

Ventura County Community College District (VCCCD)
District Administrative Center (DAC)

Site Safety and Health Procedures

Revised June 4, 2021

All DAC employees should review [VCCCD Alerts](#) for the latest COVID-19 updates, vaccination information, operational plans, and detailed health and safety protocols. Beginning the first week of June, a gradual return to the workplace will occur, recognizing that adjustments may be necessary as public health guidelines and conditions in the community change. Adjusting work schedules, limiting the number of people in the workplace, alternating workdays for employees, and adjusting start and end times for employees have been considered and will help ensure flexibility and social distancing.

All employees and visitors at the DAC are required to follow the listed procedures prior to entering and while being present in the building. Non-essential visitors will be restricted, and require approval of a Vice Chancellor prior to entering.

Daily Screening Form

- Employees are to complete the [daily screening form accessed through the MyVCCCD app](#). Employees respond to a series of questions and proceed according to directions on the app. Employees cleared for on-site work use the app to scan a QR code indicating they are in the building and enter their temperature check response (temperature can be taken at home or at work).
- The app may not clear an employee for on-site work depending upon the responses to the questions. The employee will then be referred to call Student Health Services at Ventura College for review of the information and determination of next steps.
- Visitors to the DAC will complete the daily screening form and temperature check and be cleared before entering the work areas of the building.
- All outside doors to the DAC are locked and only available to access by DAC employees.
- Supervisors will be provided weekly reports to monitor completion of the daily screening form.

Face coverings and Social Distancing

- All employees and visitors in the building are required to wear face coverings and maintain six feet social distancing from others.
- Employees can bring personal face coverings or use disposable face coverings available at the DAC. Cloth face coverings may be used.
- Face coverings may be removed when employees are working at their desks and maintaining 6 feet or more away from anyone else. Everyone must wear face coverings when leaving their workspace and if entering common areas such as hallways, conference rooms, restrooms, and kitchen areas.

Restrooms

- Face coverings are required in restrooms. Please check to make sure there is ample room in the restroom and then enter. If there is limited space in a restroom, use of the restroom on the alternate floor is an option. Restroom soap and water dispensers are touchless. A touchless hand sanitizing station is available immediately outside the restrooms outside each floor. The restrooms are deep cleaned daily and high touch areas disinfected several times during the day. Congregating in the bathroom is highly discouraged.

Conference Rooms

- Utilizing video or phone conferencing instead of face-to-face meetings is highly encouraged. In instances where an in-person meeting must take place, adhering to 6 foot distancing protocols is required.
- Cleaning supplies are located in each conference room. Please wipe down work surfaces before and after your use.

Other

- The DAC building is ready for employees to be present working on-site. The building HVAC system utilizes its highest possible level of filtration for air circulation. The DAC has a UV-C system on order for its HVAC system that provides an even higher level of air purification than is required by Cal/OSHA guidelines, with installation expected for August 2021.
- Supplies are available. For your use, disposable face coverings have been placed on the desk of each Executive Assistant. Cleaning supplies are readily available throughout the building for employees to clean off surfaces in their work areas as needed.
- Frequent handwashing and sanitizing is encouraged.
- If food items are brought in, they should be wrapped individually prior to sharing.
- Employees are encouraged to communicate any questions or concerns with their supervisors, who will provide guidance or seek follow-up.
- [VCCCD Alerts](#) contains links to additional detailed information.