


Return to Campus Plan



Fall 2022



 **COVID19 Employee Pre-Screen**

Welcome to Cerritos College COVID-19 Symptoms Pre-Screen Tool

This form must be completed each day by all faculty, staff, managers, and administrators who plan to visit Cerritos College within 4 hours of their visit. All essential employees must complete daily or each day they are working on campus. This form must be completed prior to coming on campus.

Do not complete this form if you are working remotely.

Hi _____, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Your Full Name *

2. Your Manager *

Please select your manager's email address from the list below.



Return-to-Campus Plan (Fall 2022)

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INTRODUCTION

The following plan reflects the work of the District's Emergency Operations Team (which developed the original Return-to-Campus document in 2020) and the District's Return-to-Campus Taskforce workgroups with guidance from the Executive Council. This plan sets out procedures, protocols, and guidelines in different categories to promote the health and safety of the members of the campus community.

This plan draws on orders and guidance from government state and federal entities, consultations with other colleges and universities, a review of trends across higher education and similar industries, law firms, and perspectives from campus stakeholders.

All guidelines listed in this plan are effective Monday, August 8, 2022.

OVERVIEW OF COUNTY MANDATES and CDC GUIDELINES

On March 12, 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic. Shortly after, all 58 counties in California issued public health orders applicable to residents and businesses. As the understanding of COVID-19 has progressed since 2020, so too have the guidance and requirements regarding pandemic protocols.

On May 14, 2020, the CDC issued general guidance for six types of commerce. Each guidance provided recommended measures to have in place before reopening, including [Higher Education](#) guidance. For the most current COVID-19 information, visit:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [California government](#)
- [California Community College Chancellor's Office](#)
- [Los Angeles County Department of Public Health \(LACDPH\)](#)

The College's priority remains the health and safety of the campus community. As such, the Board of Trustees adopted Board Policy 2905 SARS COV-2 (COVID-19) Vaccination and Testing Requirement. Board Policy 2905 states that effective January 3, 2022, as a condition of employment and a condition to physically access any District facility, all District employees shall present proof that they have been fully vaccinated against the SARS COV-2 virus (COVID-19) unless exempt for medical or religious reasons. Similarly, all students, vendors, contractors, and visitors shall present proof unless exempt for medical or religious reasons.

On June 15, 2021, the state moved away from the tier system and allowed businesses and institutions to open at full capacity. In February 2022, Governor Newsom released the ["SMARTER" plan](#), which is the next phase of California's COVID-19 response plan.

The District is currently operating with quarantine and testing guidelines based on local LACDPH requirements, and the following guidelines apply for the fall 2022 semester:

- All offices, departments, and instructional spaces are open at full capacity.
- The College will allow outdoor recreational sports courts, fields, and facilities for permitted recreational sports activities and physical conditioning in compliance with all relevant LACDPH protocols, including Protocols for Youth and Adult Recreational Sports, Reopening Protocol for Gyms and Fitness Establishments, and Protocols for Reopening of Public Swimming Pools.
- Face coverings are not required outdoors.

- Face coverings are no longer required indoors but are strongly recommended*, unless directed differently by an amended County Health Officer’s Order (HOO). Please refer to the District’s [COVID-19 Updates webpage](#) for the most up to policies.

** KN95 or medical grade masks are required for individuals who are within 10 days or less of receiving a positive diagnosis or being deemed a close contact.*

CAMPUS COMMITMENT TO HEALTH & SAFETY

We will continue to require daily employee and student health screenings to support the ongoing contact tracing process.

Compliance to District health and safety practices is a matter of public safety. Violations of such provisions by students, employees, and community members are grounds for disciplinary action, including, but not limited to, the removal of an assignment (for faculty) and the referral to the Office of Student Conduct and Grievances for students.

UPDATES IN RESPONSE TO CHANGING GOVERNMENT GUIDELINES AND MANDATES

The COVID-19 pandemic is dynamic and rapidly changing, resulting in modifications to local, state, and federal health and safety orders. The District will modify and update the campus guidelines regularly to ensure that the District is following the most recent county, state, and federal orders.

ABBREVIATIONS

Name	Description
California Department of Public Health (CDPH)	CDPH is a state department responsible for public health in California.
CalOSHA	CalOSHA is the California state program responsible for protecting the health and safety of workers.
Center for Disease Control(CDC)	CDC is one of the major operating components of the Department of Health and Human Services.
COVID-19	Disease caused by a new strain of coronavirus.
Dental Board of California(DBC)	DBC licenses and regulates dentists and registered dental assistants. The Board sets the duties and functions of unlicensed dental assistants.
Department of Health and Human Services (HHS)	HHS is a department of the U.S. federal government with the goal of protecting the health of all Americans and providing essential human services.
Los Angeles County Department of Health Institutes of Higher Education (LADPH IHE)	LADPH IHE are trusted community partners that can help LADPH improve the timeliness and impact of the Public Health response through rapid initiation of an IHE COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters on campus.
Occupational Safety and Health Administration (OSHA)	OSHA is an agency of the U.S. Department of Labor. It ensures safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.
Organization for Safety and Asepsis Procedures (OSAP)	OSAP is a dentistry’s global resource for infection control and safety information and education.
Personal Protective Equipment (PPE)	Equipment worn to minimize exposure to hazards that cause serious injuries and illnesses.
World Health Organization(WHO)	Organization which directs and coordinates international health within the United Nations system.

ON-CAMPUS GUIDELINES

FACE COVERINGS



The District guidelines for masking were updated effective May 23, 2022 and will remain the same for the fall 2022 semester. Per the updated local, state, and national guidance, students, employees, and visitors are no longer required to wear face coverings while indoors*. While face coverings are not required, individuals are strongly encouraged to wear face coverings while indoors in order to minimize any potential transmission. The District will follow any guidelines imposed by the County should indoor masking become a requirement during the semester.

Following exposure to a positive individual, all individuals in classroom or laboratory settings must wear a face covering for ten (10) days following the exposure to the positive individual. This applies to both students and the instructor. All employees who have received approval from Human Resources to return to campus after a reduced, five (5) day quarantine period are required to wear a face covering while indoors on District property until day ten (10) of their quarantine period. All employees who have received a close contact notice must wear a face covering while indoors on District property for ten (10) days following the date of the close contact.

**KN95 or medical grade masks are required for individuals who are within 10 days or less of receiving a positive diagnosis or being deemed a close contact. Human Resources will notify employees of their masking requirement and when it expires.*

SHARED RESPONSIBILITIES



Employees and students share the same responsibilities to wash/disinfect their hands and stay home when sick. Only those employees, students, and visitors who have been cleared by the District will be allowed on campus. The District will properly clean and disinfect workspace and instructional spaces daily. The District has established protocols to clean and disinfect high-traffic areas to maintain a safe work environment.

Employees

Employees should read the [CDC How to Protect Yourself & Others](#) page prior to their first day back on campus. Employees who fail to follow the District's updated Return-to-Campus protocols must immediately leave campus. Employees will be marked with an un-paid absence under these circumstances.

Students

Students who enter campus must follow established protocols. Students who do not follow protocol and/or campus policies and procedures will be required to leave campus and will receive a referral to the Office of Student Conduct & Grievances. This will affect their attendance record and may have negative effects on the class(es) in which they are enrolled. Any violation of [the Student Code of Conduct](#) may result

in disciplinary outcomes.

Contractors or vendors must also follow District protocols to enter and remain on District property.

REQUIRED HEALTH SCREENINGS

Since the Governor's statewide stay at home order in March 2020, the District implemented daily checks for personnel who were allowed on campus. All employees will be required to answer questions regarding COVID-19 symptoms before entering District property. Employees and students must complete the health screening within four hours prior to their time of arrival to campus via Optimum HQ. Individuals who refuse to answer health screening questions will not be permitted entry onto District property.

Students and visitors must stop by a health screening kiosk located near the main District entrances prior to accessing any building. Kiosk attendants will verify the health screening questionnaire has been completed, and if the person is approved to be on campus (GREEN BADGE), they will issue a wristband to be worn for the day while on campus. Employees do not use the kiosks. Employees must always wear their pre-issued blue and white silicone wristband while on campus. Wristbands should be obtained from the employee's department/division manager.

Currently in Optimum HQ, the "long-form" health screening questions for employees accessing campus on their first day of the week are:

1. Who is your manager?
2. What buildings will you be visiting?
3. What time will you be arriving at campus?
4. Do you have any of the following symptoms: a fever of 100.4 F (38 C) or higher without fever reducing medications in the last 24 hours; cough, shortness of breath, fatigue, muscle or body aches, or a headache; sore throat, congestion, or running nose; nausea, vomiting, or diarrhea; any new loss of taste or smell?
5. Have you had close contact with a person with suspected or confirmed COVID-19 within the last 10 days?
6. Have you traveled outside of the state in the last 7 days?
 - a. (If your answer is "Yes" to question 6) Have you traveled outside of the U.S. in the last 10 days?
7. If you are a health occupation employee, have you had close contact with someone with confirmed or suspected to have COVID while in a non-clinical situation with the last 10 days?

Following the employee's first day of coming to campus, the "short-form" health screening question for employees for the rest of the workweek is:

Has anything changed regarding your health or the buildings you will be visiting?

- If you answer "No", you will receive your green badge.
- If you answer "Yes", you will be taken to the "long-form" check-in to update your answers as needed.

Additional questions or changes to the questionnaire may be made to accommodate for CDC guidelines or internal protocols. Any positive responses to any of these questions requires HR clearance to enter District property. Additionally:

- Managers will verify daily employee automated health screening clearance and faculty members will verify students' daily health screening clearance by checking for the appropriate wristband.
- If an employee, student, or visitor does not have appropriate daily health screening clearance, they will not be allowed to stay on campus. Employees will be marked with an unpaid absence under these circumstances. Refer to the student conduct section and Appendix A for student noncompliance.

VACCINATION AND TESTING REQUIREMENTS

In support of State mandates, the District approved [BP2905](#) and [AP2905](#) to implement a District vaccination program for all District employees who physically access any District facility. All employees must submit proof of full vaccination, unless they have been granted a medical or religious exemption by the District. All District employees with a medical or religious exemption will be required to present a negative COVID-19 test weekly when accessing District property.

Effective January 3, 2022, all District employees who fail or refuse to submit proof of full vaccination will be subject to unpaid leave and disciplined for cause as set forth in Education Code Section 87732 (Academic) and Board Policy 7365 (Classified).

While COVID-19 booster shots are currently not required, the District encourages all students and employees to obtain booster shots when eligible. Individuals who completed either the Moderna or Pfizer two-dose series are eligible for their booster five (5) months after receiving the second shot. Individuals who received the single-dose J&J vaccine, are booster eligible two (2) months after receiving the vaccine.

ON-CAMPUS PCR TESTING

As of Monday, February 7, 2022, COVID Clinic administers free PCR testing to students, employees, and the community. For the current COVID Clinic hours, please visit the [District's COVID-19 testing webpage](#). The Clinic is located inside the Auto Partners Building lobby in parking lot #10 (across from Campus Police); enter from New Falcon Way or 166th Street. This is a walk-up, no appointment necessary service. Should there be a modification to the COVID Clinic hours of operation, notifications will be made to the campus community via email and they will be updated on the [District's COVID-19 testing webpage](#).

ANTIGEN TESTING ON-CAMPUS (FOR ELIGIBLE EMPLOYEES ONLY)

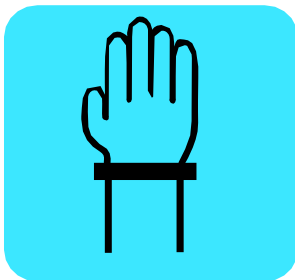
Antigen tests will be administered on a limited basis. Only employees who meet one of the following criteria will be eligible to obtain an Antigen test from Human Resources:

- 1) An employee who tested positive five (5) to ten (10) days prior whose symptoms have been improving, and has been fever free for 24+ hours without the use of fever reducing medications and wants to return to work before the end of their ten (10) day quarantine period
- 2) An employee who is identified as a close contact and is unvaccinated or is booster eligible but not boosted and has complete their required five (5) days of quarantine. Once 5+ days have passed since contact occurred and the employee remains asymptomatic, the

- employee will be eligible to obtain an Antigen test in order to return to campus prior to the completion of the ten (10) quarantine period
- 3) An employee who is identified as a close contact who is boosted or vaccinated but not yet booster eligible will be required to test on day 5 or later if they would like to immediately return to campus
 - 4) An employee who received a vaccination exemption but tested positive for COVID-19 within the past 90-days
 - 5) An employee who is feeling new symptoms during an on-campus shift

To schedule an Antigen test, an employee must complete the [Request for Antigen Test form](#) and email it to HRAdministration@cerritos.edu at least one (1) business day prior to testing. Tests are offered Monday-Friday from 8am-4pm in the Human Resources Office.

DISTRICT ISSUED WRISTBANDS



All District employees will be issued a wristband. The wristband must be worn at all times while on campus to demonstrate that the employee has completed their health screening and is cleared to be on campus. If an employee forgets their wristband, the employee must go to one of the health screening kiosks to obtain a temporary paper wristband for the day. The employee must present the badge received from their Optimum HQ health screening indicating that they have completed the screening tool.

Wristbands are issued daily to students to monitor completion of their health screening. For employees, however, managers will monitor completion of daily health screening and employees must wear the District issued silicone wristband. Managers should request additional wristbands from the Human Resources office when needed.

MANDATORY REPORTING

Employees, students, and contractors must report:

1. A positive COVID-19 test,
2. When they are experiencing COVID-19 related symptoms,
3. When they have been in close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact.

“Close contact” is defined as someone who has been within 6-feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes in one day). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic individuals, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation. Close Contacts are required to test 5 days after the date of the last exposure; it is recommended that close contacts test upon notification.

If an employee tests positive, they will be contacted by a COVID-19 liaison to help determine the employee’s return to work plan, determine close contacts, and to assess other required reporting items. Only the Office

of Human Resources has the authority to provide employees with clearance to return to campus following a positive test or exposure.

EXPECTATIONS FOR MANDATORY REPORTING:

Employees

- Employees who feel ill should notify their supervisor and not come to campus. If the employee is already on campus and begins feeling symptoms, the employee should notify their supervisor immediately.
- Employees can utilize accrued paid leaves that may be available in accordance with collective bargaining agreements, state, and federal laws. Contact Human Resources for your current options to stay in paid status during an isolation period.
- Any employee who learns of a student testing positive for COVID-19 or learns of a student being exposed to a COVID-positive individual is required to report this information to Student Health Services (SHS) at studenthealth@cerritos.edu.

Students

- Students who feel ill should notify their instructor and not come to campus. If the student is already on campus and begins feeling sick, the student should notify the instructor and go to Student Health Services (SHS) or go home immediately. SHS will engage in the interactive process to determine if the student is at risk for COVID-19 and/or exposure and provide medical recommendations per CDC guidelines.
- Only Student Health Services (SHS) has the authority to provide students with clearance to return to campus following a positive test.

Contractors

- Contractors who feel ill or experience any symptoms (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches or pains, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) should notify Campus Police and not report to any District facilities. Contractors already at the college who begin feeling sick, or experience COVID-19 symptoms, should notify Campus Police and go home immediately.

Employees, students, and contractors must receive clearance from the District prior to returning to campus after testing positive for COVID-19. CDPH, CalOSHA, LACDPH, and CDC guidelines will be evaluated to determine appropriate isolation duration and return date. In some cases, the District may request a clearance note from a physician.

TRAVEL

Federal and California Public Health travel guidelines continue to change as COVID-19 cases fluctuate. To learn about the most current travel requirements, visit the [CDC Travel webpage](#). Guidelines will differ depending on vaccination status and/or location of travel. Employees, students, contractors, and visitors are

required to review these CDC travel guidelines before traveling. The District will also evaluate CPHD, CalOSHA, and LACDPH recommendations when updating the travel guidelines as posted on our webpage.

CONFERENCES AND EVENTS

Employees will be allowed to travel for District purposes (e.g. conferences, meetings, and other business-related events). The District has removed all travel restrictions for employees effective fall 2022.

ON-CAMPUS EVENTS AND ACTIVITIES

On-campus events and activities, such as student club and organization meetings and other campus events, are permitted if they follow District policies and procedures and all health and safety guidelines.

This includes student club and organization meetings and campus events. Student Clubs and Organizations must have approval from the Office of Student Activities before scheduling meetings, events, or activities. For additional information, refer to the Club Guide available in FalconSync.

The full-time employee overseeing/sponsoring an on-campus event or activity is responsible for maintaining a roster of confirmed attendees and providing the [District In-person Event Roster](#) to Human Resources at HRAdministration@cerritos.edu within twenty-four (24) hours after the completion of the event. The roster must contain participants first name, last name, email address, and affiliation to the District (ex. employee, student, visitor, etc.). This information is critical for documentation and contract tracing purposes.

COMMUNICATION

The CDC recommends employers to educate their personnel about [the steps](#) they can take to protect themselves both at work and at home. This includes wearing a face covering while indoors, vaccination and booster, washing your hands often, covering coughs and sneezes, and cleaning and disinfecting areas as necessary.

This revised Return-to-Campus plan will be shared with all employees and students prior to the beginning of the fall 2022 semester as follows:

- a) Employees and students will receive an email informing them of the revised Return-to-Campus plan.
- b) Employees will receive a hard copy of the plan upon request to their area manager.
- c) The plan will be posted on the College's COVID-19 website, and links to the plan will be added to Canvas and all other available platforms.

The District strongly recommends that students pay attention to the following as they prepare to return for the fall 2022 semester:

- Student services will be available to students Monday through Friday. For in-person department hours, refer to the [Student Services webpage](#) for this information.
- Faculty have the right to remove students from class for failure to abide by District guidance, policy, and procedure, for the day of the removal and up to the following class meeting ([AP 5520 Student Discipline Procedures](#), Education Code 76032). Not abiding by health & safety guidelines can result in removal by instructor and referral to the Office of Student Conduct & Grievances for disciplinary action.

- All students must read and abide by [Board Policy 5500 Standards of Student Conduct](#), available online and in the Schedule of Classes and Catalog. This policy outlines prohibited behavior and failing to adhere to the Standards may result in disciplinary action under Administrative Procedure 5520 Student Discipline Procedures.

PARKING GUIDELINES

Beginning fall 2022 semester, parking permits will be required for all vehicles.

Also effective fall 2022, parking permits are 100% digital and purchased online only (license plate required). Semester, annual, and daily permits are all available. All vehicles, including motorcycles, parked in Cerritos College campus parking lots will require a parking permit to avoid a citation.

Employees, students, and visitors may purchase their daily, semester, or annual digital parking permit online on the [Campus Police webpage](#).

For additional parking information such as permit prices and parking regulations, please visit the [Campus Police webpage](#).

PROTOCOLS FOR FACULTY

CONSIDERATIONS FOR ALL FACULTY

- When coming to campus, faculty will complete the online health questionnaire accessed through the on the Cerritos College portal ([Single Sign On Portal](#)) before arriving on campus. Faculty must wear the District issued silicon wristband when on campus. If a faculty member forgets to wear the wristband, the faculty member must visit a screening kiosk, ([kiosk location map](#)) where they will receive a temporary wristband.
- To ensure the general health of the campus, faculty may wish to include the following statement in their syllabus:

“Before coming to class, you will need to complete the online health questionnaire. Once on campus, you will need to visit a screening kiosk, where once cleared, you will receive a wrist-band. If you do not complete the questionnaire ahead of time, you will be given a QR-code that will allow you to answer the health questionnaire.”
- Faculty office hours should be maintained under the course modality of record and in accordance to [Article 14 of the CCFF Collective Bargaining Agreement](#). On-campus courses should have on-campus office hours. Asynchronous courses should maintain online office hours. Synchronous courses should be scheduled at the discretion of the instructor. Faculty on partial contract shall maintain such office hours proportionate to their teaching load.

The following protocols are in place to create a healthy and safe classroom environment for faculty and students, and to relate protocols for situations that faculty may encounter under these conditions.

General

Campus facilities are open to students, staff, faculty, and visitors who have complied with the necessary screening protocols.

The following are protocols governing student activities and behavior when on campus:

1. Faculty can dismiss students under AP 5520: Student Disciplinary Procedures. Dismissal will be for the day of the meeting and up to the next class meeting for students not abiding by the Standards of Student Conduct.
2. Students will fill out a health check questionnaire. A kiosk attendant is available for assistance/troubleshooting with the prescreen health check questionnaire.

Potential Procedural Scenarios Faculty May Face

What do I do if a student...

...fails to show a wristband for the day?

If a student is unable to present their wristband for the day, the student must leave the class and go to one of the kiosks to obtain one or go home immediately.

...comes to class having passed the health screening questionnaire but indicates later that a family member has tested positive or have otherwise been in contact with someone who was ill or tested positive.

Students must leave class, report to Student Health Services (SHS), and self-isolate. SHS will engage in the interactive process and determine whether reasonable accommodations for the student may be made. SHS will follow CDC protocols as necessary.

...is dismissed from class but refuses to leave.

If a student resists an attempt to dismiss them, faculty are to contact a manager or the Office of Student Conduct & Grievances. The manager on duty will talk to the student, and if the student still refuses to leave, then the manager will contact Office of Student Conduct and Service, extension 2445. If the issue persists, the Office of Student Conduct and Services will contact campus police and have the student removed. Faculty will be supplied a list of who to contact at any given time. For additional de-escalation techniques, please refer to Appendix A: Guidelines on Enforcing Student Health & Safety Requirements in the Classroom.

...is not in compliance due to language challenges?

We will have these same documents translated.

...brings a child to class?

Only current registered students may be in the classroom.

INDUSTRY STANDARDS

In addition to following District guidelines, the Health Occupation programs will also follow industry standards

established for their profession. Some programs have additional guidelines to follow and those are listed below:

CDPH and CalOSHA COVID-19 Guidance:

- Hair Salons and Barbershops (Cosmetology)
- Dine-in Restaurants (Culinary Arts)

Organization for Safety and Asepsis Procedures (OSAP) and Dental Board of California (DBC):

- Dental Assisting
- Dental Hygiene

TRAINING

The CDC offers a range of [COVID-19 videos](#) and related resources which are available to the public. The District will provide additional training as needed to ensure all members of the campus community understand the risks of COVID-19, precautions against infection, and District procedures and guidelines related to the pandemic.

FACILITIES

The District has implemented additional cleaning protocols to maintain the sanitization of all campus facilities. OSHA, Cal/OSHA, and the CDC recommend, among other measures, to provide employees with hand sanitizers and no-touch trash bins and to routinely clean and disinfect shared workspace equipment and furniture.

The District implemented additional precautions to ensure a safe environment for our employees and students.

- Placement of sanitizing stations:
 - Portable
 - Locations based on course locations and building layout
 - Inside buildings
- Placement of additional sanitization supplies (wipes, disinfecting spray bottles, hand sanitizer, etc.) in classrooms for class transitions
- Mid-day disinfecting and monitoring for high touch surfaces (handrails, doorknobs, etc.)
- High traffic areas and classrooms will be sanitized with electrostatic backpack disinfectant sprayers
- Cleaning schedule will be coordinated by facilities based on course list
- Increased bathroom checks & cleaning
- Placement of additional trash cans near doors
- District-related gatherings outside campus must follow CDC protocols

ENGINEERING CONTROLS

Buildings have been upgraded to high efficiency MERV 13 filters. Any building that cannot be retrofitted with MERV 13 filters will be supplemented with one of the following:

1. Bipolar Ionization
2. HEPA air purifiers

All HVAC systems will have annual maintenance performed on all the equipment. This includes a thorough cleaning, service process, and repairing all items noted in the HVAC assessment. All buildings will have increased outdoor air ventilation, when possible. Outdoor air dampers will be opened to increase the flow of fresh air into the building.

RESTROOMS

- Utilize single-stall restrooms, where possible.
- Increase signs encouraging individuals to wash hands properly.
- Increase cleaning and disinfecting of restrooms.

NORMS AND HEALTH ETIQUETTE

The following guidelines are recommended for office spaces, shared areas, and general social norms and health etiquette:

- Turn desks to face in the same direction where possible (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Promote a safe workplace for employees and a safe instructional space for students.
- Ensure office access to hand sanitizing products.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (e.g., shared appliances).
- Have hand sanitizer readily available for use by employees and students throughout the building.
- The Facilities department will continue to provide cleaning in alignment with CDC's Cleaning and Disinfection Recommendations.
- If shared supplies are necessary, designate bins for clean and used supplies. Shared supplies are considered high-touch and should be cleaned frequently.
- Frequently clean office materials or equipment that cannot be designated.
- Place hand hygiene supplies near shared equipment (e.g., printer/copier).
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Reinforce and encourage hand washing routines.
- Avoiding touching your face and eyes; wash hands when you do.
- Wash your hands thoroughly with soap and water for at least 20 seconds.
- Cover your cough with the inside of your elbow or forearm even if you are wearing a face covering.
- Stay home when you are sick.
- Participate in regular testing.



STUDENT CONDUCT EXPECTATIONS

All students are required to follow the Standards of Student Conduct (Board Policy 5500), which include the following guidelines within this document. Maintaining health and safety guidelines is an important responsibility of all members of the campus community, and failure to adhere to these guidelines may result in instructor removal from class and/or possible formal disciplinary actions that may include consequences such as formal warning, probation, interim suspension, and/or long-term suspension.

Specific Standards of Student Conduct that apply to requirements within this document include:

- Standard 15: Disruptive behavior, with or without intent, that includes but is not limited to: verbal or physical obstruction, continual or willful disobedience, persistent defiance of the authority, habitual profanity or vulgarity, abuse of District personnel, interference of District instruction, activities, services, operations interference, and/or interferes with student's academic performance, or District employee's work performance.
- Standard 18: Endangering, contributing to or causing harm to the health, safety, and/or well-being of a student (including oneself), client, patient, visitor or guest, or District employee, whether or not there was intent to endanger or harm.
- Standard 19: Failure to comply with District and/or department regulations determined necessary to meet health and safety guidelines in specialized instructional areas and/or fields, including but not limited to use of equipment and/or clothing, practices and procedures, and instruction by District personnel.
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College employees may refer to Appendix A for Guidelines on Enforcing Student Health & Safety Requirements in the Classroom. These guidelines will provide the process to address situations in which students do not follow established health and safety guidelines to maintain a healthy workplace and educational environment.

CONTINGENCY PLANS

FOR POSITIVE COVID-19 CASE

In the event the District becomes aware of a positive COVID-19 case, the District will:

- Implement CDC guidelines for cleaning and disinfecting facilities when there is a positive COVID-19 case:
 - If it has been less than seven days since the sick individual was in the facility, close off any areas used for prolonged periods of time by the sick individual:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for exposure to others. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows, where possible, to increase air circulation in these areas.
 - If it has been seven days or more since the sick person used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Offer COVID-19 testing at no cost to employees.
- Exercise flexibility and support to students who test positive. If/when the student's health allows, collaborate with the student to develop an accommodation plan as any absence due to COVID-19 is an excused absence per the student code/catalog.
- If a student receives notice of a positive result or discloses a currently positive status while physically in the classroom or laboratory, the student should immediately report the positive COVID-19 result to the course instructor. The faculty member will then gather the student's name and ID and immediately ask the student to leave the learning space (and campus).
 - The faculty member will then email the student's name, ID, and positive test result status as well as the course name, date and time of meeting, location on campus, and a class roster (which may be obtained from Rosters+) to Student Health Services at studenthealth@cerritos.edu and copy the respective Division Dean/Area Manager, as well as the Associate Dean of Student Health Services, Dr. Hillary Mennella.
 - If possible, relocate the student from the immediate learning area (occupied by the COVID-19-positive student) to another learning area in the classroom/laboratory. For example, if a student alerts faculty to a positive test result during a lab, move the students in the group utilizing that same learning/tabletop space to one of the side counters or allow them to double-up with another group at another learning area/tabletop in the learning space.
 - If the student is in a clinical, the faculty (or Department Chair) is to complete the Key Information to Collect from a Health Occ. Student Exposed to COVID-19 During Clinical form (Appendix G) and email the completed form to Dr. Hillary Mennella, Director of SHS and copy their Department Chair (if applicable) and Dean.
 - The Division Dean/Area Manager will contact facilities for cleaning/disinfecting between class times, if possible.
 - The Division Dean/Area Manager will contact Student Health Services as soon as possible to provide contact tracing information.

FOR ACTIVE COVID-19 CASE

A deep cleaning and disinfection will be triggered when an active COVID-19 case is confirmed. The affected area will be closed until a deep cleaning and disinfection is completed. The Pandemic Response Team will communicate by email with employees and students affected.

RESOURCES

See appendices below.

CONTACT INFORMATION FOR ON-CAMPUS PERSONNEL

A contact sheet will be posted on every classroom podium with the following information:

- Division Dean for the Building
- Division Secretary for the Building
- Facilities
- Information Technology
- Student Health Services
- Student Affairs
- Campus Police

APPENDIX A
Cerritos Community College District
Guidelines on Enforcing Student Health & Safety
Requirements in The Classroom

All students are required to follow the [Standards of Student Conduct \(Board Policy 5500\)](#), which include following the health and safety guidelines provided. Maintaining health and safety guidelines is an important responsibility of all members of the campus community, and failure to adhere to these guidelines may result in instructor removal from class and/or possible formal disciplinary actions that may include consequences, such as formal warning, probation, interim suspension, and/or long-term suspension.

Examples of failure to follow guidelines while on campus includes, but is not limited to:

- Not completing required health screenings prior to coming to campus/attending class.

If a campus employee has a concern that a student is not following health and safety requirements, the following are steps to address the issue.

1. Address the concern individually with the student. To reduce the chance the encounter is adversarial, it is recommended this is done as privately as possible (i.e., outside of the classroom).
 - a. Treat exemptions as you would with any other SAS accommodations.
 - b. It is likely feasible to find an area to speak in private.
 - c. State the guideline that is not being followed.
 - d. Emphasize that all members of the community must adhere to the guidelines, to maintain a healthy work and educational environment.
 - e. Ask why they are not following the guidelines and listen to their response.
 - f. Reinforce specific guidance on what the expected behavior is (wear a face covering, complete health screening, etc.).
 - g. Share the consequence of failing to follow guidelines – students may be removed from class for that class period, and up to the next class period, by the instructor. This absence will count against their attendance and will also result in a disciplinary report to Student Conduct & Grievances.
 - h. Ask the student if they have questions or concerns. For questions you are unable to answer, refer the student to the Dean of Student Services as applicable.
 - i. If the behavior continues, is repeated, or the student does not comply after your initial request, below is a sample follow up email:

Dear (Student),

This message is to follow up from our discussion today regarding the importance of adhering to health and safety guidelines on campus. Today you (objectively describe which guideline was not followed, focus on observed behavior, and do not include personal opinion).

We discussed that all members of the campus community must adhere to the guidelines, to maintain a healthy work and educational environment. If this happens again, you may be removed from class for that class period, and up to the next class period. This absence will count against your attendance and may impact your grade. It would also result in a disciplinary report to the Office of Student Conduct & Grievances. These guidelines are not intended to impede your educational experience but provide for a safe environment for all, and so it is essential all members of our community adhere to the guidelines.

*Sincerely,
(Faculty)*

2. [Administrative Procedure 5520 Student Discipline Procedures](#) Inform the student they are being removed from class, per (lines 115-125). Inform the student they must leave the class at this time, and a report will be submitted to the Office of Student Conduct & Grievances. Instructors may determine if the removal will include the next class period, which is an option but not required. Inform the student that they must abide by health & safety guidelines, and instructor removal will occur as necessary to enforce the guidelines.
3. Submit a [Student Conduct Report](#) within 24 hours. For tips on writing a report, please view the [Guide for Writing a Student Conduct, CAIR, or Title IX Report](#). If you sent the written reminder from your initial contact with the student, please attach it (upload) to the report.

If the student does not comply with your request, and does not comply with leaving class (instructor removal), contact one of the following people to respond and assist (in the following order):

- Your Division Dean (or Dean on duty)
- Dean of Student Services, Dr. Elizabeth Miller (x2476, emiller@cerritos.edu)
- Faculty Coordinator of Student Conduct & Grievances, Dr. Cynthia Lavariere (x2852, clavariere@cerritos.edu)
- Campus Police (x3476)

If at any time you would like to consult on a student behavior concern, please contact Dr. Elizabeth Miller for assistance. All employees are encouraged to reach out as needed.

General tips on addressing student misconduct:

- As employees we role model the behavior we expect from students. Address the student as privately as possible, and respectfully.
- Use a calm, non-confrontational voice.
- Be specific in identifying the concern with the student, and the change that needs to be made.
- Avoid making assessments or assumptions of the reasons behind the behavior, making judgments about the individual as a student or person, or label/stereotype the student. Do not include this type of language or description in any written report.
- Addressing behavior early is important in order to provide the student the opportunity to correct.
- These situations can be uncomfortable and stressful, and you can consult or debrief with your department chair, division dean, and/or Dr. Lavariere or Dr. Miller for support

APPENDIX B
Cerritos Community College District
Action Plan for Mental Health Support: COVID-19

STUDENTS

Individual Therapy

- Therapists will provide free and confidential teletherapy remotely to ensure physical distancing
- Therapists will contact students in quarantine/isolation to offer mental health support.
- Students will call Student Health at (562) 860-2451 Ext. 2321 and press 3 to express interest in starting therapy
 - Front Desk send initial paperwork, including Informed Consent, to the student
 - Once initial paperwork is digitally signed by the student, the therapist sends Zoom details to the student via email or patient portal.
 - Subsequent sessions will be scheduled toward the end of session between therapist and student

Crisis support

- Students can call (562) 653-7821, Press #1 at any time to speak with a licensed therapist trained in providing crisis counseling.
 - The therapist will listen to the student's presenting concern and assess for possible risk factors, including suicidal and homicidal risk
 - The therapist and student will develop a short-term plan to address the student's presenting concerns and to ensure student safety
 - The therapist will inform the College Psychologist of the call to support continuity of care

Other national crisis hotlines and text lines are available [online](#).

EMPLOYEES

Individual Therapy

The Employee Assistance Program (EAP) is a benefit provided by the college that offers confidential counseling and referral services to the employee and members of their household. The EAP provides the opportunity of working with a counselor directly over the phone and/or speaking with a therapist in a face-to-face counseling session.

Getting help from your EAP is easy, convenient and confidential. Professional counselors and social workers are always available to speak with employees 24 hours a day, 7 days a week. EAP counselors understand the struggles of daily living and they will provide counseling support and resources needed to successfully cope with the life events that are affecting employees' health and well-being.

Contact your EAP at 1(800) 531-0200.

APPENDIX C
Cerritos Community College District
Health & Safety Self-Quarantine & Isolation Plan for
Exposure or Active COVID-19 Infection

Based on the latest guidance from local, state, and federal public health officials, these are the protocols Cerritos College will follow if an exposure or active infection of COVID-19 takes place on campus.

Definitions

- Quarantine: Remaining in your home or residence with limited public contact due to symptoms of infectious disease (cold or flu), international travel or travel to an area with a high occurrence of COVID-19.
- Close Contact: Someone who has been within 6 feet of an infected person (laboratory-confirmed or acutely compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes in one day). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.
- 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
- Isolation: Remaining in your home or residence with zero public contact due to a positive COVID-19 test, with or without active symptoms. Isolation also applies to individuals who are awaiting results from their COVID-19 test.
- Booster Vaccination: While not required, boosters provide additional protection against the virus and the ability to prevent infection with variants may decrease over time and due to changes in variants. Individuals are booster eligible five (5) months after completing either the Moderna or Pfizer two-dose series. Individuals who received the single-dose J&J vaccine, are booster eligible two (2) months after receiving the vaccine. For more information on booster types & timelines, refer to the CDC website.

Employees

If you have tested positive for COVID-19 or are experiencing COVID-19 symptoms, please contact HRAdministration@cerritos.edu as soon as possible, so that verification that appropriate cleaning procedures have or will be completed in the areas where you last were can take place, contact tracing can take place, and community notices can be made (if warranted).

Employees should provide HR documentation from identifying ambulatory, hospital, or public health agencies indicating the need for mandated self-quarantine or isolation.

- Please note that your personal information and diagnoses will remain confidential.

Employees who have tested positive for COVID-19 or are experiencing COVID-19 symptoms must notify

their supervisor and Human Resources of their absence and shall not return to campus for any reason. Employees may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings. The employee or their proxy may reach out to the individual's supervisor to arrange pick-up of possessions by a non-exposed third-party.

Employee Work Accommodations

Employees who require self-quarantine and will miss work will need to work with Human Resources and their supervisor to determine appropriate department coverage.

Students

If you have tested positive for COVID-19, please contact Student Health Services (SHS) at extension 2321, option #3, as soon as possible, to notify us so that appropriate cleaning in the areas where you last were can take place, contact tracing can take place, and community notices can be made (if warranted).

Students should provide SHS with documentation from identifying ambulatory, hospital or public health agencies indicating the need for mandated self-quarantine or isolation.

- Please note that your personal information and diagnoses will remain confidential.
-

If a faculty member learns that the student is positive and/or thinks they are positive, they should contact SHS as soon as possible by emailing studenthealth@cerritos.edu with student name, student ID, short narrative of the illness (if available) and the last date the student was in class.

SHS staff will retain a roster of students who are in quarantine and isolation, and work with the Los Angeles Public Health Department for contact tracing. (*See Action Plan for Reporting & Contact Tracing: COVID-19*)

SHS medical staff will provide twice per week check-ins via Telehealth of all students who are in quarantine or isolation. SHS will offer psychological support, resources for basic needs, and ongoing monitoring while isolated. (*See Action Plan for Mental Health Support*)

Academic Accommodations

If necessary, the area/division Dean will contact students in quarantine and isolation to review options for students to continue their schoolwork.

Return-to-Campus Following Quarantine

Students and employees with a confirmed positive test and COVID-19 symptoms may not return to campus until all the following have occurred:

1. A COVID-19 viral test* collected on Day 5 or later is negative, and
2. No fever for at least 24 hours without the use of fever-reducing medicine, and
3. Other symptoms are improving

-OR-

Isolation can end after Day 10 if both these criteria are met:

1. No fever for at least 24 hours without the use of fever-reducing medicine, and
2. Other symptoms are not present or are improving.

*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop.

Modifications to the isolation and quarantine timelines are effective January 17, 2022. Details can be found on the District's [COVID-19 webpage](#).

Students and employees who tested positive but never developed COVID-19 symptoms will not return to campus until the guidelines of the modified quarantine or isolation timelines have been met. This may require a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test based on vaccination status. A negative COVID-19 test will not be required for an employee to return to campus if the 10 days have passed.

If an order to isolate or quarantine an employee or student is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Per the LADPH IHE guidelines, close contacts that remain asymptomatic may be exempt from quarantine if they are:

- Persons who are boosted; OR
- Persons who are fully vaccinated but not yet booster-eligible

In order to remain on campus, close contacts who are exempt from quarantine are required to test. At a minimum, the test specimen must be collected on Day 5 after the date of last exposure. However twice a week testing is strongly recommended, with the first test specimen collected immediately after being notified of the exposure and the second test specimen collected on Day 5 after the date of last exposure.

The test must be an FDA authorized viral COVID-19 test (e.g., NAAT or Antigen test); use of an FDA-authorized Over-the-Counter test is acceptable for this testing requirement.

Employees and students are still expected to monitor for symptoms of COVID-19 for 10 days following an exposure and report to HR or SHS.

APPENDIX D

Cerritos Community College District

Employees Experiencing Acute Illness on Campus

Any employee who becomes acutely ill (illness that develops quickly, is intense or severe and lasts a relatively short period of time) while on campus should inform their manager and Human Resources via telephone. The employee should leave campus immediately. If the employee is not able to immediately leave campus safely, they should remain in their own office space and refrain from leaving the office, unless restroom use is required, and the employee can safely ambulate to the nearest restroom while wearing a face covering.

The responding manager will:

- Evacuate any other employees from the immediate area of exposure.
- Post DO NOT ENTER signs in the location.
- Ensure safety of the acutely ill employee.
 - In an event of an emergency, call 9-1-1 for any employee experiencing vomiting, unconsciousness/ fainting, shortness of breath, chest pain, or who may be confused/disoriented.
 - If no emergency, assist with calling a family member to pick up the employee, if necessary. Otherwise verbally confirm the employee is well enough to drive home.
- Discard PPE in an appropriate biohazard bin.
- Contact Facilities to clean & disinfect the building/room(s).
- Maintain confidentiality.

Facilities will implement CDC guidelines for cleaning and disinfecting facilities when there is an acutely ill employee on campus:

- Post a DO NOT ENTER sign(s) on the door(s) of the facility.
- If it has been <7 days since the sick individual was in facility, close off any areas used for prolonged periods of time by the sick individual:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for exposure to others. If waiting 24 hours is not feasible, wait if possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas

APPENDIX E

Cerritos Community College District

Students Experiencing Acute Illness on Campus

Any student who becomes acutely ill while on campus should immediately inform their faculty. The student should then remain in the classroom and refrain from leaving, unless restroom use is required and the student can safely ambulate to the nearest restroom while wearing a face covering.

Acute Illness is one that develops quickly, is intense or severe and lasts a relatively short period of time.

The faculty will:

- Evacuate students, with their belongings, from the classroom/lab to outside the building. Notify the Dean.
- Ensure safety of the acutely ill student. Clarify if student can safely drive home or needs to wait for a ride.
 - In an event of an emergency, call campus police 9-1-1 for any student experiencing vomiting, unconsciousness/fainting, shortness of breath, chest pain, or who may be confused/ disoriented.
- Remind the Student that they must call SHS.
- Faculty must report student illness via email to studenthealth@cerritos.edu.
- Record student information, including name, DOB, and student ID number.
- Confirm class/date/time.
- Short narrative why the student had to leave class.

Facilities will implement CDC guidelines for cleaning and disinfecting facilities when there is an acutely ill student on campus:

- If it has been <7 days since the sick individual was in facility, close off any areas used for prolonged periods of time by the sick individual:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for exposure to others. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.

APPENDIX F

Cerritos Community College District Reporting & Contact Tracing: COVID-19

Background & Definitions

The Centers for Disease Control & Prevention (CDC) defines case investigation and contact tracing as, “fundamental activities that involve working with a patient (symptomatic and asymptomatic) who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.”

It is a core disease control measure that has been employed by public health agency personnel for decades. Case investigation and contact tracing are most effective when part of a multifaceted response to an outbreak. Remote communications for the purposes of case investigation and contact tracing should be prioritized; in-person communication may be considered only after remote options have been exhausted.

Student Health & Wellness Responsibilities

SHS will report all positive COVID-19 tests, contact tracing, identification, and quarantine of all persons exposed to COVID-19 to our local public health department.

In collaboration with our local public health department, it may be necessary for SHS staff to perform contact tracing, using the [CDC Human Infection with Novel Coronavirus \(SARS-CoV-2\) Tool to Identify Close Contacts of a Confirmed Case](#).

SHS will monitor syndromic surveillance utilizing Optimum HQ COVID-19 contact tracing software, and if necessary, Point'n'Click Electronic Medical Records data, ongoing tracking of influenza-like illness (ILI) and COVID-19 symptoms, and, when possible, viral surveillance of asymptomatic students.

SHS will report any known exposures and positive COVID-19 tests, while maintaining confidentiality to:

- Executive Council, for campus notification, if warranted
- Facilities, for building closures & proper cleaning

Academics/Instruction

Implement close monitoring and tracking in-person student attendance and seating arrangements to facilitate contact tracing in the event of an exposure.

Attendance logs/seating arrangements will be provided to SHS and/or the Public Health Department in the event of exposure and subsequent contact tracing.

Human Resources Responsibilities

Implement close monitoring and tracking in-person attendance for employees to facilitate contact tracing in

the event of an exposure. Human Resources will provide contact tracing notifications as required and comply with public health department procedures for reporting of positive COVID-19 test results. Attendance logs will be provided to SHS and/or the Public Health Department in the event of exposure and subsequent contact tracing.

APPENDIX G
Cerritos Community College District
Key Information to Collect from a Health Occupations Student
Exposed to COVID-19 During Clinical form

1. Student/Clinic Demographic Information
 - Name
 - Date of Birth
 - Student Identification Number
 - Best phone number to contact the student
 - Type of Clinical Rotation
 - Clinical Site Information
 - Last date student was on Campus
2. PPE worn by student during exposure (Check all that apply)
 - Gloves
 - Gown
 - Surgical mask
 - N-95 mask
 - KN-95 mask
 - Face Shield
 - Eye Protection
3. Student Exposure
 - Duration of time (minutes) the student came in contact with the patient.
 - Any aerosol performing procedures (yes/no)
 - Date patient tested positive/became PUI
 - Did patient wear a surgical mask (yes/no)
 - Last date student came in contact with the patient
4. Following the exposure
 - Has the student been tested for COVID-19?
5. Student Symptom check list (document when symptoms began and ended)
 - Fever (temperature over 100.4 degrees F/38 degrees C)
 - Tiredness (fatigue)
 - Muscle pain (myalgia)
 - Cough
 - Loss of taste or smell
 - Difficulty breathing
 - Headache
 - Sore throat
 - NONE/ASYMPTOMATIC
6. Clinical Site Return to Work Policy: Allows for asymptomatic exposed staff to return but monitor for symptoms and continue PPE use.
 - Yes
 - No