



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

VCCCD.EDU

**Fall Semester 2021
Reopening Operational Plan Summary
for
Employees, Students, and the Public**

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Summary

This document provides a summary of information included in the [VCCCD 2021-2022 COVID-19 Reopening Plan](#), [VCCCD Fall Semester 2021 Scheduling and Operational Framework](#), and [Cal/OSHA Standard 3205](#). All employees are encouraged to read these documents for details and to monitor COVID-19 response information on the VCCCD website. Please be sure to complete the Cal/OSHA COVID-19 online training. This is a short training program to help everyone work safely on-site to prevent COVID-19 spread.

The availability of three new vaccines provides the single most effective strategy to protect the health and safety of our employees and students. [Vaccines are currently accessible and available for all VCCCD employees](#). Recent governmental information indicates that all education employees can be vaccinated this spring. Vaccine availability for the general population is now estimated for this May.

We are looking forward to employees returning to work and adding more on-site instruction and student support services per the following statement from the reopening plan:

The VCCCD will continue to work with AFT and SEIU to coordinate the safe transition of employees to working on-site beginning Fall Semester 2021 knowing that some remote work will still occur during the transition depending upon conditions, instructional schedules, and providing a level of online student support services. All employees are encouraged to be vaccinated prior to the start of Fall Semester 2021. PPE and all required safety and health protocols will be available and used by vaccinated and non-vaccinated employees according to the current risk level, Cal/OSHA regulations, and public health orders. Employees will contact Human Resources regarding an exemption to return to work for medical or other reasons once conditions allow us to move forward with the progressive reopening of our colleges and district office.

Ventura County is currently in the [purple tier](#) representing the highest risk for widespread community transmission of COVID-19. The metrics are moving in a favorable direction towards the red tier.

The reopening plan follows the current [Cal/OSHA Standard 3205](#) regulations as required by law. Employers must operate in accordance with the standards. The standards currently require face masks and other appropriate PPE, six feet social distancing where possible, pre-screening protocols, contact tracing, cleaning/disinfecting practices, and ventilation assessment/improvement as examples. The current standards will limit the number of students we can bring back to campus in the fall. Colleges are working to develop class schedules for Fall Semester 2021 where up to 50% of classes have an on-site learning component as described in

the VCCCD Fall Semester 2021 Scheduling and Operational Framework. Our operations and protocols will change to align with any changes to the Cal/OSHA standard.

It is important for employees and students to be aware of the measures that will be taken to protect their safety and health as we transition to on-site instruction and work. We expect that operations will move from the initial to intermediate response levels as a result of improving conditions and vaccine availability. The reopening plan contains details of service levels and operational parameters by area. **Each college and the District will work with their employees to apply the plan actions to their specific local circumstances.**

The following are excerpts from the reopening plan that provides operational details specific to various areas:

1. Operational Requirements

Initial and Intermediate Phases

- 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 including Cal/OSHA.
 - 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.
- 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 and Intermediate Phases

- 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 sanitizer stations.
 - 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 COVID-19 Updates](#) 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 a habit.
 - **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 hand sanitizer stations, no-touch trashcans, and face coverings.
 - 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 and Intermediate Phases

- 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. When using air conditioning, staff will use the setting that brings in fresh air whenever possible. Staff will check and replace air filters and filtration systems on a regular basis to ensure optimal air quality.
- 9) 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).
- 10) 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 as 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

- 1) Consider redesigning activities for smaller groups and rearranging furniture and lab spaces to maintain separation.
- 2) 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.
- 3) Implement procedures for turning-in assignments to minimize contact.

5. 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)

6. Sharing

Initial and Intermediate Phases

- 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.

7. Staff and Faculty Training

Initial and Intermediate Phases

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

8. Sign and Symptom Checks

Initial and Intermediate Phases

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.

9. Protocols Should Someone Exhibit Symptoms

Initial and Intermediate Phases

- 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 establish a committee/work group structure to address COVID-19. Designated 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 COVID-19 Updates](#) 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.

10. Healthy Operations Maintenance

Initial and Intermediate Phases

- 1) To the degree that is practical, monitor staff absenteeism, 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 to assist in promptly isolating potential infection hotspots.
- 3) Designate college and District office staff 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 if 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.

11. 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 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.

12. COVID-19 Reporting / Leave Policies

Initial and Intermediate Phases

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.

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.) Individuals exposed while working should contact their District or campus Coronavirus Liaison Officer, who then will contact the Human Resources Office.
- b. 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.
- c. 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.
- d. When appropriate, supervisors or Human Resource Office staff will provide direction for staff regarding HIPPA regulations that require that potential case details remain confidential.
- e. All requests for information from the media should be directed to info@vcccd.edu.

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 info@vcccd.edu.

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. 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.
- e. 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.

- f. When appropriate, supervisors will provide direction for their staff regarding HIPPA regulations that require that information related to potential cases remain confidential.
- g. All requests for information from the media should be directed to the info@vcccd.edu.
- h. The Coronavirus Liaison Officer will report incidents to the Ventura County Public Health Department.

13. Telecommuting

Initial Phase

- 1) In an effort to maintain the value of the "lowest risk" principle, 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.
- 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

- 1) 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.
- 2) Supervisors will coordinate with those whom they supervise to develop full return to on-site work or "phased-in" hybrid work assignments that allow employees to telecommute a portion of the week, while working in their assigned office on alternate days, depending upon the specific needs of the area.

14. Personal Resilience

Initial and Intermediate Phases

- 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.

15. 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.

- 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

- 1) 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 50% 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 22 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.
- 2) Some lab courses may return to campus with physical distancing and other safety protocols approved by state and county health officials.
- 3) 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.
- 4) To the greatest extent feasible, designated routes will be established for entry and exit points to instructional spaces, hallway traffic, and restrooms.
- 5) Restroom use will be limited to the level of no more than half the number of people per washbasin in each restroom (e.g., six washbasins 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.
- 6) 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 50% of the prescribed 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. 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.]
- 7) 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.

- 8) 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

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.

16. 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: (a) a fundamental lack of IT essentials including lack of sufficient access to broadband, hardware, software, printers, etc. necessary to effectively interact with their instructors or peers; (b) 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; and (c) a fundamental lack of financial means, food & housing security, as well as child and family care resources.

17. 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

- 1) Virtual online instruction, with the opportunity for small group hybrid meetings that will be scheduled with appropriate physical distancing and safety protocols in place.
- 2) Colleges will develop small group activity courses, available by appointment, with limited interaction time and with comprehensive cleaning between sessions.
- 3) 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

- 1) 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.

18. Student Services/Libraries

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

- 1) 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.
- 2) 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

- 1) Libraries will continue to primarily provide remote virtual services, beginning limited face-to-face lending, and information services by appointment using social distancing protocols.
- 2) 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.

- 3) Librarians will primarily offer training/workshops online with some one-on-one trainings in limited groups.
- 4) Libraries will begin to offer students limited access to quiet study areas by appointment.
- 5) Libraries will continue to provide remote distribution services for students unable to access campus.
- 6) Libraries will offer limited face-to-face reference interviews by appointment.

Final Phase

- 1) Libraries will re-open with strictly enforced capacity limits and social distancing facilitated by reorganization of furniture and materials.
- 2) 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

- 1) Limited face-to-face services will be offered in a manner ensuring safety through physical distancing and by appointment only.
- 2) Face-to-face orientation services will be offered on a limited basis in a manner ensuring safety through physical distancing and by appointment only.
- 3) Staff will have the opportunity to work staggered workweeks that will include in-office and remote work schedules. All health and safety protocols will be followed.
- 4) Tutoring services with very limited face-to-face meetings will be available by appointment using social distancing protocols that include masks and physical dividers.
- 5) 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.
- 6) All counseling sessions will follow social distancing protocols that include masks and dividers.
- 7) 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.

- 8) 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

- 1) 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 workweeks 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

- 1) Programs can begin to offer services by appointment only, with physical distancing and other safety protocols in place.
- 2) Staff will be allowed to work staggered workweeks that will include in-office and remote work schedules. All health and safety protocols will be followed.
- 3) 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.
- 4) 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.
- 5) Those students with continued high-risk concerns will have the option of accessing services in an online environment.

The reopening plan also summarizes actions and practices used to protect the safety and health of students and employees throughout operations during the COVID-19 pandemic. The following is an excerpt of some of these items. Please refer to the actual document for all details and each location will have specific ways in which they will implement the practices in the best manner for their buildings and conditions.

Actions and Practices Employed and in Progress

Operational Requirements

- Use of an app for students and employee symptom monitoring.
- Re-arrange classroom spaces in a manner that reduces the likelihood of the spread of infection.
- Provide information materials to all employees the ways in which they can limit possible exposure in the work environment.
- Check and upgrade ventilation systems/filters in buildings.
- 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.
- Add 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.
- Upgrade ventilation and implement 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, 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

- Identify possibly ill or exposed students and employees, which encourages them to stay home.
- Continue screening procedures on campus and at 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.
- Implement 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

- Implement established emergency absenteeism processes and pre-identify trained back-up employees who may step into essential assignments.
- Implement 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

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

COVID-19 Reporting/ Leave Policies

- Use established 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.
- Obtain and disseminate to appropriate parties intake information for those who have been diagnosed and/or potentially exposed to COVID-19.

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 to enhance morale and working relationships.

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 and 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.