure adequate supplies to minimize sharing of high-touch materials (pens, pencils, IT equipment, etc.) or limit use of supplies and equipment to one group of individuals at a time with cleaning and disinfecting between uses.
- 3) Avoid sharing electronic devices, clothing, food, books and other supplies and equipment.

## 6. Staff and Faculty Training

##### Initial Phase

To the extent possible, the District and colleges will provide in-person and online training, along with informational materials for all staff and faculty addressing safety practices:

- a) Enhanced sanitation protocols
- b) Physical distancing guidelines and their importance
- c) Use of face coverings

- d) Screening practices
- e) COVID-19 specific symptom identification

## 7. Sign and Symptom Checks

### Initial Phase

To the extent possible, and in keeping with federal, state, and county statutes and directives, ensure that students and employees:

- a) Enjoy freedom from discrimination if diagnosed with / or exposed to COVID-19.
- b) Are required to stay home if they become sick or discover that they have been potentially exposed to COVID-19.
- c) Are protected from undue negative public or institutional impressions as result of their being unable to work or attend class due to COVID-19 infection or exposure.
- d) Are screened for possible COVID-19 infection symptoms on a daily basis when entering a VCCCD campus or worksite.
- e) Will be afforded full confidentiality protections as required by federal and state law, related to privacy of educational and employment records, should an employee or student report that they are COVID-19 positive or if VCCCD receives information about an employee or student in relation to contact tracing being conducted by federal, state, or county agencies.
- f) Who are found to be exhibiting symptoms of COVID-19 during a campus screening will be informed and instructed whether to stay on campus or return home.
- g) Students and employees will self-monitor throughout the day for signs of illness. Those with a fever of 100.4 degrees or higher, a cough, or other COVID-19 symptoms, will be asked to go home.
- h) Will not be unfairly penalized for absences from class or work due to a COVID-19 diagnosis or possible exposure.

## 8. Protocols Should Someone Exhibit Symptoms

### Initial Phase

- 1) To the extent possible, colleges and the District office will designate areas where students or employees, who are exhibiting possible COVID-19 symptoms or have self-reported possible infection, can be located temporarily (with physical distancing protocols) if they need to arrange transportation before departing campus.
- 2) The colleges and District office will establish procedures to safely screen for COVID-19 symptoms of all students, employees, and visitors entering VCCCD properties. These symptoms include:
  - a) Fever
  - b) Cough
  - c) Shortness of breath or difficulty breathing
  - d) Chills
  - e) Muscle pain
  - f) Headache
  - g) Sore throat
  - h) Loss of taste or smell

- 3) The colleges and District office will designate a Coronavirus Liaison Officer, or Officers. This individual (or individuals) will serve as a campus "point of contact" for the Ventura County Public Health Department, staff, faculty, students, and the public in receiving and disseminating information about individuals impacted by a COVID-19 diagnosis, while maintaining confidentiality as required by state and federal laws.
- 4) When possible, staff should temporarily close off areas used by any individual who may have been diagnosed with or possibly exposed to COVID-19, and not use that area before cleaning and disinfection has been completed. If practical, to reduce risk of exposure, staff will wait 24 hours before cleaning and disinfecting. Staff will ensure a safe and correct application of disinfectants, using personal protective equipment and ventilation, as recommended by the manufacturer.
- 5) Advise students and employees, who have been asked to return home due to a COVID-19 diagnosis or a report that they may have been exposed to the virus, not to return until they have met CDC criteria for concluding home isolation. This criteria includes: a) three days without a fever, b) an end of all symptoms, AND, c) at least 10 days since symptoms first appeared.

The following documents can be accessed at [VCCCD Alerts](#) under *Screening Checklist, Protocols, and Return to Campus Form:*

- VCCCD Certification for Students Returning to In-Person Courses After COVID-19 Symptoms/Exposure
  - VCCCD Checklist for Employees Conducting Student Temperature Tests and Screening for Symptoms of COVID-19.
  - VCCCD Notice of Risks and Protocols for Critical Sector Course Students Regarding COVID-19
- 6) As is practical and available, instructors should arrange with students alternative access to instruction due to COVID-19 infection or possible exposure.

## **9. Healthy Operations Maintenance**

### Initial Phase

- 1) To the degree that is practical, monitor staff absenteeism and prepare cross-training and substitute plans to ensure minimum disruption to essential services.
- 2) In concert with county authorities, monitor the types of illnesses and symptoms among students and employees so as to assist in promptly isolating potential infection hotspots.
- 3) Designate college and District office Coronavirus Liaison Officers to be responsible for responding to COVID-19 concerns. Students, employees, and the public should be made aware of who these individuals are and how to contact them. These liaisons must be trained to coordinate documentation, reporting and information dissemination processes in order to notify county health officials, employees and students in a prompt and responsible manner.
- 4) Maintain communication systems that allow employees and students to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by HIPPA, FERPA and state laws related to privacy of educational and employment records.
- 5) As is practical and necessary, coordinate with the Ventura County Public Health Department and the California Department of Public Health to coordinate information, respond to community direction, and participate in COVID-19 testing and contact tracing protocols should County Health officials determine it necessary.
- 6) Support employees and students who are at higher risk for severe illness, or who cannot safely distance from household contacts at higher risk, by providing options such as telework and virtual learning.

## **10. Considerations for Partial or Total Closures**

### **Initial Phase**

- 1) Check state and county orders and Ventura County Public Health Department notices daily about transmission and closures in the area and adjust operations accordingly.
- 2) When a student, faculty member, or staff member tests positive for COVID-19 and has potentially exposed others at a college, college center, worksite, or other instructional venue, the following steps are to be implemented:
  - a) In consultation with the Ventura County Public Health Department, the VCCCD Chancellor will decide whether a campus closure is warranted, including the length of time necessary, based on the risk level within the specific community, as determined by County Health officials.
  - b) Given standard CDC guidance for isolation at home for at least 10 days after possible exposure, the affected classroom or office will typically need to close until it is fully cleaned and disinfected, as students and / or employees isolate.
  - c) In consultation with, and at the direction of, County Health officials, individuals who had close contact with possibly infected or exposed individuals at a college, college Center, a worksite, or outside of VCCCD, should be notified to also isolate at home.
  - d) Additional areas of a campus or worksite visited by a COVID-19 positive individual, or an individual who may have been exposed, may also need to be closed temporarily for cleaning and disinfection.
  - e) Implement communication plans for campus or office closure to include outreach to students, faculty, staff, and the community.
  - f) Disseminate information to faculty and staff regarding labor laws, Disability Insurance, Paid Family Leave and Unemployment Insurance.
  - g) Provide guidance to students, faculty, and staff, reminding them of the importance of community physical distancing measures even while the campus is closed, including discouraging students or staff from gathering elsewhere.

## **11. COVID-19 Reporting / Leave Policies**

### **Initial Phase**

In the event of a report of a COVID-19 case, employees and students are encouraged to self-quarantine and to take the following steps outlined below. The following documents can be accessed at [VCCCD Alerts](#) under *Protocols for Employee Leave, Compensation, and Accommodation of High Risk Employees*.

- Administrative Protocol for Employee Leave and Compensation Under the Families First Coronavirus Response Act (through December 31, 2020)
- Administrative Protocol for the Accommodation of High Risk Employees

### **Exposure at Work**

- a. Individuals determining for themselves, or informed by their supervisor, that they have been potentially exposed to COVID-19 while at work, shall be asked to go home. (If they are unable to leave immediately due to transportation challenges, campuses and the DAC will have designated temporarily isolation areas where employees can safely physically distance from

- others while they coordinate safe transportation plans.)
- b. Individuals exposed while working should contact their District or campus Coronavirus Liaison Officer, who then will contact the Human Resources Office.
  - c. The Human Resources Office, in collaboration with the Coronavirus Liaison Officer and the individual's supervisor, will work directly with the employee for determination of risk of exposure, and in turn, risk to others. In some cases, appropriate leave of absence options will be explored, as well as options to continue working remotely. Once that determination is made, the Human Resources Office will inform the Coronavirus Liaison Officer of the actions taken to ensure the safety of all employees.
  - d. The Coronavirus Liaison Officer will notify the campus Vice Presidents of Business so that they can direct their Facilities Departments to inspect and disinfect rooms that the exposed person worked in or may have visited.
  - e. When appropriate, supervisors or Human Resource Office staff will provide direction for staff regarding HIPPA regulations that require that potential case details remain confidential.
  - f. All requests for information from the media should be directed to the [Public Information Office](#).

#### Exposure Outside of Work

- a. Individuals reporting to work who may have been exposed to COVID-19 outside of work, or who are informed by Human Resources or by their supervisor that they may have been potentially exposed outside of work, shall be asked to go home. (If they are unable to leave immediately due to transportation challenges, campuses and the DAC will have designated temporary isolation areas where employees can safely physically distance from others while they coordinate safe transportation plans.)
- b. Individuals calling into work from home to share that they may have been exposed to COVID-19 outside of work, or are informed by their supervisor that they may have been exposed outside of work, shall be directed by their supervisor to remain at home and to seek guidance from their personal health professional.
- c. Supervisors will obtain the following information if possible: 1) The employee's name, 2) ID number, 3) department in which they work, 3) the campus, building, and room in which they were potentially exposed, 4) day and time they may have been exposed, 5) last day they were at work, 6) how they were exposed, 7) symptoms they may be exhibiting, 8) contact information.
- d. When appropriate, supervisors will provide direction for their staff regarding HIPPA regulations that require potential cases remain confidential.
- e. All requests for information from the media should be directed to the [Public Information Office](#).

#### In All Cases

- a. The Coronavirus Liaison Officer will report all staff incidents to the Human Resources Department, as well as District and college leadership.
- b. The Coronavirus Liaison Officer will also notify the Vice Presidents of Business at each campus, so as to allow him / her to coordinate resources and information.
- c. The Human Resources Department will work with the individual employee's supervisor to determine the appropriate leave options available to that employee related to their specific circumstances.
- d. Human Resources, in consultation with Corona Virus Liaison Officer, and the individual's supervisor, will determine whether it is appropriate to assign a remote work assignment to an

- exposed employee, or if it is best that the employee remain off of work.
- e. The Coronavirus Liaison Officer will notify the Vice Presidents of Business so that they can direct their Facilities department to disinfect any room/rooms that the potentially exposed person may have visited.
  - f. The Coronavirus Liaison Officer, in coordination with, and at the direction of County Health, will participate in County contact tracing protocols to track and inform other employees, students, and community members with whom the potentially infected employee had come in contact.
  - g. When appropriate, supervisors will provide direction for their staff regarding HIPPA regulations that require that information related to potential cases remain confidential.
  - h. All requests for information from the media should be directed to the [Public Information Office](#).
  - i. The Coronavirus Liaison Officer will report incidents to the Ventura County Public Health Department.

## 12. Telecommuting

### Initial Phase

- 1) In an effort to maintain the value of the "lowest risk" principle (**Section 1** of this document), VCCCD will limit all staff, faculty, and students to COVID-19 exposure to the greatest extent possible. Participating in workplace options, activities, and production through virtual-only means is the best way to limit exposure risk for individuals and the wider campus community.
- 2) To the highest practical degree, the district and colleges will provide faculty and staff (not designated as essential works) who live and/or work in high COVID-19 transmission areas, or who have been diagnosed with pre-existing (or underlying health conditions) and are at higher personal risk from infection, the opportunity to telecommute to limit exposure. Employees will be provided options to work virtually, and/or to work remotely, or to work at an alternative VCCCD site deemed to be in a lower COVID-19 transmission area. (*Appendix I*)
- 3) To the extent that is feasible and practical, and where resources are available, the district and colleges will provide employees who are given tele-commuting assignments with the tools necessary for them to do their jobs effectively. Supervisors will coordinate with those whom they supervise to provide applicable guidance, direction, and supervision of workflow assuring that departmental goals are met.

### Intermediate Phase

- 4) Department leaders will develop a transition plan preparing for a return to full services with appropriate safety protocols established by federal, state, and county health officials.
- 5) Supervisors will coordinate with those whom they supervise to develop "phased-in" hybrid work assignments that allow employees to telecommute a portion of the week, while working in their assigned office on alternate days.

## 13. Personal Resilience

### Initial Phase

- 1) The COVID-19 crisis, and resulting "Stay-At-Home" orders, have produced unparalleled emotional and psychological stress for workers across the world. Full recognition of this fact by the district and its

- colleges, along with the implementation of wellness plans and practices, will be essential for ensuring employee well-being and productivity.
- 2) Whether an employee is working on-site or telecommuting, supervisors will do what is within their power, to ensure that those whom they supervise are taking regular and appropriate breaks. Employees are asked to make daily plans for when they take breaks, and will be mandated to adhere to those plans.
  - 3) When practical and reasonable, the district will provide employees with information about healthy nutrition and eating habits that are recommended for those working in environments that provide little opportunity for regular exercise.
  - 4) When practical and reasonable, the district will provide employees with information about exercise regimens that are recommended for those working in environments that provide little opportunity for regular exercise.
  - 5) When practical and reasonable, the district will provide employees with regular information that provide practices and guidance related to remaining physically, mentally, and emotionally healthy.
  - 6) When practical and reasonable, the district will provide employees access to a distress hotline where mental health professionals can provide guidance and recommendations about how employees can improve their emotional and mental well-being.
  - 7) When practical and reasonable, the district will provide employees and students information from mental health professionals about the necessity of taking breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.

## **14. On Campus Face-To-Face Instruction**

### **Initial Phase**

- 1) Virtual learning is the preferred method for any lecture class.
- 2) Virtual online classes will remain the standard, with the opportunity for some face-to-face instruction when social distancing and other safety protocols can be met with a high degree of certainty.
- 3) Each VCCCD college and college center will determine whether a particular course or program should/can be offered in face-to-face format. Faculty, under the guidance of academic leaders, must complete a Request to Teach Face-To-Face Form that will be reviewed by campus administrative leadership to determine whether, and to what extent, a course may be offered in an on-campus format. (*Appendix I*)
- 4) VCCCD students and employees will participate in a self-reporting process that will address an individual's potential COVID-19 symptom profile, which can also be used, in coordination with the Ventura County Public Health Department, to contact trace whether anyone in that individual's community circle has had COVID-19 symptoms or a positive test. This online process will include information and updates regarding the "assumption of risk" related to teaching/learning/working in an environment that falls within the CDC's "More Risk" category.
- 5) Should a campus schedule a face-to-face course for instruction, the campus administration will request that students, faculty, and staff follow CDC guidance if they have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19.
- 6) Once these students, faculty, and staff are back on campus, administrative leaders will provide guidance for all students and employees regarding when they should stay at home or self-isolate again, should they begin to experience COVID-19 symptoms or believe they may have potentially been re-exposed to the virus.
- 7) Each VCCCD campus will encourage sick individuals to stay at home. If feasible, campuses will offer a simple and immediate transition to virtual learning and tele-commuting options for these individuals.
- 8) All classrooms being used for face-to-face instruction will be cleaned and sanitized on a regular basis

using chemical cleansers recommended by the CDC. In addition, all common spaces, offices, restrooms, and laboratories used by students and employees will be cleaned and sanitized on a regular basis.

Campuses will provide signage as to the availability of hand-washing stations, and where appropriate and possible, provide cleaning materials and disinfectants.

- 9) Where face-to-face instruction is put in place, faculty and students are required to use face coverings, masks, or face shields. Face covering use is essential when physical distancing is not practical. Such face coverings for employees will be made available at every campus and VCCCD work site.
- 10) All employees are required to use face coverings unless Cal/OSHA standards require respiratory protection. Faculty teaching face-to-face courses, can use face shields together with face coverings, which, to the degree possible, will be made available by the District, to provide increased protection against infection by phonological means.
- 11) CTE, Physical Education, Health Care, and Performance courses should, to the greatest extent possible, be limited to online virtual instruction. This could be accomplished by only scheduling theory-based courses rather than those requiring hands-on effort or performance. However, where that is not practical, college Presidents will recommend to Chancellor's Cabinet when hands-on courses should be offered, taking the same care for physical distancing, safety, facility use, and scheduling as lecture and lab courses.

#### Intermediate Phase

- 12) Campus classrooms and laboratories will be configured to effectively allow for physical distancing within the learning environment. A general rule-of-thumb will be that no more than about 30% of a designated room maximum of students will be scheduled to be in a classroom at any given time, (i.e., a classroom designated with a maximum of 45 students will only be allowed to seat 14 students during any given session.) Campuses will be encouraged by Administrative Leadership to rotate students in classes, with a portion each day participating by virtual means. College Presidents will be responsible for determining actual class sizes, orientations, and which will be recommended to be delivered by virtual means.
- 13) Some lab courses may return to campus with physical distancing and other safety protocols approved by state and county health officials.
- 14) When and where appropriate, campus classrooms, laboratories, workstations, and common spaces may be equipped with effective physical barriers that limit the travel distance of aspirated aerosol fluids from one individual to another. These barriers will be clear (so as to limit interference with instructional flow) and will be regularly cleaned and sanitized.
- 15) To the greatest extent feasible, designated routes will be established for entry and exit points to instructional spaces, hallway traffic, and restrooms.
- 16) Restroom use will be limited to the level of no more than half the number of people per wash basin in each restroom (e.g., six wash basins in a restroom provides 3 total users at any given time.) Colleges will develop operational measures to limit direct contact between students and employees, as much as is practical.
- 17) College administrators will limit class enrollment size to a degree that ensures face-to-face instruction does not exceed classroom maximum. Generally, the goal will be to limit enrollment to about 30% of the prescribed maximum. (This does not mean that the total enrolled number of students in a particular section must only be 30% of the prescribed room maximum.) Administrators and faculty are encouraged to develop alternative virtual means for students to participate in the teaching / learning experience and to have face-to-face opportunities for all students. Employing hybrid on-line options, ZOOM video lessons , and other virtual learning devices should be considered to maximize total course section enrollment even while minimizing the number of face-to-face students in a classroom or

- laboratory at any given time.
- 18) If deemed appropriate by college leadership, campus administrators can stagger start and end times of sections scheduled in an on-campus face-to-face format, so as to limit the number of students and faculty interacting with one another during passing time and when entering and exiting campus through parking lots and entrance / exit portals. [Similar stagger times could also be implemented for all college and district office personnel.]
  - 19) College administrators will consider room assignments, in collaboration with faculty, that allow for face-to-face instruction in areas not historically used for lecture or demonstration. These spaces could include gymnasiums and performance venues that may traditionally have room capacities in excess of 100. These spaces could be used to schedule courses using the same 30% "rule-of-thumb." (For example, a gymnasium with a capacity of 300 could conceivably be scheduled for a lecture class of 90 students.) Such venues would require effective physical distancing seating, safety procedures, and amplification and visualization for all students to be able to experience a quality teaching / learning experience. [These alternative venues could include outdoor classroom spaces.] NOTE: classes scheduled in large capacity spaces would still be subject to collective bargaining agreement constraints regarding the total number of students enrolled in each section.
  - 20) College administrators, if possible, or if circumstances allow, may consider enrollment strategies in collaboration with faculty that establish "Learning Cohorts" in which a single group of students are scheduled in a block of back-to-back courses in a single classroom with faculty rotated into the room, rather than students rotated out of the room. (Two courses scheduled back-to-back with enrollment limited to a single cohort of students taking the same course.)

#### Final Phase

- 21) Face-to-face instruction returns to normal with proper safety protocols in place. Remote options will be made available for students who are members of high-risk groups and remain uncertain about immediately returning to face-to-face instruction. Study areas, computers, and other multi-person learning environments, such as workshops, will be offered as normal within the scope of prevailing safety protocols.

## 15. Distance Education

#### Initial Phase

- 1) In an effort to maintain the value of the "lowest risk" principle (Section 1 of this document), VCCCD will limit all staff, faculty, and student interaction to suppress COVID-19 exposure to the greatest extent possible. Participating in learning options, activities, and work production, through virtual-only means is the best way to limit exposure risk to individuals and the broader academic community.
- 2) To the greatest extent possible, administrators will ensure continuity of instruction and services through measured efforts to effectively train and prepare faculty and students to successfully engage in virtual on-line learning and research.
- 3) Student assessment of the temporary emergency shift to virtual online education in the Spring 2021 semester focused on three specific challenges. They were:
  - ii. A fundamental lack of IT essentials. Students lacked sufficient access to broadband, hardware, software, printers, etc. necessary to effectively interact with their instructors or peers.
  - ii. A fundamental lack of essential services that provided students with the guidance, encouragement, and assistance necessary to maintain direction and balance in a virtual teaching

/ learning environment.

- iii. A fundamental lack of financial means, food & housing security, as well as child and family care resources.

## 16. Physical Education & Athletics

### Initial Phase

- 1) In an effort to maintain the value of the "lowest risk" principle (Section 1 of this document), VCCCD will limit all staff, faculty, and students to a COVID-19 exposure, to the greatest extent possible. Participating in learning options, activities, and work production, through virtual-only means as the best way to limit the risk of exposure to individuals and the broader academic community.
- 2) Most courses, laboratories, activity and performance courses will continue to be taught in a virtual online format.
- 3) Team sport activity will continue in limited small groups with minimal interaction among students and with appropriate physical distancing protocols in place.

### Intermediate Phase

- 4) Virtual online instruction, with the opportunity for small group hybrid meetings that will be scheduled with appropriate physical distancing and safety protocols in place.
- 5) Colleges will develop small group activity courses, available by appointment, with limited interaction time and with comprehensive cleaning between sessions.
- 6) Upon direction of the California Community College Athletic Association, restore a limited number of inter-collegiate team athletics with reduced class size and limited interaction time.

### Final Phase

- 7) Restore all Physical Education activity classes and inter-collegiate athletics, with reduced class size and limited interaction time and extensive cleaning protocols in place between class sessions.

## 17. Student Services/ Library Services

### Health Centers

#### Initial Phase

- 1) Primarily provide services by virtual online means only.
- 2) Provide telehealth services, as well as limited on-site services, by appointment only to enrolled students. No walk-in services will be provided.
- 3) For on-site services, students who have appointments will be screened for Covid19 symptoms, possible exposure and elevated temperature (100.4) at an outdoor location, by trained screeners, before being allowed to enter buildings.
- 4) Screeners will be provided with Cal/OSHA approved personal protection equipment (PPE).
- 5) Provide screener training for Health Center employees.
- 6) Limited services and programs will be available on-site in collaboration with the Ventura County Public Health Department. Services to serve students with distancing and safety protocols fully in place.
- 7) Alternating work schedules and office re-configuration will ensure physical distancing at all times

between employees.

#### Intermediate Phase

- 8) Most regular services and programs, including walk-in appointments, will be available onsite. Some services may be offered in collaboration with the Ventura County Public Health Department. Services will be limited in the number of students allowed in facilities at any given time, and with social distancing and other safety protocols fully in place.
- 9) Maintenance of virtual online services, along with face-to-face services, in line with (yet to be announced) recommendations established by federal, state, and county health officials.

### Library Services

#### Initial Phase

- 1) Libraries will provide books and materials by online request. Books will be returned via contactless drop-off.
- 2) Libraries will provide virtual online trainings/workshops for students.
- 3) Libraries will limit most general services to online means only.

#### Intermediate Phase

- 4) Libraries will continue to primarily provide remote virtual services, beginning very limited face-to-face lending, and information services by appointment using social distancing protocols.
- 5) Requests for books and other materials will remain through online means only. However, students will be allowed to pick up books and materials in person by appointment. They will be able to return materials directly to the library, all while following physical distancing and safety protocols.
- 6) Librarians will primarily offer training/workshops online with some one-on-one trainings in limited groups.
- 7) Libraries will begin to offer students limited access to quiet study areas by appointment.
- 8) Libraries will continue to provide remote distribution services for students unable to access campus.
- 9) Libraries will offer limited face-to-face reference interviews by appointment.

#### Final Phase

- 10) Libraries will re-open with strictly enforced capacity limits and social distancing facilitated by reorganization of furniture and materials.
- 11) Maintenance of online services along with face-to-face services in line with yet to be made recommendations shared by federal, state, and county health officials.

### Counseling/ Tutoring

#### Initial Phase

- 1) Services will primarily be provided by online means only.

## **Intermediate Phase**

- 2) Limited face-to-face services will be offered in a manner ensuring safety through physical distancing and by appointment only.
- 3) Face-to-face orientation services will be offered on a limited basis in a manner ensuring safety through physical distancing and by appointment only.
- 4) Staff will have the opportunity to work staggered work weeks that will include in-office and remote work schedules. All health and safety protocols will be followed.
- 5) Tutoring services with very limited face-to-face meetings will be available by appointment using social distancing protocols that include masks and physical dividers.
- 6) Counseling services will continue to be largely offered online and by appointment. However, drop-in appointments will be made available with limits on the number of students in the space to maintain social distancing.
- 7) All counseling sessions will follow social distancing protocols that include masks and dividers.
- 8) Counseling and tutoring staff will be allowed to work staggered work schedules, (split between face-to-face and tele-commuting environments), that include office and virtual appointments. All health and safety protocols will be followed.
- 9) Those students with continued high-risk concerns will have the option of accessing services in an online environment.

## **Student Government/ Activities**

### **Initial Phase**

- 1) Student government meetings and student life activities will be provided primarily by online means.
- 2) Student Government offices and common areas will be closed and unavailable to student leadership.

### **Intermediate Phase**

- 3) Colleges will allow a limited number of students into Student Government offices and common areas to provide services and to coordinate activities within a safe, social distancing environment, and while wearing masks and utilizing physical barriers within work areas.

## **Admissions & Records/Financial Aid**

### **Initial Phase**

- 1) A&R and Financial Aid services will be provided primarily by online means.

### **Intermediate Phase**

- 2) Both Departments can begin to offer onsite services by appointment only, utilizing physical distancing and other safety protocols.
- 3) Staff will be allowed to work staggered work weeks that will include in-office and remote work schedules. All health and safety protocols will be followed.
- 4) Admissions and Financial Aid services will continue to be offered largely online and by appointment only. However, drop-in appointments may begin with limits on the number of students in the space to maintain social distancing. All appointments will follow physical distancing protocols that include masks and dividers.

- 5) Those students with continued high-risk concerns will have the option of accessing services in an online environment.

### **Other Services (TRIO / Career Centers / EOPS / CARE / CalWORKs / Transfer Centers / Veteran Centers/ Child Development Centers)**

#### Initial Phase

- 1) Services will be primarily provided by online means.

#### Intermediate Phase

- 2) Programs can begin to offer services by appointment only, with physical distancing and other safety protocols in place.
- 3) Staff will be allowed to work staggered work weeks that will include in-office and remote work schedules. All health and safety protocols will be followed.
- 4) Child Development Centers may provide services for a limited number of students and children, with preference given to individuals per state and county directives regarding first responders and other in identified essential disciplines.
- 5) Program services will largely continue to be offered online and by appointment. However, drop-in services will begin to be made available with limits on the number of students in the space to maintain social distancing. All interaction will follow social distancing protocols that include masks and dividers where available.
- 6) Those students with continued high-risk concerns will have the option of accessing services in an online environment.

## **18. Potential Necessities to Develop and Deploy**

### **Operational Requirements**

- Establish a self-identifying system for students and employee symptom monitoring.
- Establish plans for re-arranging classroom spaces in a manner that reduces the likelihood of the spread of infection.
- Provide information materials to all employees that share the health challenges for those working or learning in face-to-face environments and the ways in which they can limit possible exposure in these environments.
- Research and adopt the use by district and college facilities of outside group plans that fully define the challenges in using academic facilities and the ways in which the VCCCD community can limit possible exposure in these environments.

### **Hygiene Practices**

- Provide students and employees informational material that outline necessary good hygiene practices, including face covering protocols, while working and learning on campus. Provide campuses with signage that reinforce this informational material.
- Provide soaps, disinfectants, and instructional signage, along with paper or single-use cloth towels in restrooms and other wash stations throughout campuses.
- Provide masks for students and visitors, as well as face shields and masks for faculty.
- Examine the feasibility of using portable no-touch handwashing stations and no-touch trash containers

across campuses and other district facilities.

## Cleaning and Disinfecting

- Provide students and employees guideline materials regarding limiting the sharing or touching of items. Provide campuses with signage that reinforce these guideline materials.
- Close access to public water fountains.
- Establish regular staff cleaning and disinfecting schedules that address classroom and work environments on a regular basis, or multiple cleanings and disinfections throughout the day based upon room usage.
- Establish regular protocols for cleaning and disinfecting VCCCD vehicles after every use.
- When possible, provide EPA approved "N" listed disinfecting products.
- When appropriate, provide custodial and maintenance staff with full reusable and one-time use (where applicable) PPE meant to ensure their safety.
- Develop a facility ventilation plan for each area regularly used by employees and students.
- When and where appropriate, use MERV 13 rated filters for HVAC systems in the VCCCD and ensure their regular replacement in accordance with manufacturer guidelines.

## Physical Distancing

- Develop classroom and workspace reconfiguration plans.
- Develop "staggered schedule" times for classes and offices that minimize the number of people arriving or departing at any given time.
- Where appropriate, install privacy boards and clear screens in classrooms, workstations, and areas that receive or service the public.
- Develop plans meant to limit non-college community visitors and effectively disseminate that information.
- Develop one-way egress plans through buildings and hallways that limit student and employee face-to-face contact.

## Sharing

- Develop and implement procedures that ensure adequate supplies and equipment are available and regularly cleaned and disinfected, so as to minimize the sharing of necessary materials.

## Staff and Faculty Training

- Develop in-person and online training and information materials that provide all staff and faculty safety information related to sanitation practices, physical distancing guidelines, use of face coverings, and COVID-19 screening practices in concert with the Ventura County Public Health Department.
- Develop in-person and online training and information materials and schedules that provide faculty, custodial & maintenance staffs, and office staff with training related to the use of PPE, toxic and non-toxic chemicals, ventilation, and personal safety.

## Sign and Symptom Checks

- Develop procedures that identify possibly **ill** or exposed students and employees which encourages them to stay home.
- If directed to do so by the county or state, implement screening procedures oncampus and worksites for the use of health professionals, in collaboration with County Health officials, who will / may measure temperatures, visible symptoms, and conduct COVID-19 and anti-body testing.
- If directed to do so by the county or state, implement, in collaboration with County Health officials, contact tracing protocols.

- Develop communication and record-keeping processes, in collaboration with County Health officials, to ensure a clear and effective flow of information about infected or exposed students and employees.

### **Protocols Should Someone Exhibit Symptoms**

- Identify and designate areas to temporarily locate students or employees who have been potentially exposed to, or have been diagnosed with, COVID-19. Individuals will be physically distanced from others while given instructions as to when they will be able to return to work or class. They will also be able to use these spaces while they await transportation, if necessary.
- Develop protocols and plans for the temporary closing, cleaning, and disinfection of rooms and workspaces when an employee or student is diagnosed, or is identified as possibly being exposed to COVID-19.

### **Healthy Operations Maintenance**

- Develop emergency absenteeism processes and pre-identify trained back-up employees who may step into essential assignments.
- Create a district and campus Coronavirus Liaison Offices with identified individuals, who are charged with the responsibility and training to coordinate documentation in collaboration with County Health officials. In addition, this individual will coordinate all relevant public information documents and materials related to VCCCD response protocols to the COVID-19 pandemic, and serve as a contact point for student, employee, and public questions and the dissemination of information.
- Develop protocols that ensure that those employees and students who are at high risk of severe illness due to COVID-19 infection, have alternatives for tele-commuting, online learning, or independent study.

### **Considerations for Partial or Total Closures**

- Develop decision-making processes, communication procedures, and information dissemination protocols for campus and/or worksite closures.
- Develop communication protocols with the Ventura County Public Health Department.

### **COVID-19 Reporting/ Leave Policies**

- Establish COVID-19 reporting processes and forms that connect employees and students with District and / or campus Coronavirus Liaison Officers to report diagnosed infections or potential exposures.
- In turn, establish district and campus Coronavirus Liaison Officers communication protocols linking them to the Ventura County Public Health Department and district and college leadership.
- Establish procedures and forms for supervisors to obtain and disseminate to appropriate parties in-take information for those who have been diagnosed and/or potentially exposed to COVID-19.

### **Telecommuting**

- Develop criteria that define "essential workers."
- Develop criteria that may be used to designate individual employees who are at high risk of severe illness due to COVID-19 infection and who should be considered for extended tele-commuting options.

### **Coping and Resilience**

- When appropriate and as practical, distribute to employees, reminders regarding federal and state lunch and working break rules and regulations.
- When appropriate and as practical, distribute to employees, effective information regarding diet, exercise, and mental health protocols during the pandemic.
- When appropriate and as practical, provide virtual opportunities for employees to interact socially so as to enhance morale and working relationships.

## **On-Campus Face-To-Face Instruction**

- Develop and employ processes to determine whether face-to-face instruction in a particular course / class is appropriate, necessary, and effectively limits possible exposure to the virus.
- Develop an online symptom self-reporting system that provides all students and faculty the opportunity to share information relevant to their current health profile and possible exposure to COVID-19.
- Develop course / class enrollment management structures that limit the number of students in a face-to-face classroom at any given time while avoiding prolonged interaction.
- Identify methods to limit use of restrooms by more than a minimum number of students at any given time.

## **Distance Education**

- As is practical and available, provide opportunities for all students and faculty to receive effective training and guidance meant to maximize instruction effectiveness and student preparation.
- As is practical, develop procedures that provide effective proactive Student Service outreach to assess and help address student challenges in acquiring necessary IT essentials, academic guidance, and personal needs, including finances, food & housing security, and childcare resources.

## **Physical Education and Athletics**

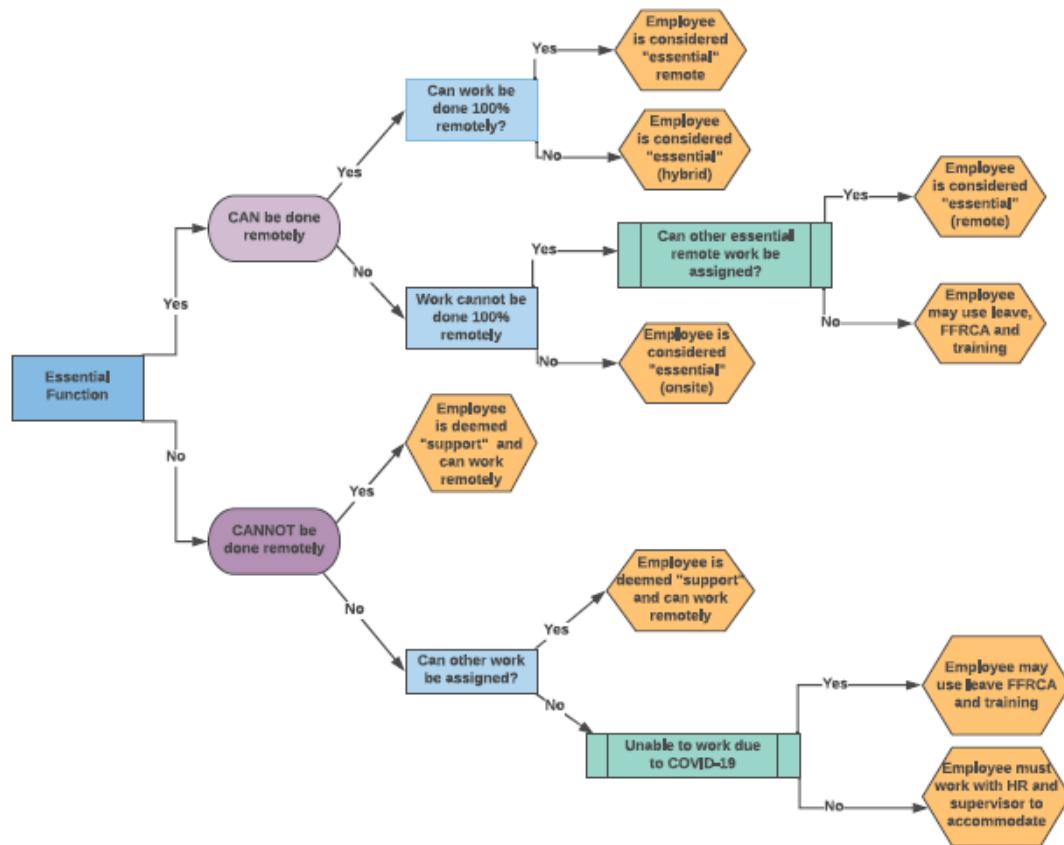
- Students, coaches, and faculty will consult with college counselors for athletes to enroll in appropriate courses in substitution of intercollegiate team sport courses to ensure that these students make effective academic progress toward their degrees, certificates, and transfer.

## **Student Services / Library**

- Develop appropriate "staggered" work schedules to ensure effective services while maximizing social distancing protocols.
- Limit access to Student Health Centers as a means of minimizing possible exposure of COVID-19 to students and employees.
- Libraries will develop online tools for students to request books and other materials, and to provide appropriate "no-touch" or "low-touch" means of pick-up and return.
- Counseling and tutoring services will provide employees, to the extent available, the necessary equipment to effectively work with students virtually.
- When Child Development Centers are allowed to reopen, staff will develop procedures to serve a limited number of children selected by need.

## APPENDIX 1 Essential Function Flow Chart

Essential Function Flow Chart



## APPENDIX 2 Plan for Hard-to-Convert to Online Programs/Courses Spring 2021

### Program:

Please address CDC and Ventura County guidelines in your plan. Please refer to the "CDC Guidance for Institutions of Higher Education (IHE): Planning for Classes & Meeting Students In-Person" document for guidance. Responses to items 1-6 in the CDC guidance document must be integrated into the plan below; addressing items CDC guideline 7 and 8 are optional.

- A. Requested Start Date (*Note: 1/11/2021 is the first day of the Spring semester*)
- B. Background and Rationale (BRIEF, overview explanation of this request)
- C. Which of the following justify the request to offer some in-person class sessions in Spring 2021?
  - 1) regulatory requirement;
  - 2) specialized accreditation requirement; or
  - 3) specific SLOs requiring in-person learning. List each that apply and briefly explain why/how they require some in-person meetings.
- D. Consequences of Failure to Enact Plan (examples: will have to cancel classes and delay program completion, SLOs cannot be achieved- will have to cancel classes, etc.)
- E. Safety Requirements (Personal Protective Equipment (PPE), screening of faculty/staff/students)

Item gowns, gloves, thermometer, sanitizer, face shields, cloth face coverings, etc.)	Student Provides	College Provides	Quantity Needed (if college provides)	Amount in stock	Procurement Needs (quantity of items)	Cost of items needed - cost per item (if known)

### Screening Procedures

Complete if you plan to engage in screening procedures. Explain who will be screened, as well as who will do the screening, in your plan details.

Item	Procurement Needs (items needed)	Cost of needed items (if known)
Health Screening Form		
Temperature Check		

- A. Plan for informing and/or training Faculty and Staff on relevant COVID-19 matters (include addressing items 1-3 on CDC guidance document):
- B. Plan for informing and/or training Students on relevant COVID-19 matters (include addressing items 1-3 on CDC guidance document):
- C. Protection of Students in in-person Labs, Clinical Sites, or Community Sites. (In addition to the PPE you will use, what processes and procedures will you enact to attempt to protect from COVID-19 spread - be as specific as possible):
- D. What PPE will the instructor/s and other classroom employees (i.e., ILTs) use/wear while teaching in-person? Please explain any protocol and procedures faculty and staff will follow when in the presence of students and each other in the classroom.
- E. How will you manage your classroom to ensure students follow your class rule regarding the use of PPE and other safety protocols? How will you communicate this to students at the onset of the class?
- F. If a student does not comply with your safety requirements, how will you handle this and similar situations?
- G. If a student is unable to come to your in-person class due to COVID-19 related concerns (s/he tests positive, is exposed to COVID-19, or they develop anxiety about being infected while on campus), how will you handle it?
- H. If you are required to stop in-person meetings due to a spike in COVID19, campus / class exposure, etc., how will you manage teaching remotely, and the transition to going online/remote, until you can return?
- I. Detailed Plan including screening procedures, lectures, lab time, clinicals, and logistics (bulleted, brief but clear points):
- J. Other Resources Required (include use of special classrooms or spaces on campus other than your normally scheduled classroom)

Item	Explanation of Use	Rationale

K. CDC Guidance Inclusion. Please indicate, with an "X", where you have addressed the 6 required and 2 optional CDC guidelines.

Requirement	Indicate with an "X" each plan section that addresses the requirement												
	AB			DE			G	HI		J	KL		MN
Required 1: Staying Home/Self Isolating													
Required 2: Hand Hygiene													
Required 3: Face Coverings and PPE													
Required 4: Adequate Supplies													
Required 5: Social Distancing, Gathering, Field Trips, Speakers													
Required 6: Travel/Transit													
Optional 7: Signs and Symptoms													
Optional 8: Student Support													