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Standard Operating Procedure (SOP): System for Communication

Background
The SMCCCD values transparency in communication, both internally, and to the community. Due to the number of coronavirus disease 2019 (COVID-19) cases among select non-healthcare critical infrastructure employees across the country, the U.S. Centers for Disease Control and Prevention (CDC) is working with employers to ensure employees have available accurate, actionable, and timely disease prevention and control information. This communications plan shall adhere to CalOSHA stipulations, and align with the SMCCCD Crisis Communications Plan. This Communication plan:

• Outlines actions SMCCCD can take to share key COVID-19 prevention messages with their employees
• Suggests key messages that SMCCCD can use in their communication efforts to help employees protect themselves, their families, and the surrounding community to help slow the spread of COVID-19
• Shall ask employees to report to the employer COVID-19 symptoms, possible exposures, and possible hazards at the workplace.
• Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.

Procedure

I. Notifications to prevent COVID-19 Spread
   a. SMCCCD shall utilize command and control organization to communicate public information
      i. The Public Information Officer (PIO) shall notify the campus community
      ii. The Health Branch Director (HBD) shall inform:
         1. Possible exposures
         2. Infected personnel
         3. Communicate to those exposed (contact tracing)
         4. Communicate within the command structure of the EOC
   b. SMCCCD employees are required to report to their supervisor COVID-19 symptoms, possible exposures, and possible hazards at the workplace
      i. No employee shall be stigmatized for communicating a possible C-19 illness
         1. Supervisors are responsible for protecting their subordinates
         2. Faculty are responsible for protecting their students
         3. Retaliation for self-reporting constitutes harassment
      ii. If the employee does not want to communicate to their immediate supervisor, they may contact the HBD
      iii. Supervisors must communicate possible C-19 illnesses to the HBD
      iv. All health-related communications are bound by HIPAA privacy provisions
      v. Access points are designed to deny occupants (employees and students) from entry if they present with COVID-19 symptoms

II. Notification Procedures
   a. Possible Exposures
i. In the event of a possible exposure:
   1. Notify immediate supervisor/faculty
   2. Notify the HBD
   3. The HBD shall notify all possible personnel exposed within 48 hours
   4. The HBD shall notify all Operation (OPS) Branches and EOC Director of the exposure
   5. The HBD shall notify the San Mateo County Public Health Department within 48 hours
   6. OPS Branch Directors shall notify their Branch employees within 48 hours
   7. The PIO shall post exposure/positive cases to the SMCCCD website
   8. Notifications to prevent spread may be delivered through digital media, voice call, email, text, and RAVE (AlertMe)
   9. Policy Group shall be notified of exposures within the EOC

ii. Notification of Health and Safety Plan (HSP)
   1. All employees shall be trained on the most current HSP
   2. Training may be delivered by:
      a. Safe Colleges and/or other approved SMCCCD platforms
      b. Town Halls
      c. Department specific training
   3. Training shall include:
      a. Policies and Procedures
      b. Benefits
      c. Spread of the Virus
      d. Social Distancing
      e. Particle Spread
      f. Hand Sanitization
      g. Face Coverings
      h. C-19 Signs and Symptoms
   4. Training records shall me maintained by the Office of Emergency Management (OEM) and OPS Branch Directors, and provided to HR upon request
   5. Discrepancies in the HSP shall be communicated to supervising personnel, and forwarded to the EOC
   6. EOC personnel shall apply due diligence to ensure HSP is current and communicated to SMCCCD personnel
   7. Instructions for return to work, isolation/quarantine, and pay/benefits agreements shall be provided by the SMCCCD

b. Procedures for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
i. SMCCCD shall communicate policies and procedures that accommodate employees with medical or other conditions that put them at increased risk of severe COVID-19 illness

ii. Employee specific needs must be conveyed to effectuate appropriate accommodation.
   1. Accommodation requests shall be requested through the chain of supervision
   2. Accommodation requests shall be approved in the EOC if needed

iii. SMCCCD will make every attempt to accommodate their employees without endangering the safety of other SMCCCD personnel.

iv. Accommodations may include:
   1. Limiting elevator use for people with disabilities
   2. Arranging modified instruction, work, or telework
   3. Providing sanitizers and hand cleansers
   4. Providing modified facial coverings stipulated through CALOSHA
   5. Providing medical counseling
   6. Modifying social distance requirements for aids that are required for mobility, access, etc.
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 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

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, sunlight, 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 physical distancing, engaging in effective hygiene practices, 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 (CDC) 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
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.

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

Ensure adequate 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](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

- Isolate areas visited by the ill persons. When possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 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.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

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 service area will close and isolate the office or space and notify the Health Branch Director (HBD). The HBD will assess the situation to determine isolation timeframe for office or space. Subsequently a work order will be submitted 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 workstations, 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.

The District uses sanitizers and disinfects in alignment with the Environmental Protection Agency’s list of Disinfectants for Use Against SARS-CoV-2 (COVID-19): [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)
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, submit 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:

- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools and Homes
- https://www.cdc.gov/flu/school/cleaning.htm
- https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Responding to the Presence of COVID-19 Signs/Symptoms

Purpose and Scope:
The following Standard Operating Procedure (SOP) shall delineate response, mitigation, and reporting on occasions when students, staff, and faculty have COVID-19 signs and symptoms, test positive for COVID-19, exclusion of COVID cases, and when such persons may refuse to leave class or campus. This SOP will also define exposure, and isolation/quarantine stipulations. Although the SMCCCD health screening protocol mandates self-checks 24 hours prior to campus entry, and District Access Points evaluate entrants for signs of COVID-19, it may be possible for occupants to develop signs and symptoms once on District grounds. It is imperative that SMCCCD maintain intuitive procedures for all occupants to reduce the spread of the Virus, to protect life, and maintain instructional continuity. The subsequent SOP shall maintain the following Scope:

- Definitions
- Identifying COVID-19 signs/symptoms
- Testing
- District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases
- Isolation Parameters
- Instructional/Operational Continuity
- Isolation Procedures
- Exclusion of COVID-19 cases
- Removal of person/s from campus
- HIPPA compliance
- Prevent the Spread of COVID-19 if You are Sick Document from CDC

Definitions

- **Exposure**: A potential exposure *means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” regardless of the use of face coverings*. Use of facial coverings does not impact exposure determination per San Mateo County Health Department. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. Any duration of exposure should be considered prolonged if the exposure occurred during performance an aerosol-generating procedure (AGP).

- **Exposure Risk Level**:
  - “Low” risk means persons were in minimal contact with the individual and do not need to quarantine or isolate.
  - “Mid” means persons came into contact with the individual for a long enough duration or were at close enough proximity to require self-quarantine at home.
  - “High” risk means that there is a high-probability person who came into contact with the individual were exposed to the virus. The Health Branch Director and County Health will instruct these persons on subsequent actions. This includes Persons who develop COVID-19 symptoms from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. This period also includes persons who test POSITIVE but are ASYMPTOMATIC from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
Close Contact: Having \textit{close contact within 6 feet of an individual for greater than 15 minutes with confirmed or suspected COVID-19}. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic or tested positive.

Aerosol-generating procedures (AGPs): Aerosol-generating procedures are procedures performed on patients that are more likely to generate higher concentrations of infectious respiratory aerosols than coughing, sneezing, talking, or breathing. These AGPs may put healthcare workers (HCWs) at an increased risk for exposure and infection.

Quarantine: refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health. 14-day quarantine is ideal and is still recommended for all close contacts per San Mateo County Health. However, If quarantining for 14 days is a hardship, individuals may be allowed to end quarantine after day 10 WITHOUT testing.


Isolation: used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available. Individuals will be directed to isolate for a minimum of 10-days.

Healthcare Provider Release Form
All students, staff, and faculty members must provide a Healthcare Provider Release Form (HRF) to the Health Branch Director prior to returning to district grounds. The following must be assessed:

- Acknowledgement of directive for isolation (COVID+ test) or quarantine (symptomatic or confirmed exposure)
- Completion of isolation or quarantine (beginning and ending date) consistent with CDC recommendations
- Confirmation of no symptoms; or improved symptoms, and no fever for 24 hours without fever reducing medication

\textit{A follow up negative COVID test is NOT required for release}

Identifying COVID-19 Signs/Symptoms
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear \textbf{2-14 days after exposure to the virus}. People with these symptoms may have COVID-19:

The San Mateo County Health Department has implemented a COVID-19 recommendations checklist for K-12 and applicable school-based programs outlining protocols, control measures, and recommendations. The following chart provides guidance for determining confirmed and suspected cases of COVID-19 infections:
Confirmed Case of COVID-19 Infections: Individual with positive COVID-19 molecular amplification laboratory testing results (e.g., PCR) or positive antigen testing result.

Note: Serology/antibody testing results are not currently used to diagnose COVID-19.

Suspected Case of COVID-19 Infection:

<table>
<thead>
<tr>
<th>At Least 1 of the following criteria</th>
<th>OR At Least 2 of the following criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND cough (new or change in baseline)</td>
<td></td>
</tr>
<tr>
<td>• Fever (temperature ≥ 100.4°F / 38°C or subjective fever) AND shortness of breath or difficulty breathing (new or change in baseline)</td>
<td></td>
</tr>
<tr>
<td>• New loss of taste or smell (i.e., new olfactory or taste disorder)</td>
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</tr>
<tr>
<td>• Painful purple or red lesions on the feet or swelling of the toes (“COVID toes”)*</td>
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<tr>
<td>• Pneumonia (or clinical exam or imaging)</td>
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<tr>
<td>• Acute Respiratory Distress Syndrome (ARDS)</td>
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</tbody>
</table>


Testing

The SMCCCD shall establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. The District shall take the following actions (testing) when there has been a COVID-19 case at the place of employment:

- The District shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period(s)
- COVID-19 testing shall be provided at no cost to employees during their working hours who had potential COVID-19 exposure in the workplace
- Provide all employees with information on benefits
- All employees in the exposed workplace shall be offered weekly testing.
- Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- SMCCCD shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department
- SMCCCD shall provide additional testing when deemed necessary by the governing body through the Issuance of Order to Take Special Action

Local Testing Facilities

The SMCCCD has partnered with San Mateo County Office of Emergency Services (SMCOES). This partnership has manifested centralized COVID-19 testing at the College of San Mateo. Contracted testing will be managed through Unified Command with SMCOES and Optum Health. District personnel and
students shall have allocated testing at no costs. Further and current testing information shall be maintained on the SMCCCD C-19 website.

Testing Considerations

- Recommend student and employee to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- Recommend all students and employees to report either their own positive COVID-19 test results, or that of a household member or non-household close contact, to the Health Branch Director as soon as possible
- The District will maintain strict HIPPA compliance and will maintain due diligence to protect their community from COVID spread with medical reporting data.
- The District shall maintain its Student First Mission, and shall create policy and protocol in alignment with equity minded solutions
- The District shall align with CAL OSHA, SMCH, CDPH, and all applicable legislation
- All testing requirements shall be verified with the appropriate governing authority

District Emergency Action Plan for Suspected or Confirmed COVID-19 Cases

The SMCCCD shall:

- Determine the day and time the COVID-19 case was last present and,
- To the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and
- The date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Give notice of the potential COVID-19 exposure,
  - Must be within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case
- Offer COVID-19 testing information
  - No cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace
  - Provide employees with information on benefits
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure
- Identify measures to reduce exposure to COVID-19 hazards
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.
- It should be noted—Emergency Action Plans (EAPs) may vary based on virus discoveries. All isolations and quarantines shall be verified with the LHD. Testing results may decrease quarantine/isolations times based on potential exposure and signs/symptoms. Negative testing may reduce these times, while positive results may reciprocally extend protection measures

**Emergency Action Plan Scenario Based Response:**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Emergency Action Plan</th>
<th>Line of Communication</th>
</tr>
</thead>
</table>
| **Scenario 1: A student, staff, or faculty member answers “yes” during the Health Screening** | • Deny access to campus  
• Recommend to get tested.  
• Notify supervisor if past Access Point  
• EOC to proceed with incident management.                                                                 |
<table>
<thead>
<tr>
<th>Scenario 2: A family member or someone in close contact with a student or employee (outside of the school community) tests positive for COVID-19.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instruct to stay home, or to leave campus.</td>
<td>• Notify supervisor</td>
</tr>
<tr>
<td>• Recommend to get tested (See Testing above).</td>
<td>• Supervisor will contact HBD</td>
</tr>
<tr>
<td>• Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)</td>
<td>• EOC to proceed with incident management.</td>
</tr>
<tr>
<td>• See Isolation/Quarantine Parameters below</td>
<td>• HBD documents pertinent contact tracing information for public health officials.</td>
</tr>
<tr>
<td>Scenario 3: A student or employee exhibits COVID-19 symptoms on District Grounds and has mode of transportation</td>
<td></td>
</tr>
<tr>
<td>• Individual with symptoms is instructed to leave District Grounds</td>
<td>• Notify supervisor</td>
</tr>
<tr>
<td>• Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)</td>
<td>• Supervisor will contact HBD</td>
</tr>
<tr>
<td>• If serious illness, call 911.</td>
<td>• EOC to proceed with incident management.</td>
</tr>
<tr>
<td>• Decontaminate workstation or isolate workstation and relocate operation (site must be preapproved)</td>
<td>• HBD documents pertinent contact tracing information for public health officials.</td>
</tr>
<tr>
<td>• See Isolation/Quarantine Parameters below</td>
<td>• Notify unions per MOU</td>
</tr>
<tr>
<td>Scenario 4: A student or employee exhibits COVID-19 symptoms on District Grounds and DOES NOT have mode of transportation</td>
<td></td>
</tr>
<tr>
<td>• Individual with symptoms is instructed to leave Instruction/Workspace</td>
<td>• Notify supervisor</td>
</tr>
<tr>
<td>• If serious illness, call 911.</td>
<td>• Supervisor will contact HBD</td>
</tr>
<tr>
<td>• Instruct individual to wait outside for transportation to arrive</td>
<td>• EOC to proceed with incident management.</td>
</tr>
<tr>
<td>• OR Instruct individual to move to the Campus Isolation Room (See Below)</td>
<td>• HBD documents pertinent contact tracing information for public health officials.</td>
</tr>
<tr>
<td>• Decontaminate workstation or isolate workstation and relocate operation (site must be preapproved)</td>
<td>• Notify unions per MOU</td>
</tr>
<tr>
<td>• See Isolation/Quarantine Parameters below</td>
<td>• Notify Facilities Branch for decontamination instructions</td>
</tr>
<tr>
<td>Scenario 5: A student or employee develops COVID-19 symptoms 48 hours AFTER leaving District Grounds</td>
<td></td>
</tr>
<tr>
<td>• Recommend to get tested</td>
<td>• Notify supervisor</td>
</tr>
<tr>
<td>• If serious illness, call 911</td>
<td>• Supervisor will contact HBD</td>
</tr>
<tr>
<td>• See Isolation/Quarantine Parameters below</td>
<td>• EOC to proceed with incident management.</td>
</tr>
<tr>
<td>• Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)</td>
<td>• HBD documents pertinent contact tracing information for public health officials.</td>
</tr>
<tr>
<td>Scenario 6: A student or employee develops COVID-19 symptoms WITHIN 48 HOURS AFTER leaving District Grounds</td>
<td></td>
</tr>
<tr>
<td>• Recommend to get tested</td>
<td>• Notify supervisor</td>
</tr>
<tr>
<td>• If serious illness, call 911.</td>
<td>• Supervisor will contact HBD</td>
</tr>
<tr>
<td>• Decontaminate workstation or isolate workstation and relocate operation (site must be preapproved)</td>
<td>• EOC to proceed with incident management.</td>
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<tr>
<td>• See Isolation/Quarantine Parameters below</td>
<td>• HBD documents pertinent contact tracing information for public health officials.</td>
</tr>
<tr>
<td>• Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)</td>
<td>• Notify unions per MOU</td>
</tr>
</tbody>
</table>
### Scenario 7: A student or employee tests positive for COVID-19. (If on District Grounds within last 14 Days)
- Individual sent home if not already isolated.
- If serious illness, call 911.
- Decontaminate workstation or isolate workstation and relocate operation (site must be preapproved)
- See Isolation/Quarantine Parameters below
- Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)
- Notify Facilities Branch for decontamination instructions
- Inform supervisor
- EOC to proceed with incident management.
- HBD documents pertinent contact tracing information for public health officials.
- Notify unions per MOU
- Notify Facilities Branch for decontamination instructions

### Scenario 8: A student or employee tests negative for COVID-19 after having symptoms, without any positive or symptomatic cases in household.
- Individual may return to school 72 hours after either of the following:
  - Resolution of fever and improvement of other symptoms.
- Inform supervisor of negative case
- EOC to proceed with incident management.
- Notify Facilities Branch for decontamination instructions

### Scenario 9: A student or employee tests negative for COVID-19 after being in close contact to a COVID-19 positive household member
- Individual must remain in quarantine for 14 days after last contact with a person who has COVID-19
- OR individual must remain in quarantine for the duration that the COVID-19 positive person in same household has to remain in quarantine if able to keep social distance.
- OR if individual is unable to maintain social distance from the COVID-19 positive person in their household, then they must stay in quarantine for 14 days after the ill person has met the criteria to end home isolation
- Provide with “Prevent the Spread of COVID-19 if You are Sick (CDC)
- Inform supervisor of negative case
- EOC to proceed with incident management.
- Notify Facilities Branch for decontamination instructions

**Note:** Individuals who are 2 weeks post their completed COVID-19 vaccination series (2 doses for Pfizer and Moderna OR single dose Johnson & Johnson Janssen) are exempt from quarantine guidelines. Isolation directives still apply if the individual exhibits symptoms and/or tests positive for COVID-19.
## Isolation/Quarantine Parameters

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Isolation/Quarantine Guidelines</th>
</tr>
</thead>
</table>
| **Scenario 1: A student, staff, or faculty member answers “yes” during the Daily Screening (displays signs/symptoms of COVID-19)** | - Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).  
  - Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.  
  - If you have tested positive for COVID-19 but do not have symptoms stay at home until after 10 days have passed since your last exposure test.  
  - Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds |
| **Scenario 2: A family member or someone in close contact with a student or employee (who does not reside in the student or employee home) tests positive for COVID-19.** | - Stay home, separate themselves from others, monitor their health, and follow directions from their local health department, primary care, or the Health Branch Director.  
  - Stay home until at least: 24 hours have passed since resolution of fever without the use of fever reducing medication AND  
  - Improvement in respiratory symptoms (if present) AND  
  - At least 14 days have passed since exposed to COVID-19, or 10 days since developing COVID-19 symptoms.  
  - Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds |
| **Scenario 3: A student or employee exhibits COVID-19 symptoms on District Grounds and has mode of transportation** | - Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).  
  - Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.  
  - If you have tested for COVID-19 but do not have symptoms stay at home until after 10 days have passes since your last exposure test.  
  - Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds |
| **Scenario 4: A student or employee exhibits COVID-19 symptoms on District Grounds and DOES NOT have mode of transportation** | - Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).  
  - Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.  
  - If you have tested for COVID-19 but do not have symptoms stay at home until after 10 days have passes since your last exposure test.  
  - Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds |
| **Scenario 5: A student or employee develops COVID-19 symptoms 48 hours after leaving District Grounds** | - Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).  
  - Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.  
  - If you have tested positive for COVID-19 but do not have symptoms stay at home until after 10 days have passes since your last exposure test.  
  - Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds |
Scenario 6: A student or employee develops COVID-19 symptoms WITHIN 48 hours after being off District Grounds

- Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).
- Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.
- If you have tested for COVID-19 but do not have symptoms stay at home until after 10 days have passes since your last exposure test.
- Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds

Scenario 7: A student or employee tests positive for COVID-19.

- Stay home until it’s safe for to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).
- Stay at home until after 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication, and symptoms first appeared.
- If you have tested for COVID-19 but do not have symptoms stay at home until after 10 days have passes since your last exposure test.
- Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds

Scenario 8: A student or employee tests negative for COVID-19 after having symptoms, without any positive or symptomatic cases in household.

- Individual may return to school 72 hours after resolution of fever and improvement of other symptoms.
- Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds

Scenario 9: A student or employee tests negative for COVID-19 after being in close contact to a COVID-19 positive household member

- Individual must remain in quarantine for 14 days after last contact with a person who has COVID-19
- OR individual must remain in quarantine for the duration that the COVID-19 positive person in same household has to remain in quarantine if able to keep social distance.
- OR if individual is unable to maintain social distance from the COVID-19 positive person in their household, then they must stay in quarantine for 10-14 days after the ill person has meet the criteria to end home isolation.
- Must provide Physician Release Form (PRF) to Health Branch Director (HBD) PRIOR to retuning to District Grounds

**Note:** Individuals who are 2 weeks post their completed COVID-19 vaccination series (2 doses for Pfizer and Moderna OR single dose Johnson & Johnson Janssen) are exempt from quarantine guidelines. Isolation directives still apply if the individual exhibits symptoms and/or tests positive for COVID-19.

**Instructional/Operational Continuity**

The San Mateo County Community College District prioritizes life safety, incident stabilization, and property conservation/instructional continuity. Isolation procedures shall prioritize life safety over continuity, but shall operate with due diligence to preserve instructional stability. In order to achieve this aim, operations that lack ability to relocate in the occurrence of an occupant displaying signs/symptoms of COVID-19, or when the occupant reveals that he/she has tested positive, the District shall accommodate measures to continue that operation without sacrificing life safety. In the incidence (WITHIN THE WORK ENVIRONMENT) that a student, staff, or faculty member has signs/symptoms of COVID-19, or reveals that they have tested POSITIVE with COVID-19 within the last 10 days, the following Options are provided to safeguard instructional/operational continuity.

a. Classroom /Operation Dismissal:
Health & Safety Plan
San Mateo County Community College District

a. To be utilized when:
   i. A student or employee has signs/symptoms of COVID-19, or reveals that they have tested POSITIVE with COVID-19 within the last 10 days
   ii. There is prolonged exposure within that operation with the sick or COVID-19 positive student or employee (Social Distancing and PPE protocols were NOT maintained)
   iii. There is no approved alternative site for the operation
   iv. Occupants do not feel comfortable remaining on site

b. Classroom/Operation Relocation:
   a. To be utilized only when:
      i. A student or employee has signs/symptoms of COVID-19, or reveals that they have tested POSITIVE with COVID-19 within the last 10 days
      ii. There is confirmed or communicated positive C-19 test AND there is NO PROLONGED EXPOSURE. (Social Distancing and PPE protocols WERE maintained)
      iii. There is an alternate location that can serve particular operation
      iv. Approval for the alternate location and continuance has been approved by the Operations Section within the EOC

c. Classroom/Operation continuance:
   a. To be utilized only when:
      i. A student or employee has signs/symptoms of COVID-19, or reveals that they have tested POSITIVE with COVID-19 within the last 10 days
      ii. There is confirmed or communicated positive C-19 test AND there is NO PROLONGED EXPOSURE. (Social Distancing and PPE protocols WERE maintained)
      iii. There is NO alternate location that can serve particular Operation
      iv. Suitable sanitization has been completed in the dismissed workspace and common areas prior to continuance
      v. Approval for continuation of the Operation has been approved by the Health Branch Director within the EOC

Isolation Procedure

Upon notification that a student, staff, or faculty on District Grounds has signs/symptoms of COVID-19, or tested positive within 10 days, personnel shall adhere to the following:

1. Only call 9-1-1 for life threatening illnesses, such as shortness of breath, altered level of consciousness, chest pain, etc.).
2. Notify applicable Administrator/Supervisor
3. Ensure class attendance has been documented (for instruction)
4. Send student/employee home with quarantine/isolation instructions (noted above), and to maintain patient confidentiality as mandated by HIPPA
5. If student/employee does not have transportation on site to return to residence:
   a. Contact Public Safety Dispatch and request escort to designated Campus Isolation Location (CIL):
      i. Skyline College: Building 7: 110
      ii. College of San Mateo/District Office: Building 1:155
iii. **Cañada College: Building 9: 152**

6. Obtain/document the following information:
   a. Any locations on campus they may have occupied
   b. PPE and social distancing protocol adhered
   c. Time of onset of symptoms
   d. Symptoms

7. Ensure occupancy is assured of their safety in relocation to a new site (if applicable)
   a. Provide opportunity for occupants to voice their reservations for continued operation
   b. If anxiety persists provide an equitable solution to adjourn for those who wish to isolate

8. Create work order with Facilities for space decontamination

9. Lock the door to the operational space (and secure building) until space has been decontaminated by facilities, or if relocating to another approved location

10. Email the Health Branch Director of a possible exposure to obtain procedure for operation resumption, patient care, and provide narrative of patient encounter

11. Health Branch Director shall brief EOC and all Operational Branches

12. EOC Director shall brief Policy Group Supervisor

13. Health Branch Director will provide County recommended protocol for case management. Protocol will vary based on case, county, and state protocol

14. Any student, staff, or faculty that leaves District grounds due to C-19 signs/symptoms is encouraged to acquire Health Branch Director approval prior to returning to District

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**Exclusion of COVID-19 Cases (Isolation/Quarantine) & Removal of Person/s from Campus**

SMCCCD shall ensure that COVID-19 cases are excluded from the workplace until the return-to-work requirements are met. Employees removed from work due to COVID-19 related precautions shall continue and maintain an employee’s earnings, seniority, and all other employee rights and benefits. SMCCCD may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers’ compensation.

Employees and students shall isolate/quarantine in good faith. This Health and Safety Plan is intended to be sincere, fair, open, and honest. The District is committed to support employees by maintaining employee’s earnings, seniority, and all other employee rights and benefits. Woeful violation of safety and isolation/quarantine mandates may result in loss of those rights and benefits. The procedures set forth are to protect the District community, and abide by Local, State, and Federal guidelines. Employees and students shall adhere to isolation/quarantine protocols, and deviation may result in discipline. Employees shall:

1. Isolate/Quarantine as determined by the HBD:
   a. Do not return to campus until cleared by the HBD
   b. Do not gather with others (including co-workers and students) during isolation/quarantine
   c. Provide Physician Release Form (PRF) prior to returning to District Grounds
   d. Self-report COVID signs and symptoms

2. Abide by Access Protocol
a. Treat Access Personnel with respect
b. Stop at Access Point
c. Ensure face covering is on when interacting with Access Personnel
d. Accurately self-report COVID signs/symptoms

The following procedure shall be utilized when person(s) who display signs/symptoms of COVID-19, or person(s) refuse to adhere to District COVID-19 Health and Safety Procedures while on District Grounds:

a. Compassionately, and politely, advise person(s) that they must leave District grounds based on District Health and Safety procedures.
b. If person(s) do not comply, call Public Safety.
c. Public Safety shall comply with Department policy and procedure to maintain campus and District safety.
d. First responders may be called to assist/augment Public Safety Personnel

Health Insurance Portability and Accountability Act (HIPAA) Compliance

HIPAA is the United States legislation that provides data privacy and security provisions for safeguarding medical information. The purpose of HIPAA is to provide continuous health insurance coverage, reduce the administrative burdens and costs of healthcare, and protect Patients' Personal or Protected Health information (PHI).

The Standards for Privacy of Individually Identifiable Health Information, commonly known as the HIPAA Privacy Rule, establishes the first national standards in the United States to protect PHI. Information that is covered under PHI includes:

1. Patient's name, address, birth date and Social Security number;
2. Individual's physical or mental health condition;
3. Any care provided to an individual;
4. Information concerning the payment for the care provided to the individual that identifies the patient; or
5. Information for which there is a reasonable basis to believe could be used to identify the patient.
Prevent the Spread of COVID-19 if you are sick (CDC)

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care.
- Stay home. Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people and pets in your home.
- As much as possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a mask.

Monitor your symptoms.
- Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention
Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Bluish lips or face
- Inability to wake or stay awake

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility:
Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor.
- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor’s office, and tell them you have or may have COVID-19.

If you are sick, wear a mask over your nose and mouth.
- You should wear a mask over your nose and mouth if you must be around other people or animals, including pets (even at home).
- You don’t need to wear the mask if you are alone. If you can’t put on a mask (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a mask using a scarf or bandana.

cdc.gov/coronavirus
Note: Isolation (symptomatic or COVID-19 positive)/Quarantine (confirmed exposure) timelines are assessed, identified, and appropriately adjusted based on individual specific tracing information consistent with Center for Disease Control, California and San Mateo County Public Health policy and procedures.
Standard Operating Procedure (SOP) Reporting, Record Keeping, and Access

Purpose
This standard operating procedure provides updated interim guidance to the Health Branch Director (HBD), for enforcing the requirements of 29 CFR Part 1904 with respect to the recording of occupational illnesses, specifically cases of COVID-19. This guidance is intended to be time-limited to the current COVID-19 public health crisis. Because of the difficulty with determining work-relatedness, OSHA is exercising enforcement discretion to assess SMCCCD’s efforts in making work-related determinations.

Under OSHA’s recordkeeping requirements, COVID-19 is a recordable illness, and thus SMCCCD is responsible for recording cases of COVID-19, if:

1. The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention (CDC)
2. The case is work-related as defined by 29 CFR § 1904.5; and
3. The case involves one or more of the general recording criteria set forth in 29 CFR § 1904.7.

Definitions

- 29 CFR Part 1904: Recording and Reporting Occupational Injuries and Illness
  - **Note to § 1904.0:** Recording or reporting a work-related injury, illness, or fatality does not mean that the employer or employee was at fault, that an OSHA rule has been violated, or that the employee is eligible for workers’ compensation or other benefits.

- 29 CFR § 1904.5: Determination of work-relatedness

- 29 CFR § 1904.7: General Recording Data

Background
Confirmed cases of COVID-19 have now been found in all parts of the country, and outbreaks among workers in industries other than healthcare, emergency response, or correctional institutions have been identified. As transmission and prevention of infection have become better understood, both the government and the private sector have taken rapid and evolving steps to slow the virus’s spread, protect employees, and adapt to new ways of doing business. As the virus’s spread now slows in certain areas of the country, states are taking steps to reopen their economies and workers are returning to their workplaces. All these facts—incidence, adaptation, and the return of the workforce—indicate that employers should be taking action to determine whether employee COVID-19 illnesses are work-related and thus recordable. Given the nature of the disease and ubiquity of community spread, however, in many instances it remains difficult to determine whether a COVID-19 illness is work-related, especially when an employee has experienced potential exposure both in and out of the workplace.

In light of these considerations, OSHA is exercising its enforcement discretion in order to provide certainty to employers and workers. Accordingly, until further notice, OSHA will enforce the recordkeeping requirements of 29 CFR 1904 for employee COVID-19 illnesses for all employers according to the guidelines below. Recording a COVID-19 illness does not, of itself, mean that the employer has violated any OSHA standard.
Procedure
Determination of Work-Related COVID Exposures

In determining whether SMCCCD has complied with this obligation and made a reasonable determination of work-relatedness, the Health Branch Director (HBD) should apply the following considerations:

- **The reasonableness of the employer's investigation into work-relatedness.** SMCCCD should not be expected to undertake extensive medical inquiries, given employee privacy concerns and SMCCCD’s lack of expertise in this area. It is sufficient for SMCCCD, when it learns of an employee's COVID-19 illness, (1) to ask the employee how he believes he contracted the COVID-19 illness; (2) while respecting employee privacy, discuss with the employee his work and out-of-work activities that may have led to the COVID-19 illness; and (3) review the employee's work environment for potential SARS-CoV-2 exposure. The review in (3) should be informed by any other instances of workers in that environment contracting COVID-19 illness.

- **The evidence available to the employer.** The evidence that a COVID-19 illness was work-related should be considered based on the information reasonably available to SMCCCD at the time it made its work-relatedness determination. If SMCCCD later learns more information related to an employee's COVID-19 illness, then that information should be considered as well in determining whether SMCCCD made a reasonable work-relatedness determination.

- **The evidence that a COVID-19 illness was contracted at work.** The HBD should consider all reasonably available evidence, in the manner described above, to determine whether SMCCCD has complied with its recording obligation. This cannot be reduced to a ready formula, but certain types of evidence may weigh in favor of or against work-relatedness. For instance:
  - COVID-19 illnesses are likely work-related when several cases develop among workers who work closely together and there is no alternative explanation.
  - An employee's COVID-19 illness is likely work-related if it is contracted shortly after lengthy, close exposure to a particular customer or coworker who has a confirmed case of COVID-19 and there is no alternative explanation.
  - An employee's COVID-19 illness is likely work-related if his/her job duties include having frequent, close exposure to the general public in a locality with ongoing community transmission and there is no alternative explanation.
  - An employee's COVID-19 illness is likely not work-related if she is the only worker to contract COVID-19 in her vicinity and her job duties do not include having frequent contact with the general public, regardless of the rate of community spread.
  - An employee's COVID-19 illness is likely not work-related if he, outside the workplace, closely and frequently associates with someone (e.g., a family member, significant other, or close friend) who (1) has COVID-19; (2) is not a coworker, and (3) exposes the employee during the period in which the individual is likely infectious.
  - The HBD should give due weight to any evidence of causation, pertaining to the employee illness, at issue provided by medical providers, public health authorities, or the employee herself.

If, after the reasonable and good faith inquiry described above, SMCCCD cannot determine whether it is more likely than not that exposure in the workplace played a causal role with respect to a particular case of COVID-19, SMCCCD does not need to record that COVID-19 illness. In all events, it is important as a matter of worker health and safety, as well as public health, for SMCCCD to examine COVID-19 cases among workers and respond appropriately to protect workers, regardless of whether a case is ultimately determined to be work-related.
Reporting Procedure

The San Mateo County Community College District (SMCCCD) shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department. All reporting procedures shall align with Federal, State, and County guidelines.

Employees and students are directed to immediately report through their supervisor to the Health Branch Director any serious illnesses, suspected campus exposures, death occurring on SMCCCD grounds or in connection with its direct operations.

The Health Branch Director (HBD) will perform a preliminary investigation to assess conditions of the potential exposure. The following will apply based on the variables of the suspected campus exposure:

- Notify Operations Branch Directors of suspected or confirmed exposure.
- Operations Branch Directors shall notify their assigned operational personnel, including contractual notification of union bargaining units
- Perform contact tracing following Center for Disease Control (CDC) and San Mateo County Public Health (SMCPH) guidelines and HIPPA regulations for maintaining confidentiality during process
- Contact San Mateo County Health to report any COVID-19 cases and obtain consultation as appropriate as required by law and regulation
- Notify COVID-19 positive individuals with SMCPH directives for isolation
- Notify individuals who have been determined to have risk exposure with SMCPH directives for quarantine or symptom monitoring
- Obtain Healthcare Provider Release Form (HRF) from Isolation and quarantine individuals prior to retuning to District Grounds. The following must be assessed:
  - Acknowledgement of directive for isolation (COVID+ test) or quarantine (symptomatic or confirmed exposure)
  - Completion of isolation or quarantine (beginning and ending date) consistent with CDC recommendations
  - Confirmation of no symptoms; or improved symptoms, and no fever for 24 hours without fever reducing medication
  
  *A follow up negative COVID test is NOT required for release*
- The HBD shall notify appropriate supervisors or reporting staff when the individual is cleared to return to campus grounds

Record Keeping

The Health Branch Director is responsible for maintaining records in alignment with HIPPA regulations.

- Confidentially is maintained and information is discussed and shared consistent with HIPPA regulations
- Documentation of COVID-19 cases is maintained through the District’s PYRAMED medical record platform and includes the following information
  - Employee’s name
  - Contact information
  - Occupation
• Location where the employee worked
• Date of the last day at the workplace
• Date of a positive COVID-19 test
• Notes specific to case conditions

The district maintains a webpage that reports confirmed positive cases of COVID-19 in individuals who were on SMCCCD property and where an individual was on campus within the last work week and was required to isolate or quarantine due to possible COVID-19 exposure. Cases are updated on a weekly basis: [https://covid-19.smccd.edu/exposures-report/](https://covid-19.smccd.edu/exposures-report/)

Record Access
Medical record access is available following HIPPA regulations. Information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
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, and now a pandemic, there is a public health emergency throughout San Mateo 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 prior to 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 can unintentionally infect others. The CDC, CDPH, and SMCPH have assessed that wearing a face covering, when combined with physical distancing of at least 6 feet and frequent hand washing, can 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) 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 including revisions can be found at:

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. 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. Per CDC guidelines, the following are to be considered:

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth, fits snugly against the sides of your face with gaps, and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do NOT wear masks intended for healthcare workers unless directed, for example, N95 respirators

*CDC does not recommend the use of gaiters or face shields in lieu of masks.*

The CDC recently found (February 2021) wearing a cloth mask over a surgical mask offers more protection against the coronavirus, as does tying knots on the ear loops of surgical masks. Those findings prompted recent guidance on how to improve mask fit at a time of concern over fast-spreading variants of the virus. [https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm?s_cid=mm7007e1_w](https://www.cdc.gov/mmwr/volumes/70/wr/mm7007e1.htm?s_cid=mm7007e1_w)

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. Medical grade masks should be reserved for healthcare 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. Clean reusable Face Coverings frequently. Always have an extra Face Covering readily available in case a replacement is needed.

**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. Face coverings shall be required on District grounds in accordance to Health Order C19-8 & C19-8(b)
2. Purchase, care, and compliance of face coverings shall be the responsibility of the individual (employee, student, or District visitor). SMCCCD shall not be responsible for the purchase or care of face coverings.
3. SMCCCD shall maintain a central surplus of PPE in the Emergency Supply Cache for 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 Face Coverings.

4. PPE usage/administration shall be prioritized and authorized 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 brief occupants as necessary of face 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 participating in recreation activities 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:
   a. prohibit any member who is not wearing a Face Covering from entering and remaining on District property
   b. prohibiting individuals from entering district property who do not comply with Face 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 determine 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. Face Coverings, in combination with appropriate physical 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 to high risk COVID-19 related 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. 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. Studies indicate that people who are infected but do not have symptoms 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**
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 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 jeopardizes 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 minimizing 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. Studies indicate that people who are infected but do not have symptoms 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 Employee Access Request Form and review the daily SMCCCD Health Screening Questionnaire. To locate these forms, see the following links:

- Employee Campus Access Request
  - https://app.smartsheet.com/b/form/9b802e762f964a169bf6f6011cc90b6
- Health Screening
  - https://app.smartsheet.com/b/form/30cd1490db04630b78bfcbbc71a0edf
- Campus Access Information

Public Safety will be stationed at each campus Access Point during specified hours and obtain a verbal acknowledgement that individuals are COVID-19 symptom free. Individuals who acknowledge 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, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, 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. Public Safety will be stationed at each campus Access Point during specified hours and obtain a verbal acknowledgement that individuals are COVID-19 symptom free. Individuals who acknowledge symptoms (i.e., fever, cough, shortness of breath) at the Access Points will be immediately sent home and referred for medical care.
Develop and implement policies and procedures for workforce contact tracing following faculty/staff/student COVID-19+ test

- San Mateo County Public Health (SMCPH) is responsible for conducting contact tracings for positive COVID-19 test results
- The District will collaborate with SMCPH regarding contact 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 Branch 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 exhibit symptoms of COVID-19, received a positive COVID-19 test result, or have been exposed to someone who is COVID-19 positive, the District Health Branch 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 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

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 April 16, 2020, this Physical Access Procedure provides requirements to access the Colleges and District Office (DO) of the SMCCCD for each “Phase of Recovery.”

Phase I
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 also 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 Public Safety personnel controlling each Access point for the college campuses, but not the DO.

3. After individuals are checked through the Access Point, they will submit to a physical health screening as described in the Health Screening SOP of the SMCCCD.

The Access Points for each of the campuses are specified below.
For updated maps of the locations of campus access points, please click on this link:

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

<table>
<thead>
<tr>
<th>PHYSICAL ACCESS CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cañada College</strong></td>
</tr>
<tr>
<td>Name: Brian Tupper</td>
</tr>
<tr>
<td>Title: Public Safety Captain</td>
</tr>
<tr>
<td>Email: <a href="mailto:tupper@smccd.edu">tupper@smccd.edu</a></td>
</tr>
<tr>
<td>Phone: (650) 306-3445</td>
</tr>
</tbody>
</table>

| **College of San Mateo**            |
| Name: Rob Dean                      |
| Title: Public Safety Captain        |
| Email: deanr@smccd.edu               |
| Phone: (650) 574-6200                |

| **Skyline College**                 |
| Name: Jim Vangele                   |
| Title: Public Safety Captain        |
| Email: vangelej@smccd.edu            |
| Phone: (650) 738-4455                |

| **District Office**                 |
| Name: Rob Dean                      |
| Title: Public Safety Captain        |
| Email: deanr@smccd.edu               |
| Phone: (650) 574-6200                |
Standard Operating Procedure (SOP) – Travel

Operating Protocol

Effective August 2, 2021

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

District-Related Travel:
Employee and student out-of-state domestic travel, and in-state domestic travel for District-related business is resumed following normal district approval processes for individuals who meet criteria for full vaccination. International travel proposals should be submitted to the Chancellor’s Office (via email to warnecc@smccd.edu) and must be approved by the Chancellor (or designee) prior to any exempted travel.

Covered Expenses
During the period of March 10, 2020 to current, employees who have secured travel expenses on their personal credit cards and were/are not able to travel due to COVID-19 restrictions will be reimbursed for those expenses. Reimbursements should be submitted to the location (campus/district) finance office.

Return to Onsite Work After Travel:
Employees and students returning from travel should follow the guidance below:

After Domestic Travel for fully vaccinated individuals:
• Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

After International Travel for fully vaccinated individuals:
• Get tested with a viral test 3-5 days after travel.
• Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
Quarantine is not required for fully vaccinated individuals. Follow all state and local recommendations or requirements after travel.

After Domestic or International Travel for unvaccinated individuals:
• Self-quarantine at home for a full 7 days after travel.
• Get tested with a viral test 3-5 days after travel.
  o Even if you test negative, self-quarantine at home for the full 7 days.
  o If your test is positive, isolate yourself to protect others from getting infected.
• Avoid being around people who are at increased risk for severe illness for 14 days.
• Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
• Follow all state and local recommendations or requirements.


**Quarantine:**
Should you be required to quarantine due to travel outside of the Bay Area, the time during quarantine will be covered by emergency sick leave pay covered by the Families First Coronavirus Response Act (FFCRA). For questions specific to the emergency sick leave pay, please contact Ingrid Melgoza at melgozai@smccd.edu.

**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.
Procedure (SOP) – Workspace Assessment

Purpose
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 15.f.xiv of the San Mateo County Health Officer’s Order No. c19-5f, dated June 4, 2020 (“Order No. c19-5f”).

As a condition of operating under this Order, the SMCCCD must prepare or update and implement recovery plans that take into consideration modifications to the physical environment and behavioral guidance that will allow for appropriate social distancing to slow the spread of COVID-19. The following procedure shall serve as a living document to prepare campus spaces, guide and direct people to protect life, and slow the communal transmission of COVID-19, while working, learning, and visiting, the campuses.

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. This procedure provides guidance on behavioral and physical modifications necessary to ensure these actions are achievable upon return to the campus.

The Workspace Assessment SOP shall fulfill stipulations set forth by CALOSHA (Section 30205) to include:

- Employee participate in evaluation of COVID-19 hazards
- The employer shall conduct a workplace-specific identification of all interactions for potential exposure (workspace assessment & contact investigation)
- For indoor locations, the employer shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system
- Adhere to applicable orders and guidance from the State of California and the local health department
- The employer shall conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with employers’ COVID-19 policies and procedures.

Procedure
At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, the SMCCCD shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons. For buildings with mechanical or natural ventilation, or both, the SMCCCD shall maximize the quantity of outside air provided to the extent feasible, with the following exemption:

- When the United States Environmental Protection Agency (EPA) Air Quality Index is
  - Greater than 100 for any pollutant
  - If opening windows or letting in outdoor air by other means would cause a hazard to employees (excessive heat or cold)
The SMCCCD shall take the following actions to maximize airflow and ventilation:

- In buildings or structures with mechanical ventilation, SMCCCD shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system.
- If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency.
- SMCCCD shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.

The EOC Facility Assessment Group oversees the evaluation and modification of physical working and learning spaces. Facilities Managers will coordinate the workspace assessment process. In collaboration with college leadership, the college Cabinet will determine the classes, programs, and services that will function on campus. To initiate the space assessment process, College Vice Presidents, Deans, or Directors will request a workspace assessment, via the *Workspace Assessment Request Form*. The submitted form will automatically notify the campus Facilities Manager. At the District Office, program directors will request a workspace assessment, via *Workspace Assessment Request Form*. The Workspace Assessment Request form includes:

- Name of requestor and program contact
- Program name
- Locations of areas requiring assessment (Building, rooms, program suites, etc.)
- Names of people to be included in the initial review walk

Points of Contact—Facilities Managers

**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

APPENDIX A: Example of the Workspace Assessment Request Form and process map is located at the end of the document. Link to the *Workspace Assessment Request Form* by which Administrative Supervisors may request a workspace assessment.

**Assessment, Modification, and Documentation Procedure**

**Review of Space**  
Facilities Manager to

- Schedule a site visit of the space that may include the Facilities Access Group leader, Facilities Manager, Project Coordinator, college leadership familiar with the program’s operation: VPs, Deans, Program Directors, as required for a thorough understanding of the operation.
- Provide floor plans if needed
- Provide assessment review checklist tool
During the site visit, all will collaborate to gain an understanding of program requirements, space modification potential, and limitations.

- College Administrative Supervisor or designee will fill out a copy of the Workspace Assessment Worksheet
- Facilities Manager or Project Coordinator will fill out a copy of the Workspace Assessment Worksheet
- Project Coordinator may record notes, photo-document as needed, and mark up drawings as appropriate. Concluding the site visit, Project Coordinator will distribute meeting minutes as appropriate and file documentation.

If additional site visits are required, the Facilities Manager/Project Coordinator will coordinate said meetings.

**Physical Space Modification**
Facilities Maintenance and Operations to make changes to the space as designed and agreed upon.


**Evaluation and Approval of Completed Space Modifications**

**Workspace Assessment Approval Process**
Prior to final approval the following documents must be uploaded to Smartsheet:

- Completed workspace assessment request form
- Completed workspace assessment worksheets
  - College Administrator
  - Facilities
  - Any other assessment sheets that may have been filled out
- Floor plans and photographs
- Other documentation

Final Site Review: At the request of the college Administrator, the Facilities Manager or Project Coordinator may schedule a final review site visit. All are welcome to review the modified space and compare modifications to the original Workspace Assessment Worksheet during this meeting or on their own. Alternatively to an in person site visit, approvers may review final assessment documents, floor plans, and photographs of competed work in Smartsheet in order to make their final determination of space modification completion.

To validate that the space has been assessed, modified to support social distancing, and the program’s operation reviewed and adjusted as needed the following administrators or their designee will attest their approval or denial as automatically generated from Smartsheet:

- College Administrator: Vice President, Dean, or designee
- Facilities Manager or designee
- EOC Health Branch Director or designee
- District Safety Officer or designee
Final Review and approval Smartsheet is only accessible to those with granted access. Approval cycle will be automatically generated.

https://app.smartsheet.com/sheets/wx3cPrJp4Mc4r5HwVvXjr897frH9hr87J7Q99q31?view=grid

**Products for Space Modification**

The District and Colleges are committed to providing a working environment that reduces the spread of COVID-19. The reconfiguring of working, teaching, and learning spaces to ensure social distancing requirements is the goal for the installation of the following products. 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. Products that may be put in service include

- **Partitions**
  - Partitions may be used when 6’ social distancing cannot be accommodated and people are expected to work within that proximity for an extended amount of time.
- **Clear poly carbonate or acrylic barriers**
  - The utilization and installation of transparent barriers for forward facing employees
  - High volume face to face transactional space
  - When 6’ social distancing cannot be accommodated at required work locations
- **Hand sanitizer dispensers**
  - Placed in community areas with reasonably easy access. Examples include corridors, building entrances, lobbies, entrances to program suites, and work rooms
- **Sanitizing wipe dispensers**
  - Placed in occupied classrooms, work rooms, large office or program suites
- **Stanchions/barriers/cordons**
  - Used to preclude occupants from gathering
  - Used to facilitate directional lie cuing
  - Isolate areas that are out of service
  - Locations used may include
    - Common interior/exterior eating/dining spacing
    - Theaters/stadiums/waiting rooms/bookstores/libraries/breakrooms/cafeterias
    - Locker rooms
    - Meeting rooms
- **Signage**: Refer to Appendix D for examples of signage. Signage and floor markings are used to guide and direct human movement in spaces to support social distancing. Examples may include placing signs on furniture to deny proximal learning opportunities (i.e. block every other chair, etc.), and placement of ground markings to demarcate social distancing barriers within the learning environment. The signage is been color schemed to help communicate response intent:
  - Blue: Informational—Offers tips and resources
  - Red: Call to Action—Adherence to direction is implied
  - Yellow: Guidance—Traffic directional

**Assignment of Transportation**

SMCCCD shall prioritize shared transportation assignments in the following order:

1. Employees residing in the same housing unit shall be transported in the same vehicle.
2. Employees working in the same crew or worksite shall be transported in the same vehicle.
3. Employees who do not share the same household, work crew or worksite shall be transported in the same vehicle only when no other transportation alternatives are possible.

SMCCCD shall ensure that:

• Physical distancing and face covering requirements are followed for employees waiting for transportation.
• The vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle’s normal capacity.
• The vehicle operator and any passengers are provided and wear a face covering in the vehicle.
• All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
• All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, shall be cleaned and disinfected between different drivers.
• SMCCCD shall provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.
• SMCCCD shall ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air.
• Windows do not have to be kept open if one or more of the following conditions exist:
  • The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
  • The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
  • Protection is needed from weather conditions, such as rain or snow.
  • The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

APPENDIX C: Signage—located at the end of the document.

Limitations of Assessments

Although the college and District will make reasonable efforts to modify spaces to support social distancing, there will be limitations to what can be accomplished, from a practical standpoint. Examples of known limitations include:

- No major modifications to spaces. The Facilities department will not move permanent structures, walls, seating, built in case work, etc, to meet accommodations.
- Single occupancy spaces/offices will not be modified.
- Where feasible, furniture is stored or marked as “Not in Use” within the space, rather than moved to a different location.
- Behavioral modification versus modifications to the physical space is often the best solution.
- Occupancy will be restricted in all areas. General rule is 25% of standard occupancy can be accommodated in most spaces.
- Building ventilation may be altered in some spaces. The extent that this may occur is dependent upon the system.
Inspections for Compliance
The designated Safety Officer shall randomly inspect all on Campus Operations. Inspector shall contact supervisor or faculty to communicate intent and scope of inspection for professional courtesy. The intent of the inspection is to identify gaps in safety procedures, and correct any infractions on site. Gross infractions that cannot be corrected will mandated to halt. Inspection scope is detailed in Appendix C.

Appendices

APPENDIX A: Workspace Assessment Request Form

Request Work Space Site Assessment Meeting

PURPOSE: This form is to be used by Vice Presidents and Deans to request a Site Assessment of the work space.

NEXT STEPS:
1) After submission, the Facilities Manager will schedule a day and time to assess the work space with the requestor and other individuals listed on this form.
2) The Requestor and other participants will receive a Work Space Assessment Tool to review prior to the scheduled Site Assessment date.

REFERENCE: Work Space Assessment SOP Appendix A.
Appendix A (continued): Workspace Assessment Process Map

1. Request for Workspace Assessment submitted by Supervising Administrator (Appendix A)
2. Automated email to Facilities Manager (FM) & Project Coordinator to schedule meeting with those listed as participants.
3. FM/Project Coordinator schedules the meeting and attaches the Workspace Assessment Checklist to the Calendar invite with instructions to: 1) Review the form prior to the meeting; 2) Option to complete the form during the meeting, i.e. bring an iPad/Laptop; 3) Completed form will be uploaded after the meeting for documentation of the meeting.

- Workspace Assessment form utilized during the site assessment meeting (Appendix B)
- Upon completion of the meeting, FM/Project Coordinator clicks a button in Smartsheet that the meeting is complete.
- Automatic message sent to the Supervising Administrator prompting to upload Appendix B with notes from discussion.
- Automatic reminder messages sent weekly to Supervising Administrator until form is uploaded.

- Workspace Final Review & Sign Off Checklist
- FM/Project Coordinator indicates in Smartsheet that the work is completed; uploads supporting documents, pictures, etc.
- Automatic message sent to the Supervising Administrator to review the modifications to the space, and approve the changes.
- Automatic reminder messages sent weekly to Supervising Administrator until approval is complete.

- Automatic message sent to the Health Branch Director to review the modifications to the space, and approve the changes.
- Automatic reminder messages sent weekly to Health Branch Director until approval is complete.

- Automatic message sent to the Safety Officer to review the modifications to the space, and approve the changes.
- Automatic reminder messages sent weekly to Safety Officer until approval is complete.
Appendix B: Workspace Assessment Worksheet

The Workspace Assessment Worksheet for use during the site visits.

Workspace Assessment Worksheet

PURPOSE: This worksheet is to be used by administrative supervisors and Facilities Managers during the Workspace Assessment.

NOTES:
1. Both Facilities Managers and meeting participants should complete this checklist and add notes to ensure everything has been considered during the workspace assessment.
2. In some cases, behavior modification, on either the part of employees or students will be needed in lieu of, or in addition to physical space modification in order to achieve health and safety standards. Alternatively, if health and safety standards cannot be met, remote work may need to continue for the particular function/service.

BEHAVIORAL MODIFICATION may include things like:
   a. Reservation/Appointment systems
   b. Queuing systems
   c. Access Monitoring to ensure Maximum Occupancy is not broached
   d. Employee hybrid work schedules (Certain days working remote vs. On Campus)
   e. Employee work location modification, etc.

PHYSICAL SPACE MODIFICATION may include things like:
   a. Clear poly carbonate or acrylic panel installation
   b. Stanchion placement
   c. Floor markings to indicate 6 ft. of social distancing, etc.
## Appendix C (Inspection Form):

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<td>First Name</td>
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<td>Last Name</td>
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<tr>
<td>Point of Contact (Supervisor of Space at time of Inspection) *</td>
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<tr>
<td>First Name</td>
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<td>Last Name</td>
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<td>Office Space</td>
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<td>Meeting Room</td>
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<td>Athletic Space (Outdoor)</td>
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<td>Athletic Space (Indoor)</td>
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<td>Hallway/Corridor</td>
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<td>Industrial Cleaners (Facilities)</td>
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Signature of Inspector:

Signature of Point of Contact:

Submit Form
Standard Operating Procedure for Employee Break Rooms and Food Consumption

Background
The risk of COVID-19 transmission increases when there is a higher number and density of people present at a facility, particularly when indoors. To reduce this risk, SMCCCD has established limitations on the number of people who can be present at a facility, and Employee Break Rooms at any given time. These limitations are based on the capacity of the facility and/or the overall number of people who may be present at any given time. These limitations vary depending on the risk of COVID-19 transmission associated with the type of use. Moreover, depending on California Recovery Tier, food consumption (both indoor and outdoor) may be prohibited. The SMCCCD shall in good faith and due diligence, attempt to align all procedures with evolving County and State regulations. Food and beverage consumption require mask removal, and therefore, increases virus transmission. Therefore, SMCCCD shall regulate Employee Break Room use, and food consumption procedures.

Scope
The following SOP shall delineate procedures for employee break room use and food consumption while on District grounds for both employees and students

Procedure

Break Room Use

1. District break rooms (DBR) vary in capacity and capability
2. DBRs, regardless of size, shall occupy only one employee at a given time
3. If breaks are provided to multiple employees, break room use shall be staggered
4. DBR use shall be utilized only for appliance use:
   a. Refrigerator
   b. Microwave
   c. Toaster Oven
   d. Water Dispenser
   e. Coffee Maker
   f. Utensils
   g. Miscellaneous items needed for health and wellness
5. After use, all utilized appliances shall be sanitized before next use
6. If break room has exterior windows, they shall remain open while the facility is occupied
7. All break rooms shall be thoroughly disinfected at least once a week
8. Break rooms that allow for seating shall not be utilized for employee food consumption

Food Consumption

1. Students shall not eat in instructional spaces
   a. Students may eat outside with no less than six feet of social distance, or:
   b. Students may eat alone in their own vehicle
   c. Students may not gather to consume food within a vehicle or indoor space
2. May consume food in breakrooms
   a. Max occupancy must be posted in food consumption areas/breakrooms
b. Employees must adhere to occupancy

3. Employees may consume food in a non-shared office space, or:
   a. If they are alone in a designated office space, and:
      i. This office space is sanitized after food consumption, prior to co-occupation
   b. Outdoors, at least 6 feet from co-workers and other District occupants
   a. Employees may eat alone in their own vehicle, or District assigned vehicle
      a. District vehicles shall be sanitized after food consumption
   b. Employees may not gather to consume food within a vehicle or indoor space
Standard Operating Procedure (SOP) – Return to Work (After Illness or Exposure)

Purpose:
The following SOP shall set forth practical guidelines for discontinuing self-isolation and returning to work after illness, or discontinuing self-quarantine and monitoring after exposure, as appropriate for the workplace. Furthermore, guidelines are intended to ensure workers who have been exposed to someone with COVID-19 routinely monitor themselves or receive monitoring, including for signs and/or symptoms of potential illness, at work, in accordance with CDC guidance. In addition, this SOP shall align and be modified accordingly to ALL SMCCCD Memorandums of Understanding (MOUs). While this SOP shall serve as technical guidance for SMCCCD Executive Leadership, and material for all District employees, it shall also serve to combat stigma in the workplace.

Background
Employees returning to work post isolation/quarantine have faced varying incidents of stigma. Fear of virus transmission, or the efficacy of isolation has led to doubt and consternation amongst the District community.

Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths.

No single person or group of people are more likely than others to spread COVID-19. Public health emergencies, such as this pandemic, are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things. Stigma can lead to labeling, stereotyping, discrimination, and other negative behaviors toward others. For example, stigma and discrimination can occur when people link a disease, such as COVID-19, with a population, community, or nationality. Stigma can also happen after a person has recovered from COVID-19 or been released from home isolation or quarantine.

Some groups of people who may experience stigma during the COVID-19 pandemic include:

- Certain racial and ethnic minority groups, including Asian Americans, Pacific Islanders, and black or African Americans;
- People who tested positive for COVID-19, have recovered from being sick with COVID-19, or were released from COVID-19 quarantine;
- Emergency responders or healthcare providers;
- Other frontline workers, such as grocery store clerks, delivery drivers, or farm and food processing plant workers;
- People who have disabilities or developmental or behavioral disorders who may have difficulty following recommendations;
- People who have underlying health conditions that cause a cough;
- People living in congregate (group) settings, such as people experiencing homelessness.

Stigma hurts everyone by creating more fear or anger toward ordinary people instead of focusing on the disease that is causing the problem. Stigma can also make people more likely to hide symptoms or illness, keep them from seeking health care immediately, and prevent individuals from adopting healthy behaviors. This means that stigma can make it more difficult to control the spread of an outbreak.
Groups who experience stigma may also experience discrimination. This discrimination can take the form of:

- Other people avoiding or rejecting them;
- Getting denied healthcare, education, housing, or employment;
- Verbal abuse; or
- Physical violence.

Stigma can negatively affect the emotional, mental, and physical health of stigmatized groups and the communities they live in. Stigmatized individuals may experience isolation, depression, anxiety, or public embarrassment. Stopping stigma is important to making all communities and community members safer and healthier. Everyone can help stop stigma related to COVID-19 by knowing the facts and sharing them with others in their communities.

**SMCCD Community leaders and public health officials can help prevent stigma by:**

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements, including those on social media.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels, including news media and social media, to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Thanking healthcare workers, responders, and others working on the front lines.
- Suggesting virtual resources for mental health or other social support services for people who have experienced stigma or discrimination.
- Requiring District employees and students returning from isolation/quarantine to produce Healthcare Provider Release Forms prior to working on-site. The intent of this provision is to protect those returning from stigma, and provide confidence to co-workers on-site of the validity of the isolation.

**Procedure**

1. Return to work can only occur once the EOC has completed the investigation and mitigation of the quantified COVID-19 case.
   a. Investigation is led by the HBD in collaboration with the local health department.
   b. Record keeping and communication must be completed PRIOR to return to work.
   c. Communication of isolation/quarantine (both for confirmed and non-confirmed C-19 test) must comply with MOU stipulations:
      i. A negative test IS NOT required to return to employment or learning
      ii. Communication of incident to the District community potentially exposed must occur within 24 hours
2. The employee/student must meet all standards set forth in the SOP ‘Responding to the Presence of COVID-19 Signs/Symptoms’ (See related SOP)
3. Once isolation/quarantine has been completed, the employee or student must provide the HBD a signed Health care Provider Release Form (HRF).
a. The request from the patient to the healthcare provider can begin immediately as to not delay form acquisition

b. There is no restricted template and must address the following:
   i. Acknowledgement of directive for isolation (COVID+ test) or quarantine (symptomatic or confirmed exposure)
   ii. Completion of isolation or quarantine (beginning and ending date) consistent with CDC recommendations
   iii. Confirmation of no symptoms; or improved symptoms, and no fever for 24 hours without fever reducing medication

   *A follow up negative COVID test is NOT required for release*

4. The HBD shall update patient records set forth in the SOP *‘Reporting, Record Keeping, And Access’.*

5. It shall be the responsibility of the employee/student to provide updates on recurring COVID-19 signs and symptoms to the HBD

6. All COVID case communications (exposures, positives, quarantines, isolations) shall comply with SMCCCD, County, State, and Federal guidelines.