



Updated 4/13/21

Spring 2021 COVID-19 Operational Plan

College of the Redwoods is looking forward to the spring semester at the Eureka Campus, Del Norte Education Center, and the Klamath-Trinity Instructional Site. During these challenging times, we desire to protect our employees and students from the effects of the COVID-19 pandemic, as well as any other infectious diseases.

CR Facilities Management has taken the following steps to provide the safest learning and working environment possible according to Federal, State and County health guidelines. These procedures and practices are reviewed, updated, and added to as more information becomes available about COVID-19.

To date Facilities Management has provided:

- Acrylic guards in locations where social distancing could be difficult, due to the transactional requirements that take place. These areas include the Learning Resource Center, Dining, Student Services/Administration, Child Care Center, and other various office locations across campus. Additional guards will be placed when identified, as necessary.
- Hand sanitizer dispensers have been installed in currently occupied classrooms, and in common and high use areas. This installation of dispensers will continue in all classrooms and office areas.
- Masks, gloves, wipes, and bottled hand sanitizer have been provided where feasible in all in-use classrooms. This will expand to include all classrooms and office areas focusing on areas moving towards occupancy.
- Social distancing and informational signage have been placed throughout campus. This continues to be updated as situations change, and new information becomes available.
- Standard cleaning procedures have been revised to include more surface cleaning especially in identified high touch areas.
- When possible, classroom cleaning has been expanded to include wiping down surfaces between classes.
- Facilities has purchased small handheld misting sprayers that can be utilized in small areas, to treat with anti-bacterial products.
- Each classroom or lab space where students will be meeting face to face will be issued a “COVID-19 Kit” which will include all the materials and supplies (thermometers, screening questionnaires, extra face masks, gloves, wrist bands, wristband chart and sanitizing supplies).

STUDENT PROTOCOLS

COVID-19 Information for Students

CR students, including Academy of the Redwoods students, need to be aware of the following symptoms of COVID-19.

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

- Fever or 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
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update as they learn more about COVID-19. Please reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Return to School Process– Spring Semester 2021

If living in the residence halls, please go to “Moving in Protocol for Spring Semester 2021” on page 10.

For those students not living in the residence halls, before returning to the College after the holidays, all students should take their temperature and answer CR’s health screening COVID-19 questionnaire, see **APPENDIX A - HEALTH SCREENING COVID-19 QUESTIONNAIRE**. If you do not have the questionnaire available, please answer the health screening questions on a recommended CDC COVID-19 app.

The following individuals below **should not immediately return** to school after the holiday break. Please contact the Public Safety Office at 707-476-4111.

- Any student that has tested positive over the holiday break for COVID-19.
- Any student exposed over the holiday break to someone who has tested positive for COVID-19.
- Any student feeling sick and/or has symptoms of COVID-19 as [described by the CDC](#), such as a fever or 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, vomiting, or diarrhea
- Any student with a current temperature of 100.4 degrees or higher.

- Any student who answers yes to one or more of the questions on the health screening COVID-19 questionnaire, see **APPENDIX A - HEALTH SCREENING COVID-19 QUESTIONNAIRE**.

Daily COVID-19 Protocol for Students

If a student's temperature is 100.4 degrees or higher, a student should not come to school and should seek medical care as needed per CDC and County Health guidelines.

Any student who answers yes to one or more of the questions on the health screening COVID-19 questionnaire, see **APPENDIX A - HEALTH SCREENING COVID-19 QUESTIONNAIRE** or to a CDC COVID-19 app health screening survey, should not visit a CR facility and should call the Public Safety Office at 707-476-4111.

Students need to be aware that faculty reserve the right to check temperatures and ask the health screening questionnaire before allowing students into a classroom. For review of the COVID-19 protocols students will follow in face to face/hybrid classes, please review attached **APPENDIX B – CLASSROOM GUIDANCE AND COVID PROTOCOLS**.

Masks are required whenever a student is in a common area, in hallways, on stairs, in elevators, near someone else on campus, indoors and outside. In addition, an employee should always wear a mask whenever entering or leaving a CR facility. For more information on masks, see **APPENDIX C - GUIDANCE FOR THE USE OF FACE COVERINGS**.

Students are encouraged to regularly wash their hands for at 20 seconds throughout the course of a day and use hand sanitizer as needed. For more information, see **APPENDIX D – PROMOTE HEALTHY HYGIENE PRACTICES**.

If Anyone in Your Household is Experiencing COVID-19 Symptoms

- A student should not come to school.
- A student should not return to any of the District's facilities, or end isolation until they have met CDC's criteria to discontinue home isolation. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

If You Feel Sick While at School and are Experiencing COVID-19 Symptoms

- A student should immediately go home.
- If a student is experiencing symptoms of COVID-19 they are to stay at home, seek medical attention and contact their primary care provider, and consider making an appointment for COVID-19 testing.
- A student should not return to any of the District's facilities, or end isolation until they have met CDC's criteria to discontinue home isolation. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

If you Test Positive for COVID-19

Immediately contact the Public Safety Office. The information reported should include: the date your specimen was collected for testing, if you have symptoms and when they started, your specific location(s) while at CR facilities including the building(s), agricultural field(s), or other location(s) you entered during the infectious period - along with the names of employees and students you may have encountered.

- Public Safety will contact the appropriate county Public Health Department, for track and tracing and inform the appropriate members of the campus community, while maintaining confidentiality as required by state and federal laws, including FERPA and the ADA.
- Julia Morrison, Vice President, Administrative Services/CBO, will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- The CDC has stated that a quarantine can end after 10 days without testing and if no symptoms have been reported during daily monitoring. The quarantine can end after 7 days if you receive a negative COVID-19 test and no symptoms were reported during daily monitoring.
<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>
- The District will ensure non-discrimination against students who were or are diagnosed with COVID-19.

If you Travel Domestically out of the District's Territory **UPDATED (4/2/21)**

Have You Been Fully Vaccinated?

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated. If you have a condition or are taking medication that weakens your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

Domestic Travel for Fully Vaccinated People

- Fully vaccinated travelers are less likely to get and spread COVID-19.
- People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:
 - Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it
 - Fully vaccinated travelers do not need to self-quarantine
- Fully vaccinated travelers should still follow CDC's recommendations for traveling safely including:
 - Wear a mask over your nose and mouth
 - Stay 6 feet from others and avoid crowds
 - Wash your hands often or use hand sanitizer
- You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

Domestic Travel for Unvaccinated People

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a viral test 1-3 days before your trip.
- While you are traveling:
 - Wear a mask over your nose and mouth. [Masks are required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
 - [Get tested with a viral test 3-5 days](#) after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.
- Visit your [state, territorial, tribal](#) or [localexternal icon](#) health department's website to look for the latest information on where to get tested.
- Always follow [state and local](#) recommendations or requirements related to travel.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

If you Travel Internationally and Return to District Territory **UPDATED (4/2/21)**

Have You Been Fully Vaccinated?

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated. If you have a condition or are taking medication that weakens your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

International Travel for Fully Vaccinated People

Fully vaccinated travelers are less likely to get and spread COVID-19. However, international travel poses additional risks and even fully vaccinated travelers are at increased risk for getting and possibly spreading new COVID-19 variants.

CDC recommends delaying international travel until you are fully vaccinated. If you are fully vaccinated with an FDA-authorized vaccine:

- You should continue to follow CDC’s recommendations for traveling safely and get tested 3-5 days after travel.
- You do NOT need to get tested before leaving United States unless your destination requires it.
- You do NOT need to self-quarantine after arriving in the United States.

The COVID-19 situation, including the spread of new or concerning variants differs from country to country, and even fully vaccinated travelers need to pay close attention to the [situation at their destination](#) before traveling. Do not travel internationally until you are [fully vaccinated](#). If you are not fully vaccinated and must travel, follow CDC’s international travel recommendations for unvaccinated people.

- Before you travel
 - Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination’s requirements, you may be denied entry and required to return to the United States.
 - Check the current [COVID-19 situation in your destination](#).
- While you are traveling:
 - Wear a mask over your nose and mouth. [Masks are required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
 - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
 - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Before you arrive in the United States:
 - All air passengers coming to the United States, **including U.S. citizens and fully vaccinated people, [are required](#)** to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After travel:
 - 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.
 - Follow all [state and local](#) recommendations or requirements after travel.

International Travel Recommendations for Unvaccinated People

CDC recommends delaying international travel until you are able to get fully vaccinated. If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
 - Get tested with a viral test 1-3 days before your trip.
 - Make sure you understand and follow all airline and destination requirements related to travel, testing, or quarantine, which may differ from U.S. requirements. If you do not follow your destination’s requirements, you may be denied entry and required to return to the United States.
 - Check the [COVID-19 situation in your destination](#).
- While you are traveling:
 - Wear a mask over your nose and mouth. [Masks are required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

- Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Before you arrive in the United States:
 - All air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 viral test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States.
- After you travel:
 - [Get tested with a viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

Enforcement of COVID-19 Protocols

- If there are concerns over a fellow CR employee, contractor, vendor, or student not following COVID-19 protocol, please contact the Public Safety Office at 707-476-4111.

COVID-19 Protocols for Specific Facilities

Athletic Facilities

Athletics Daily Check-In Procedure

- Wash your hands or use hand sanitizer before starting.
- Have your temperature taken.
- Sign in on the form (Name – Department/Sport/Class – Temperature).
- Symptom Checklist:
 1. Fever (at or above 100.4)¹
 2. Diarrhea/Vomiting
 3. Body Chills
 4. Sore Throat
 5. Persistent Cough
 6. Pain / Difficulty Breathing
 7. Shortness of Breath
 8. Loss of Taste or Smell
 9. Unexplained Headache
 10. Extreme Level of Fatigue
 11. Body / Muscle Aches
 12. Change of Vision / Eye Discharge
- Check the appropriate box for you (first column) and everyone in your household (second column) based on the Symptom Check List above.
- If you check “Yes” to the Symptom Check for yourself, you must stay away from campus for 72 hours or you must be fever free for 24 hours and show proof of a negative COVID-19 lab test.
- If you check “Yes” to the Symptom Check for your household, you must stay away from campus for 72 hours.
- Following practice student-athletes will need to sign out at the Athletic Training Room. Once you have signed out it will be your responsibility to depart campus immediately.

CR Athletics has a separate policy and procedure practice plan for each of their intercollegiate sports. Please contact Bob Brown, Director of Athletics, Kinesiology, Health & Physical Education at bob-brown@redwoods.edu or Nate Kees, Head Athletic Trainer at 707-476-4399, nate-kees@redwoods.edu.

Bookstore located in Learning Resource Center (LRC), Eureka Campus

Customers must only enter the LRC wearing a mask and maintain six feet of distance between individuals. The flooring has been marked every six feet for waiting customers. Plexiglass has been installed to protect the cashier. Customers are asked to immediately leave the facility after making their purchase.

Café, Eureka Campus

Coronavirus is a respiratory virus - it is not considered to be a foodborne illness by the CDC, but similar proactive steps such as not working when sick, proper hand washing, and thorough disinfecting can mitigate the risk through proactive prevention controls.

Food services employees will daily answer the COVID-19 questionnaire and receive a temperature check with the non-contact infrared thermometer, individual temperature results will be logged. Employees will wash their hands for at least 20 seconds or more before beginning work.

The CR Café is closed to indoor dining. A customer can either walk in and order takeout or they can order food online and pick-up their food in the Cafe.

The floor inside the cafeteria has been marked in six feet increments so customers can safely wait to place orders. Plexiglass has been installed in the Café to protect workers. Pump condiments have been removed and single use condiments are available. There are no self-service food stations.

Cashiers wipe down the drink refrigerator doors and the ice cream cooler doors after every customer. There is no signing of credit cards on the card machine.

Chromebook/Laptop Pickup

Students picking up a Chromebook/laptop or other item/materials at a CR location must make arrangements in advance with staff in the appropriate location. While picking up the items/equipment, students are required to wear a mask and observe social distancing guidelines and must leave campus once they have received their equipment/supplies.

Computer Lab / LRC Usage

Students coming to use computer labs at any location must reserve their time in advance with the administration or designated office.

To enter a student must either display a COVID-19 test wristband for the day (attained while attending a class that day) or agree to answer the District's COVID-19 questionnaire and have a temperature check.

Masks must always remain on while entering, leaving, and while in a computer lab or LRC.

Students will need to checkout a computer keyboard and mouse. When these are returned at the end of a session they will be sanitized before being checked out once again. Once a given student has completed their work for the day, they will return the keyboard and mouse to a separate box where they will be cleaned prior to going back into circulation.

Residence Halls, Eureka Campus

Students must follow all previous guidance in the Student Protocols section of this document. In addition, residence hall students must follow these additional parameters:

Moving in Protocol for Spring 2021

Every residence hall student, and anyone accompanying them, will have their temperature taken with a no-contact thermometer and be asked a health survey questionnaire, see **APPENDIX A- HEALTH SCREENING COVID-19 QUESTIONNAIRE**.

On your move in day, you will be allowed to have no more than 2 people assist with you moving. Once your move in is complete, your guest(s) will be required to leave campus.

Any student running a temperature of 100.4 degrees or higher upon arrival, will be placed in an isolation residence hall quad. This will be a temporary room until symptoms subside. Once your symptoms subside, you would be moved into your assigned room for the 2020-2021 academic year.

While taking a COVID-19 test is not a requirement, we encourage residence hall students to seek a test prior to or upon arrival to Humboldt County. COVID-19 tests are being conducted at Redwoods Acres in Eureka. Information for registering for a test can be found on Humboldt County's website at <https://humboldt.gov/2788/Eureka>.

Addendum to the 2020-2021 Residential Life Community Guidelines

- Due to COVID-19, no guests will be permitted in the residence halls at any time. This includes non-resident students and non-students. This policy is designed to limit the potential exposure of the virus to our community. No guest will be permitted to check in for overnight stays.
- We request that you limit 2 other residents in your room at any given time. Non-residents are not allowed in the Residence Halls at any time.
- **We will not** have our traditional Sunday-Thursday, 6:30pm-7:30pm access to the weight room or Sunday-Thursday 7:30pm-8:30pm field house access for the Spring 2021 semester.
- All residents will be required to wear a mask/ face covering while outside of their room. This includes, but is not limited to, the Residence Halls lounges, Café, Student Services Building, and in any class that is still operating face-to-face.
- There will be no walk-in access to buildings on campus outside of the Café and your room. You will need an appointment to enter the Student Services building.
- For residents coming from out of Humboldt County (or have traveled out of state within the last two weeks) you will need to complete the COVID-19 questionnaire and your temperature will be taken every day for the first 10 days by college staff. College staff will begin doing these screenings at 10:00am. If at any point you begin experiencing symptoms of COVID-19 contact Public Safety immediately at 707-476-4111.
- Residents are encouraged to remain in Humboldt County during the academic semesters. Residents will be allowed to remain during spring break at no additional cost. If you do leave Humboldt County, please communicate your travel plans with the Housing Office via email, Housing@Redwoods.edu.

APPENDIX A- HEALTH SCREENING COVID-19 QUESTIONNAIRE

Name of Health Screener:	
Date:	Time:
Circle: Faculty – Staff – Contractor - Student	NAME & TEMP: Must be under 100.4°F
Have you traveled outside of Humboldt County and/or your primary county of residence?	
Have you been in contact with anybody with COVID-19 in the past two weeks?	
Have you displayed the following Signs and Symptoms?	Fever or chills <ul style="list-style-type: none"> • Fever is defined as body temperature > 100.4 Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache New loss of taste or smell – high concern Sore throat Congestion or runny nose Nausea or vomiting Diarrhea
Circle PASS or SENT HOME	Comments:

APPENDIX B – CLASSROOM GUIDANCE AND COVID-19 PROTOCOLS

While many of our classes will be meeting virtually this spring, there are a number of classes that will be delivered in a hybrid modality or entirely face-to-face.

We understand that the COVID-19 pandemic raises questions about health and risk management while attending in-person class sessions – both for faculty and for students. The District and the CRFO have developed the following protocols to help mitigate the risks associated with in-person meetings. These plans and practices may change as the situation evolves, so you may need to be flexible if things shift during the semester and we receive additional guidance from the county health department regarding additional restrictions. Your immediate supervisor will communicate with you regarding any changes to these protocols.

The following practices will be in place this semester:

- “COVID-19 Kits”

Each classroom or lab space where students will be meeting face to face will be issued a “COVID-19 Kit” which will include all the materials and supplies (thermometers, screening questionnaires, extra face masks, gloves, wrist bands, and sanitizing supplies) that instructors will need to effectively carry out the protocols delineated below. Please leave these kits in the classrooms so that maintenance may restock them as needed.

- Wristband Chart

Monday	Blue
Tuesday	Orange
Wednesday	Red
Thursday	Yellow
Friday	Green
Saturday	White

- Screening

Screening for symptoms of COVID-19 is an important part of mitigating risk. Students and faculty should be screened prior to sustained FTF contact in class. Faculty will be responsible for self-screening and for reporting any COVID-19 exposure or symptoms to their immediate supervisor.

Students will need to be screened immediately prior to class. These screenings will include asking students a series of specific screening questions regarding symptoms using a form we will provide for you, as well as checking to ensure that students are not running a fever.

There are several options for how faculty will ensure that these screenings are completed:

Option 1: Faculty Screen Students

Faculty will screen students as they arrive to each class meeting. Using a series of specific screening questions based on CDC guidelines, faculty will ask each student to respond to the screening questions and will then check each students' temperature via infrared (touchless) thermometer prior to allowing entry into the classroom.

If students have any of the following, they should be sent to Campus Security for additional screening:

- A temperature of over 100.4° F (38° C)
- Chills, cough, shortness of breath or difficulty breathing, bluish lips or face, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, or runny nose (different than pre-existing allergies), nausea or vomiting, diarrhea
- Orders from the Public Health Department or their primary health care provider to isolate or quarantine due to suspected or confirmed disease exposure.

Option 2: Students Self-Screen

Faculty may choose to have students self-screen prior to each in-person class meeting by taking an ungraded quiz in Canvas that asks students each of the specific screening questions as well as asks them to report their current temperature. Faculty would then need to confirm, prior to each class meeting, that students have taken the screening quiz and that they are clear to participate in class.

Option 3: Students Self-Screen w/ Canvas Questionnaire & Faculty Do Temperature Screenings in Person

Faculty may choose to have students self-screen prior to each in-person class meeting by taking an ungraded quiz in Canvas that asks students each of the specific screening questions. Faculty would then need to confirm, prior to each class meeting, that the students have taken the screening quiz and are clear to participate AND then take each student's temperature prior to the start of class. A quiz has been developed and is available to be imported into your Canvas shell. The quiz is located at <https://redwoods.instructure.com/courses/11374/quizzes/53760>.

If the student clears the health screening (regardless of which screening option is used), you will issue them a color-coded wrist band that will indicate for the rest of the campus community that they have been screened for the day. The "all clear" wrist band colors will change daily, and you will find the schedule for the color/date in the COVID-19 Kit. If a student arrives to your class already wearing the wrist band for the day, you do not need to screen them as it indicates that they've been screened elsewhere on campus.

- Exposure to or Contraction of COVID-19

Students: If a student reports that they have been exposed to COVID-19, are exhibiting symptoms of COVID-19, or have tested positive for COVID-19 you should do the following:

1. Instruct the student that they should immediately begin to self-quarantine and not attend any FTF class sessions.
2. Determine if they have been in close contact with any classmates. If so, those students should also immediately self-quarantine.
3. Report this information to your immediate supervisor who will contact Public Safety to begin coordination with the appropriate contact at the county health department.
4. Students should not return to class until they have been cleared by a medical professional and can provide documentation confirming their COVID-19-negative status.

Faculty: If a faculty member has been exposed to COVID-19, are exhibiting symptoms of COVID-19, or have tested positive for COVID-19 they should do the following:

1. Immediately begin to self-quarantine and not attend any FTF class sessions.
2. Notify their immediate supervisor who will then contact Public Safety to begin coordination with the appropriate contact at the county health department.
3. Determine if they have been in close contact with any students, staff, or faculty colleagues and communicate this information to their Dean or Director.
4. Not return to work until they have been cleared by a medical professional and can provide documentation confirming their COVID-19 negative status.

- **Hygiene**

We will provide the resources to practice heightened classroom hygiene. Students and faculty will be expected to:

- Wash or sanitize their hands after interactions with others and/or entering or leaving group settings.
- Avoid touching their eyes, nose, and mouth. **This includes no eating in the classroom.**
- Cover their mouth with a tissue or their arm if they sneeze or cough.
- Wipe down surfaces and equipment after use using the provided cleaning materials.

- **Personal Protective Equipment (PPE)**

All faculty, staff, and students on campus are required to wear appropriate PPE. Individuals will be expected to:

- Bring their own appropriate cloth face covering and wear the mask at all times in the

indoor classroom. (They may bring their own surgical face mask as an alternative. An N-95 mask will not be required.) **Bandanas, neck gaiters, or ‘buffs’ are not effective face coverings**; students who arrive with these should be given a mask from the supplies in the classroom “COVID-19 Kit.”

- The mask must be worn so as to cover both nose and mouth. The mask should not have an exhalation valve or vent. This is to help prevent spread of respiratory droplets which may carry disease, even if one is asymptomatic.
- If a student does not have a mask of their own, you will issue them one from the “COVID-19 Kit” in your classroom.

Note: Some lab class hours are long with periodic short breaks. Wearing a face covering or mask for extended periods of time is not comfortable for everyone. **Regardless, mask usage is an integral part of our risk reduction strategy and is required.** Should you have a student who refuses to wear an appropriate face covering or mask, you should ask them to leave the class as is your right pursuant to the Student Code of Conduct.

• Distancing/Ventilation

Students should be directed to sit at least six feet apart when in classroom spaces. You should plan on configuring your lab spaces similarly to ensure that students may maintain at least six feet of physical distance between them. You may want to break your class into smaller “cohorts” for their lab experiences whereby you will have student sub-groups access the lab spaces on a staggered schedule to ensure sufficient social distancing space can be maintained.

In many cases, maximum course enrollment has been reduced to accommodate the required spacing in the classroom and to facilitate additional instructor oversight.

You should plan on having classroom doors and windows open to encourage air flow, so you may want to let students know that they should plan to dress in layers.

Physical distancing (6 feet apart, about 2 arms’ length) will be practiced. Students will be expected to:

- Comply with efforts to physically distance in the classroom.
- Physically distance in the courtyard or elsewhere during breaks, especially if they have removed their face mask to eat or drink during the break.

• CR Vehicles/Transportation to Off-site Facilities

In the past, CR students have been allowed to carpool to off-site locations (like the Shively Farm) in CR vehicles. This will not be allowed as there is no way to effectively physically distance in a vehicle. Please let students know that transportation to and from

all instructional sites is their responsibility. If you are planning on fieldtrips this fall, students will be responsible for their own transportation and you **should not** encourage students to carpool.

- **Tech Needs**

If faculty have technology needs related to COVID-19, they should contact their immediate supervisor for support.

- **Compliance/Culture**

Faculty should adopt the following and encourage students to do the same:

- Model your commitment to reducing risk of COVID-19 transmission by supporting these practices.
- Respectfully help others remember and adapt to these new practices.
- Stay home if you feel sick.

All students and instructors are expected to adhere to the above practices. A student's refusal to comply is grounds for dismissal from the classroom. These practices are designed to reduce the risk of illness for all participants and to help ensure that the semester unfolds with minimal disruption in instruction.

The District will continue to work closely with the Department of Health to ensure compliance with all COVID-19 related guidelines.

APPENDIX C - GUIDANCE FOR THE USE OF FACE COVERINGS

State of California—Health and Human
Services Agency

California Department of Public Health

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ridesharing vehicle.

- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public.
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.

¹ Unless exempted by state guidelines for specific public settings

² Unless directed otherwise by an employee or healthcare provider.

- Working in any space where food is prepared or packaged for sale or distribution to others.
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
 - While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as

swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but

feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth

- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

Appendix D - Promote Healthy Hygiene Practices

- Promote and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
- Recommend to students, faculty, and staff to frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Using “antimicrobial” soap is not necessary or recommended.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Students and staff should use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Do not use any hand sanitizer that may contain methanol per [FDA advisory](#). Methanol is dangerous to both children and adults.