
San Mateo County Community College District C-19 Health and Safety Plan



June 24, 2020

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Standard Operating Procedure (SOP): Sanitization

Background

The colleges of the San Mateo County Community College District (SMCCCD), Cañada College, College of San Mateo, and Skyline College, are designated as “Essential Businesses” (as that term is defined in Section 13.f.xv of the San Mateo County Health Officer’s Order No. c19-5c, dated April 29, 2020 (“Order No. c19-5bc”).

Obligations and possible mandates from state and local governance shall inform SMCCCD, however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health. Campus occupancy load is calculated by the ability of the District to provide resources and staffing levels so that Facilities Custodians effectively clean, sanitize, and disinfect occupied areas of the campus and District office buildings. The following procedure shall serve as a living document to guide, inform, and assist all District personnel in community cleaning, sanitization, and disinfection processes that will help to protect life and slow the communal transmission of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as surface material type, sun light, and humidity. Regular sanitization and disinfection of horizontal, vertical, and high use surfaces are proven to slow communal transmission of COVID-19.

Implemented campus access control policies, procedures, and record keeping informs Facilities of occupied areas. Refer to the District’s Access Standard Operating Procedure for process and details. Understanding which areas on campus have been occupied allows the Custodians to focus their professional cleaning, sanitizing, and disinfecting efforts on those specific areas. This results in a more directed, comprehensive, and effective approach to those targeted cleaning strategies.

In addition, to professional cleaning by the District’s custodians, all people working at, learning at, and visiting the campuses are expected to assist in slowing the spread of COVID-19 by practicing social distancing, engaging in good hygiene, and sanitizing furniture and equipment they use.

Definition and Scope

Cleaning, sanitization, and disinfection, are a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by reducing the level of contagion, also known as pathogens, virus, or germs, on surfaces.

- Cleaning refers to the physical removal of visible dust, dirt, and debris from surfaces and spaces by mechanical, manual or chemical methods, including scrubbing, washing, and rinsing.
- Sanitization refers to the treatment of cleaned surfaces with a chemical, physical agent, or process that will dramatically lower the number of pathogens, virus, or germs, on said surfaces to a safe level.
- Disinfection is the process to destroy or inactivate viruses, bacteria, and fungi on surfaces by means of chemicals or other processes.

For the purpose of this procedure, cleaning, sanitation, and disinfection measures shall include the following processes, procedures, and attachments:

- Cleaning and disinfection processes and frequencies of high use and community spaces and touch points. Examples include:
 - ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces.
 - ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
 - ✓ Community area door hardware, handrails, light switches, public phones, water fountains, elevator buttons, etc.
- Cleaning, sanitization, and disinfection processes and frequencies of faculty and staff offices, equipment, and other community spaces.
- Cleaning, sanitization, and disinfection processes and frequencies of classrooms, labs, and associated equipment.
- Disinfection procedure for an area occupied by a person with confirmed COVID-19.
- Disinfection procedure for an area occupied by a sick person.
- Procurement and distribution of sanitizing wipes and hand sanitizing products.
- Strategy for addressing and cleaning water fountains and bottle fillers
- Reference to—APPENDIX A: Social Distancing Protocol (SMC Revision June 17, 2020).

The Facilities Director of Maintenance and Operations reviews and approves cleaning, sanitizing, and disinfecting processes. To ensure effective implementation of this procedure, the Director will inform District and college leadership of the threshold ratio relating to Custodial cleaning staff and available cleaning supplies to the occupied building spaces that require this specialized cleaning. The capacity in which District facilities are occupied is determined by Facilities Custodians ability to effectively clean, sanitize, and disinfect as outlined in this procedure.

In alignment with Center for Disease Control mandates and recommendations for cleaning, sanitizing, and disinfecting for protecting against COVID-19, the campus Facilities Managers and Custodial Supervisors will develop effective cleaning, sanitization and disinfection procedures. In addition, Facilities Managers and Custodial Supervisors will

- inform and train all Custodial cleaning professionals of the cleaning, sanitization, and disinfection strategies and requirements outlined in this procedure, so they may perform safely and effectively
- ensure adequate staffing to carry out all cleaning, sanitization, and disinfection strategies outlined in this procedure

- provide appropriate personal protective equipment (PPE) to ensure the safety of the Custodial staff
- research and procure any required special tools or equipment necessary for the implementation of the cleaning, sanitizing, and disinfecting procedures effective against COVID-19
- research and inform General Services of specific hospital grade sanitizing or disinfection products effective against COVID-19 required for procurement and/or procure those products themselves
- enforce adherence to Federal, State, local, and District laws, policies, and procedures as appropriate
- adhere to and enforce the completed District APPENDIX A: Social Distancing Protocol

District Custodians hold the Basic Custodial Certification professional credential, from ISSA's Cleaning Management Institute. This credential covers advanced procedures in custodial/housekeeping operations as set forth by the Cleaning Management Institute. District Custodians will adhere to all Federal, State, local and District laws, policies, and procedures while they perform effective cleaning, sanitization and disinfection procedures against COVID-19.

All people working and learning on the campuses will participate in sanitizing/disinfecting of the work surfaces and specialized equipment they use.

Procedure

Cleaning, Sanitization, and Disinfection of High Use and Community Spaces

Occupied high use and community spaces and touch points are cleaned and disinfected daily (Monday-Friday and/or when otherwise specially scheduled) with hospital grade disinfectants effective against COVID-19, by the District's professional Custodial team. Examples include:

- ✓ Restrooms—fixtures, door hardware, and all horizontal and vertical surfaces.
- ✓ Breakrooms, work rooms, and conference rooms, reception areas, lobbies etc.
- ✓ Community area door hardware, handrails, light switches, public phones, water fountains, etc.

Custodians first clean the space by removing visible dust, dirt, and debris. This is accomplished by mopping, dusting, vacuuming, washing floors, extracting carpets, etc. Concluding the cleaning process, Custodians will apply appropriate disinfectants and allow these disinfectants to dwell to achieve maximum results.

Sanitization of Faculty and Staff Offices

Facilities Custodians Role: The Custodians are very respectful of the personal work environments where people work on the campus. Without disturbing the office occupant's furniture, equipment, work on desks, and/or personal possessions, District Custodial staff will perform standard cleaning of occupied offices and disinfection of door handles daily. Regular service includes the

- daily recovery of trash and recycling

- weekly vacuuming and dusting
- as needed cleaning of windows and window coverings, fixtures, and other surfaces to remove visible dust and dirt, etc.

Office Occupant Role: During the pandemic state of emergency, all people working on campus are required to participate in the mitigation of disease transmission. To accomplish this, office and work area occupants are responsible to regularly clean and sanitize their

- office equipment, i.e. phone, computers, keyboards etc.
- furniture, i.e. desk surface chair backs and arm rests
- personal possessions
- specialized equipment

Office occupants may have their offices fully detail cleaned and disinfected by the Facilities Custodial team no more than monthly or if a qualifying event requires it, i.e. a sick person was in the office. This service may be requested via the Facilities Helpcenter work order process. In order for the Custodial team to perform the work, the desk and associated furniture must be clear of all work and personal belongings.

Disinfection Procedure for an Area Occupied by a Person with Confirmed Covid-19

Upon confirmation of suspected contamination, immediately restrict access to the space. Allow the space to lay fallow for 24 hours or as long as practical before beginning cleaning and disinfection.

Please note that the Custodial staff may need to move work, equipment, and personal belongings of the office occupant to effectively clean and disinfect the space.

Ensure good ventilation when cleaning. Run the air handling system during the time the space lays fallow, during the disinfection process, and for the following 24 hours after cleaning. Apply professional cleaning techniques consistent with Center for Disease Control and industry standards to all cleaning processes as referenced here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
 - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - Cleaning staff shall clean and disinfect all areas the ill person came in contact with. This includes offices, restrooms, common areas, and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
- At a minimum, Custodial staff will wear PPE appropriate for cleaning and consistent with CDC guidelines and in alignment with the SMCCCD PPE Use Policy. The CDC says, Personal Protective Equipment (PPE) and Hand Hygiene:
 - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
 - Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 - Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Disinfect the space to reduce the potential of disease spread
 - Per manufacturer's instructions, use a hospital grade disinfectant to disinfect all surfaces the infected person came in contact with.

Disinfection Procedure for an Area Occupied by a Person Who Went Home Sick

On occasion, a person may feel ill and need to leave work to go home. Regardless of the illness, the office or occupied space will be cleaned and disinfected. The ill person or a person in the division will close and isolate the office. In addition, they will subsequently submit a work order via the Facilities Helpcenter work order request system to alert the Custodial team that the office or space needs to be disinfected. The Custodial team will clean and disinfect the office and other areas in which the person came in contact. If the office is shared or there are adjacent workstations, that furniture and those spaces will also be cleaned and disinfected.

Procurement and Distribution of Sanitizing Wipes and Hand Sanitizers

During the pandemic state of emergency, all people on the campuses are required to participate in slowing the spread of COVID-19 by regularly sanitizing and disinfecting work stations, personal items, and community equipment. The constant cleaning and sanitizing of community classroom, lab, and office equipment is essential to mitigate disease transmission.

In addition, when handwashing is not immediately available, the use of hand sanitizers serves as an acceptable alternative to help slow the communal transmission of COVID-19.

During the pandemic state of emergency, the District will procure and supply additional hand washing supplies, hand sanitizer and dispensers, and sanitizing wipes and dispensers. Hand sanitizer and wipe dispensers are installed in occupied buildings deemed necessary for the continuation of essential business functions.

Faculty, staff, students, and campus visitors have access to hand sanitizer and disinfecting wipes via dispensers placed in community accessible spaces—examples include lobbies, corridors, classrooms, work rooms, etc.

- **Hand Washing:** Nearly all buildings on the campuses are equipped with restrooms. Hand washing may be accomplished in all restrooms and breakrooms. In addition, some classrooms/labs are equipped with sinks. Hand washing may also take place in those rooms. The expectation is that people will frequently wash their hands to ensure good hand hygiene.
- **Hand Sanitizer:** Hand sanitizer is available in dispensers located inside building entrances, along building corridors, in lobbies, and at the entrances of programmatic spaces. The expectation is that people will sanitize their hands upon entering the building.
- **Disinfecting Wipes:** Disinfecting wipes are available in essential classrooms and labs, occupied program suites, occupied building reception areas, and workrooms/breakrooms of occupied buildings. The expectation is that people will retrieve sanitizing wipes from the community dispenser and take it to their work/learning station to sanitize the work/learning stations before and after using it.

The District's Custodial staff will regularly service and stock community District supplied handwashing facilities, hand sanitizing dispensers, and disinfecting wipe dispensers. Should faculty or staff observe a restroom needing service or an empty dispenser, please help Facilities by submitting a facilities work order via the Facilities Helpcenter on the District's portal.



At their own expense and for convenience, individual people or departments may elect to procure and/or provide their own personal containers of hand sanitizer and sanitizing wipes. If electing to provide their own hand sanitizer or disinfecting wipes, departments and individuals must use products designated as effective against COVID-19 as defined by the Center for Disease Control.

Appendix A: Social Distancing Protocol (Updated April 29, 2020)

Please reference the posted San Mateo County Health Department Order Appendix A for more information regarding the District's response to COVID-19.

References:

- <https://www.smcgov.org/sites/smcgov.org/files/documents/files/Health%20Officer%20Order%20Revising%20Shelter%20In%20Place%20Through%20May%2031.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools and Homes](#)
- <https://www.cdc.gov/flu/school/cleaning.htm>
- <https://www.clorox.com/resources/coronavirus/whats-the-difference-between-cleaning-sanitizing-and-disinfecting/>
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>

San Mateo County Community College District (SMCCCD) Distribution and use of Personal Protection Equipment (PPE) through all Phases of COVID-19 Operations

Purpose

In the event of regional, national, and global emergencies, there may be an exponential increase in the demand for personal protective equipment (PPE). The intent of the following SOP is to ensure SMCCCD utilizes and rations PPE in a standardized, consistent, and apposite method. SMCCCD shall assess the hazards to which employees and students may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers, students, and District occupants use controls to prevent exposure. Control measures may include a combination of engineering and administrative controls, safe work practices, and PPE. This standard operating procedure is intended to be a living document, given the ever-changing nature of novel epidemics (COVID-19).

This SOP is based on evidence of increasing occurrence of COVID-19 within the County, the Bay Area, and the United States of America, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically.

Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. With the virus that causes COVID-19, people can be infected and contagious and not have any symptoms, meaning they are asymptomatic. People can also be infected and contagious 48 hours before developing symptoms, the time when they are pre-symptomatic. Many people with the COVID-19 virus have mild symptoms and do not recognize they are infected and contagious, and they can unintentionally infect others. Therefore, the CDC, CDPH, and SMCPH now believe that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, may reduce the risk of transmitting coronavirus when in public and engaged in essential activities. And because it is not always possible to maintain at least 6 feet of distance, members of the public and workers are required to wear face coverings while engaged in most essential activities and other activities when others are nearby. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for sheltering in place, physical distancing of at least 6 feet, and frequent hand washing.

Background

On 11:59 p.m. on April 17, 2020 the Health Officer of San Mateo County placed into order (no. c19-8) generally requiring members of the public and workers to wear face coverings (public health emergency order). Violation of or failure to comply with this order is a misdemeanor punishable by fine, imprisonment, or both. The Health officer of the county of San Mateo's

("health officer") order of facial coverings can be found at: https://www.smchealth.org/sites/main/files/file-attachments/ho_order_c19-8_face_covering_20200417_copy.pdf?1587328957

As used in this SOP, a "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer's eyes or forehead is not a Face Covering. Examples of Face Coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade. A Face Covering may be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face.

For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the District should not purchase those masks as Face Coverings under this Order; those medical grade masks should be reserved for health care providers and first responders. In general, even when not required by this SOP, people are strongly encouraged to wear Face Coverings when on District grounds. Also, for Face Coverings that are not disposed of after each use, people should clean them frequently and have extra ones available so that they have a clean one available for use.

Scope

The following procedure applies to all employees and students of the SMCCCD, and shall include stipulations on purchase, care, and use of personal protective equipment (while on District Property).

Overview

1. Facial coverings shall be required on District grounds in accordance to Health Order C19-8
2. Purchase, care, and compliance shall be the responsibility of the individual (employee, student, or District visitor). SMCCCD shall not be responsible for the purchase or care of facial coverings.
3. SMCCCD shall maintain a surplus of PPE in the Emergency Supply Cache at each of the three SMCCCD colleges and the District office. PPE includes, but is not limited to, medical grade masks, gowns, eye protection, hearing protection, and latex/nitrile gloves. However, this SOP primarily addresses the use of Facial Coverings.
4. PPE usage/administration shall be prioritized based on Life Safety, Incident Stabilization, and Property Conservation.

Procedure (Implementation of Health Order C19-8)

1. All District occupants must pass through a college access point (see Access SOP)
2. Access point staff shall confirm that all occupants present their face coverings to be granted access
3. Access point staff shall brief occupants of facial covering use protocol on District grounds. Protocol shall include the following:
 - a. Facial coverings do not ensure protection from COVID-19, and are not a substitute for social distancing measures
 - b. Facial coverings must be worn when:
 - i. interacting in person with any other District occupant
 - ii. working in any space visited by members of the District
 - iii. working in any space where food is prepared or packaged for sale or distribution to others;
 - iv. working in or walking through common areas such as hallways, stairways, elevators, and parking facilities; or in any room or enclosed area when other people are present.
 - v. a Face Covering is not required when a person is in a personal office as long as other District personnel do not regularly visit the room.
 - vi. individual must put on a Face Covering when coworkers/students are nearby
 - vii. Face coverings must be worn when recreating on campus
4. The District shall take reasonable measures, such as posting signs, to remind their occupants and the public of the requirement that they wear a Face Covering while on District grounds in accordance with San Mateo County Health mandates. Other measures include but are not limited to:
 - i. prohibit any member who is not wearing a Face Covering from entering and remaining on District property
 - ii. not serving individuals who do not comply with Facial Covering protocols
5. The EOC Health Branch Director (HBD) shall ensure that all personnel that are issued PPE have been trained on the following:
 - a. Applicable OSHA standards
 - b. The nature of the event (dangers)
 - c. Routes of exposures
 - d. Safe donning and doffing procedures
 - e. Safe storage of PPE
 - f. Limitations and lifespan of PPE
 - g. Reporting PPE malfunctions and/or exposures
 - h. Procedures for waste, and decontamination

6. The Health Branch Director (HBD) shall make a determination of the appropriate level of PPE required for personnel depending on the event and intelligence from San Mateo County Health, CDC, WHO, etc.
7. Medical grade respiratory protection for COVID-19 is only required by employees during aerosol-generating procedures, such as sputum induction or open suctioning of airways. They also should be worn when collecting respiratory specimens, although face masks are acceptable during this procedure if necessary
 - a. N-95 masks are not required for routine interactions with others in non-health care functions
 - b. Facial Coverings, in combination with appropriate social distancing (at least six feet apart) are sufficient for personnel interacting with students, staff, and faculty in performing non-medical procedures
 - c. Public Safety officers shall utilize full PPE when responding on all shortness of breath emergencies (Medical grade mask, nitrile gloves, and eye protection)
5. PPE shall only be issued by, or in conjunction with the HBD
6. All SMCCCD PPE requested for mutual aid by outside agencies shall be approved by the EOC Director/Incident Commander
7. After the event, all records of SMCCCD PPE distribution shall be forwarded to the Logistics Section Chief, and the Finance Section Chief
8. No PPE shall be exploited for non-essential health functions during emergency events

Standard Operating Procedure (SOP) – Social Distancing

Background

The colleges of the San Mateo County Community College District (SMCCCD) – Cañada College, College of San Mateo, and Skyline College – are designated as “Essential Businesses” (as defined in Section 13.f.xv of the San Mateo County Health Officer’s Order No. c19-5c, dated April 29, 2020 (“Order No. c19- 5bc”).

As a condition of operating under this Order, the SMCCCD must prepare or update, post, implement, and distribute to their personnel and all occupants a Social Distancing Protocol for each campus and facility in the District frequented by personnel, students or members of the public, as specified in Section 16.h of the Order. The following SOP shall serve as a living document to guide and assist all District personnel to protect life, and slow the communal transmission of COVID-19.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person become infected by COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sun light and humidity. Social distancing helps limit contact with infected people and contaminated surfaces.

Definition and scope

Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

For the purpose of this SOP, social distancing measures shall include the following procedures and attachments:

- Social Distance Media Campaign:
 - ✓ Digital Signage
 - ✓ COVID Website
 - ✓ A-Frames Signage
 - ✓ Ground Adhesives denoting distancing markers
 - ✓ Email/Text/Voice Notifications
 - ✓ Posters and all printed District Social Distance Media

- ✓ Video tutorials
- The use of barriers/cordons to preclude occupants from gathering
- The utilization and installation of transparent barriers for forward facing employees
- The reconfiguring of learning accommodations to ensure social distancing requirements
- The suspension and/or modification of face to face instruction that cannot meet social distancing requirements
- Enforcement of Social Distance Procedures
- ADA compliance
- APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Procedure

Awareness Campaign

All District communications shall be under the purview of the Emergency Operation Center (EOC) Public Information Officer (PIO). The intent of single stream communications is to provide timely and accurate information, and to avoid duplication of effort, communication fatigue, and false/inaccurate communications. All PIO communications shall be vetted by the EOC Director and approved by the EOC Liaison to the EOC Policy Group.

The PIO shall be responsible for:

- ✓ Sending the completed District APPENDIX A: Social Distancing Protocol (Updated April 29, 2020) to all District Employees and Students
- ✓ Designing/approving all District social distancing signage
- ✓ Designing/approving all floor adhesive signage
- ✓ COVID Website information regarding social distancing
- ✓ Creation of video/audio media

Barriers / Cordons

Barriers or cordons shall be placed to prevent entrance to locations where gatherings of District occupants are common practice. Barriers may consist of caution tape, staffed security, gates, etc., and shall be placed under the direction of the Operations Section Chief of the EOC. Obligations and possible mandates from state and local governments shall inform SMCCCD; however, SMCCCD will continue to operate with a discipline focused on campus health, and will not compromise District occupant health for instruction nor business sales. Locations where barriers may be placed shall include, but are not limited to:

- ✓ Common interior/exterior eating/dining spacing
- ✓ Theaters/stadiums/waiting rooms/bookstores/libraries/breakrooms/cafeterias
- ✓ Locker rooms
- ✓ Meeting rooms

Transparent Barriers

Antimicrobial curtains and/or barriers serve as a barricade to encumber the transmission of COVID-19, and other contagion viruses. The SMCCCD shall place barriers in all District locations where social distancing cannot be accomplished due to the forward facing modality of the work assignment of distinct District employees. Locations for installations of these barriers shall be determined by the Social Distance Committee which includes College VPAs, Facility Leadership, and the Office of Emergency Management. Barriers shall be standardized across District campuses, and all purchases must be approved by the Logistics Section and Finance Section Chiefs. Requests for barriers from employees must be sent to the designated VPA, and approved by the Social Distance Committee before the request is forwarded to the Logistics Section Chief.

Modifications to the Learning Environment

In the event that the San Mateo County Health Department mandates that all classroom activities be required to maintain six feet of distance between classroom occupants, SMCCCD will implement a standardized approach to reduce the occupant load in each instructional space to abide by any and all County Health Orders. The following are possible methods to reduce occupant load and maintain social distancing requirements (decision making shall be made through the Social Distancing Committee):

- ✓ Limit number of individuals within defined spaces. Migrate designated classrooms to alternate locations that offer increased square footage
- ✓ Cover/remove/cordon chairs to deny proximal learning milieus (i.e. block every other chair, etc.)
- ✓ Place ground markings to demarcate social distancing barriers within the learning environment

Cancellation of Face to Face Instruction

At the time of writing this document, Higher Education has been listed as a sector that is not permitted to operate in the state of California, with limited exceptions. SMCCCD programs and courses classified as exempt are delineated as Essential Infrastructure Programs/Courses, with priority given to Healthcare and Emergency Services. All programs and courses that can be taught in the distant modality will remain in that function. All classes that are exempt must be approved through the Continuity of Education Branch within the EOC, and sanctioned by the OPS Section Chief. Considerations must be given to the scheduled occupant load of the designated facility. This determination and approval will be on a case to case to basis. The Policy Group Supervisor has ultimate authority to approve or deny any and all face-to-face instruction.

Enforcement of Social Distance Procedures

Social distancing serves to protect all District occupants, and is applied to preserve life, health, and instruction. Violation of the protocol jeopardies essential District instruction, business, and wellbeing. Moreover, the protocol is mandated by the local, state, and federal governments, and the San Mateo

County Community College District will not compromise the safe of the community. The following measures may be taken to enforce compliance:

- ✓ Access staff will advise all occupants of the stipulations of the social distancing mandate
- ✓ Signs shall be printed and posted in all District facilities
- ✓ Markers will be placed on the floor denoting 6 feet in locations where lines or gathering may take place
- ✓ Locations where gathering is unavoidable shall be cordoned, and monitored to avoid any congregation
- ✓ Public Safety will be responsible for enforcing the social distance protocol
- ✓ Faculty and staff will be responsible for advising students and fellow employees
- ✓ The failure to comply may result in the escalation to the related campus supervisor
 - Formal code of conduct inquiry shall be completed
 - Results may lead to formal discipline
 - Record keeping shall be maintained throughout all disciplinary proceedings

ADA Compliance

The San Mateo County Community College District strives for inclusion and equity. SMCCCD will not compromise at-risk or vulnerable populations to infection, and shall make the protection of those with disabilities an absolute priority consistent with the District's EOP (Emergency Operations Plan). All persons with Disabilities shall be given reasonable accommodations within all measures to prevent the spread of COVID-19.

A **reasonable accommodation** is a change in the work environment that allows an individual with a disability to have an equal opportunity to apply for a job, perform a job's essential functions, or enjoy equal benefits and privileges of employment.

An accommodation poses an **undue hardship** if it results in significant difficulty or expense for the employer, taking into account the nature and cost of the accommodation, the resources available to the employer, and the operation of the employer's business. If a particular accommodation would result in an undue hardship, an employer is not required to provide it but still must consider other accommodations that do not pose an undue hardship. Generally, the ADA requires employers to provide reasonable accommodations for known limitations of applicants and employees with disabilities

SMCCCD may make inquiries that are not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g. chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of "yes" or "no" to the whole question without specifying the factor(s) that apply to him. The answer need not be given anonymously.

Measures to protect the District's Disabled and/or vulnerable populations

SMCCCD is aware that some employees and students may be at [higher risk for serious illness](#), such as [older adults](#) and those with chronic medical conditions. SMCCCD shall minimize face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from their workers, customers and visitors, or to telework if possible. Other measures to protect the disabled community shall include:

- ✓ Limiting elevator use for people with disabilities
- ✓ Arranging modified instruction, work, or telework
- ✓ Providing sanitizers and hand cleansers
- ✓ Providing PPE
- ✓ Providing medical counseling
- ✓ Modifying social distance requirements for aids that are required for mobility, access, etc.

For current Social Distancing County Protocol, visit San Mateo County Public Health, Policy & Planning

<https://www.smchealth.org/division-public-health-policy-and-planning>

You may contact the following person(s) with any questions or comments about this protocol:

District Office—3401 CSM Drive, San Mateo CA 94402

Name: Michele Rudovsky **Phone number:** 650 358-6733 **Email:** Rudovskym@smccd.edu

Cañada College—4200 Farm Hill Blvd, Redwood City 94061

Name: Karen Pinkham **Phone number:** 650 306-3325 **Email:** Pinkhamk@smccd.edu

College of San Mateo—1700 West Hillsdale Blvd, San Mateo CA 94402

Name: Robert Gutierrez **Phone number:** 650 574-6577 **Email:** gutierrezr@smccd.edu

Skyline College—3300 College Drive, San Bruno CA 94066

Name: John Doctor **Phone number:** 650 738-4166 **Email:** doctorj@smccd.edu

Standard Operating Procedure (SOP) – Health Screenings

Purpose

To limit the spread of COVID-19, it is important to identify, separate, and deny entry to those that may have signs or symptoms of the novel virus. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of the virus. For this reason, source control measures (health screenings) shall be implemented for all District occupants prior to entry on District grounds. The following health screening steps are intended to protect high risk individuals, slow the spread of the virus, and minimize COVID-19 work-related exposures. Anyone entering our campuses or the District Office will follow strict procedures for physical access to the buildings and facilities in order to protect health and safety. All campuses have a single Access Point for vehicular and pedestrian traffic. All other vehicular entries are closed.

Procedure

Access must be approved prior to gaining right of entry. To acquire approval occupants must complete the daily SMCCCD *Health Screening Questionnaire*, and *Employee Access Request Form*. To locate these forms, see the following links:

Health Screening

- <https://app.smartsheet.com/b/form/30cd1490dbc04630b78bfcbcc71a0edf>

Employee Campus Access Request

- <https://app.smartsheet.com/b/form/9b802e762f964a169bfbf6011ccb90b6>

Campus Access Information

- <https://covid-19.smccd.edu/accessing-campus/>

Public Safety will be stationed at each campus Access Point during specified hours. Individuals who appear to have symptoms (i.e., fever, cough, shortness of breath) at the Access Points will be immediately sent home and referred for medical care. To gain access, all personnel must display a face covering to the attendee at the Access Point. Authorized District personnel will maintain up to date records delineating those granted and denied access. Records will remain confidential, and shall be utilized for the purpose of contact tracing and exposure investigations. Under no circumstance shall any District personnel violate the Health Insurance Portability and Accountability Act (HIPAA).

Per the CDC, Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

Health Screening Guidelines

The questions will include, are you experiencing fever, chills, repeated shaking with chills, muscle pain, shortness of breath or difficulty breathing, cough, sore throat, new loss of taste or smell, in the last 14 days have you had close contact with someone with COVID-19 or tested positive yourself for COVID-19. This questionnaire will generate an automated response letting individuals know if they can proceed to the access point. In addition to the completion of the questionnaire, Smartsheets will also receive notification of the individuals' eligibility status to return to work.

Develop and implement policies and procedures for workforce contact tracing following faculty/staff/student COVID-19+ test

- San Mateo County Public Health is responsible for conducting contact tracings for positive COVID-19 test results
- The District will collaborate with SMCPH regarding contract tracings, which includes:
 - Upon notice from SMCPH that identified employees and/or students were exposed to an individual at a District work location who tested positive for COVID-19, the District Health Director will immediately notify those employees and/or students, so they can consult with their healthcare provider, while protecting the medical privacy of the infected person;
 - If SMCPH notifies the District that they require assistance in conducting a contact investigation, the District will immediately and fully comply, this is where we will rely on daily class attendance sheets and the database that stores the information of who has been granted access to campus on which days and what locations they were granted access to;
 - In the event an employee informs the District that they received a positive COVID-19 test result, the District Health Director will immediately notify and consult with SMCPH;
 - Consistent with methods and practices recommended by SMCPH, the District will clean identified areas of the District's work sites where the infected individual was present

Standard Operating Procedure (SOP) – Physical Access

Background

The colleges of the San Mateo County Community College District (SMCCCD), Cañada college, College of San Mateo, and Skyline College, are designated as “Essential Businesses” (as that term is defined in Section 13.f.xv of the San Mateo County Health Officer’s [Order No. c19-5b](#), dated March 31, 2020 (“Order No. c19- 5b”). This Standard Operating Procedure (SOP) is intended to be used to control Physical Access to the buildings and facilities of the San Mateo County Community College District (SMCCCD) when the District has operated the Emergency Operations Center (EOC). This SOP is developed specifically in response to the COVID-19 pandemic and Emergency Declaration of the State of California on March 4, 2020.

Procedure

Pursuant to Federal Government Release 16APR2020, this Physical Access Procedure provides requirements to access the Colleges and District Office (DO) of the SMCCCD for each “Phase of Recovery.”

Phase I

Pursuant to Section XXXXX of the San Mateo County Health Officer’s Order No. XXXXX as dated XXXX, Physical Access under Phase I Recovery shall require the following:

1. Individuals will be required to submit a form (requesting/indicating) Physical Access a minimum of 24 hours prior accessing any of the campuses or DO of the SMCCCD. As part of this form:
 1. Individuals will be (required/asked) to complete an initial Health Screening Questionnaire as described in the Health Screening SOP of the SMCCCD.
 2. Individuals will have to submit this form once every 24 hour period in which they are requesting access.
 3. Individuals will submit the form to their supervisor or Dean for (approval/information) to access the campuses or the DO.
2. Individuals will be required to check-in with Public Safety at the Access Point on the day/time they submitted. Public safety will document the Physical Access using the Access Form.

3. Individuals will then be required to submit to a Physical Health Screening as described in the Health Screening SOP of the SMCCCD prior to entering the campus or DO.
4. All individuals will be required to comply with social distancing protocols as described in Order No. c19-5b.
5. All individuals will be required to us Face Coverings as described in the San Mateo County Health Officer’s [Order No. c19-8](#)

Physical Access Points

The Procedure for controlling the Access Points for the college campuses and the DO are as follows:

1. There will be a single Access Point for each of the college campuses and the DO.
2. There will be a Public Safety Officer controlling each Access point for the college campuses, but not the DO.
3. After individuals are checked through the Access Point, they will proceed to the Health Screening station and submit to a physical health screening as describe in the Health Screening SOP of the SMCCCD.

The Access Points and Health Screening stations for each of the campuses are specified below.

CAÑADA COLLEGE

COLLEGE OF SAN MATEO

SKYLINE COLLEGE

DISTRICT OFFICE

PHYSICAL ACCESS CONTACT INFORMATION

Cañada College			
Name	Title	Email	Phone
College of San Mateo			

Name	Title	Email	Phone
Skyline College			
Name	Title	Email	Phone
District Office			
Name	Title	Email	Phone

Standard Operating Procedure (SOP) – Travel

Operating Protocol

COVID-19 Response Plan – Effective March 10, 2020; Updated April 29,2020

Travel

Based on current situational factors, the following measures apply to District related travel:

International Travel

Employee and student travel to foreign countries for District-related business is suspended until further notice. Any exceptions to this order should be submitted to the Chancellor's Office (via email to warnec@smccd.edu) and must be approved by the Chancellor (or designee) prior to any exempted travel.

- A. The District's Study Abroad program is suspended until such time as is appropriate to resume, based on global situations.
- B. Employees and students returning from international travel (District-related or personal) should follow the guidance of the [guidance of the CDC](#).

Out-of-State Domestic Travel

Any travel for District-related business is suspended until further notice. Any exceptions to this order should be submitted to and approved by the president at the respective college or the Chancellor (or designee) at the District office prior to any exempted travel.

In-State Domestic Travel

Any travel for District-related business is suspended until further notice. Any exceptions to this order should be submitted to and approved by the president at the respective college or the Chancellor (or designee) at the District Office prior to any exempted travel

Covered Expenses

During the period of March 10 to current, employees who have secured travel expenses on their personal credit cards and were/are not able to travel will be reimbursed for those expenses. Reimbursements should be submitted to the location (campus/district) finance office

Non-Essential Gatherings/Events/Meeting

Until further notice, all non-essential in-person District gatherings, meetings and events are suspended. Any essential in-person meeting or gathering must conform with the County Health Officer's Order relating to number of participants, social distancing and protective equipment protocols.

Monitoring and Adjustments

The District's COVID-19 Emergency Operations Center will continue to monitor the issue and refine operational protocols as necessary. As such, timeframes referenced above are subject to change.