



COVID-19 Return-to-Campus Plan

Return-to-Campus Plan



Table of Contents

Introduction	2
Overview of County Mandates	2
Overview of CDC Guidelines	2
Campus Commitment to Health & Safety	3
Updates in Response to Changing Government Guidelines and Mandates	3
Abbreviations	3
PART I: ON-CAMPUS GUIDELINES	4
Physical Distancing	4
Face Covering	5
New Foot Traffic Flows	5
Parking Guidelines	6
Shared Responsibilities	6
Required Health Screenings	7
Mandatory Reporting	8
EMPLOYEES	8
STUDENTS	8
CONTRACTORS	8
Communication	9
Protocols for Employees	10
Training	13
Facilities	13
Restrooms	13
Other Arrangements	14
Safe Office Spaces	14
Avoid Shared Supplies When Possible	15
Social Norms and Health Etiquette	15
Student Conduct Expectations	15
Receiving Goods/Materials/Packages	16
Campus Access (Employees Only)	16
PART II: CONTINGENCY PLANS	17
For Positive Covid-19 Case	17
For Active Covid-19 Case	17
PART III: RESOURCES	18
Contact Information for On-Campus Personnel	18
APPENDIX A: Student Laboratory Activity Acknowledgement, Waiver of Liability,	
Assumption of Risk & Indemnity Agreement	19
APPENDIX B: Request to Leave Public School Grounds Creating a Public Health Risk	21
APPENDIX C: Employees Unable to Report to Work	22
APPENDIX D: Welding Lab Syllabus Addition Template	23
APPENDIX E: Guidelines on Enforcing Student Health & Safety Requirements in The Classroom	26
APPENDIX F: Action Plan for Mental Health Support: COVID-19	29
APPENDIX G: Health & Safety Self-Quarantine & Isolation Plan for Exposure or	
Active COVID-19 Infection	31
APPENDIX H: Employees Experiencing Acute Illness on Campus	33
APPENDIX I: Students Experiencing Acute Illness on Campus	35
APPENDIX J: Reporting & Contact Tracing: COVID-19	37

Introduction

The following plan reflects the work of the District's Emergency Operations Team and the District's Return to Work workgroup with guidance from Executive Council. The plan was developed to facilitate the safe return of employees and students to campus in the Fall 2020. 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.

This plan sets out procedures, protocols, and guidelines in different categories to promote the health and safety of the members of the campus community.

Overview of County Mandates

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.

On March 19, 2020, Gov. Gavin Newsom issued [Executive Order N-33-20 \(PDF\)](#) directing all California residents to stay home unless they are required to maintain the continuity of operations of critical infrastructure and other sectors.

Many California cities and counties have issued health and safety orders for residents and businesses operating within their jurisdiction. For current information from the County of Los Angeles Public Health visit <http://publichealth.lacounty.gov/index.htm>

Overview of CDC Guidelines

The Center for Disease Control (CDC) guidance focuses on the health and safety of all workers and visitors to work sites across all establishments:

- Promote good hygiene, including hand-washing and the wearing face masks
- Intensify efforts to clean/sanitize/disinfect and promote good ventilation
- Encourage social distancing
- Train all employees in health and safety protocol

On May 14, 2020, the CDC (<https://www.cdc.gov>) issued general guidance for six types of commerce. Each guidance provides recommended measures to have in place before reopening. (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>)

The CDC advisory states that businesses must comply with all state and local stay-at-home orders, and doesn't set a timeline for reopening. All businesses should be prepared to protect employees at high risk for exposure, including workers older than 65 and those with underlying medical conditions.

For current COVID-19 information from the Centers for Disease Control and Prevention (CDC), visit <https://www.cdc.gov>; the California government visit <https://covid19.ca.gov>; the California Community College Chancellor's Office, visit <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>; and for the County of Los Angeles Public Health visit <http://publichealth.lacounty.gov/index.htm>

Campus Commitment to Health & Safety

As we start to return to work on campus, we understand that many employees are concerned about safety as well as the changes to college protocols that we have implemented to be on campus. We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Updates in Response to Changing Government Guidelines and Mandates

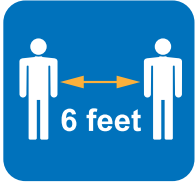
The nature of the COVID-19 pandemic can rapidly change at any moment and health and safety orders change as the pandemic worsens or improves. The District will modify and update this plan regularly to ensure that the District is following county's, state's, and federal's most recent orders and will make changes and additions as necessary to improve the plan.

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.
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.
Pinch Point	A place or point where congestion occurs or is likely to occur.
World Health Organization (WHO)	Organization which direct and coordinate international health within the United Nations system.

PART I: ON-CAMPUS GUIDELINES

Physical Distancing



According to the Center for Disease Control (CDC), [social distancing](#), also called “physical distancing,” means keeping space between yourself and other people outside of your home.

Physical distancing is recommended by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. The primary objective of the procedures and guidelines for re-opening District facilities for employees and students is to ensure proper physical distancing in classrooms and offices.

At Cerritos College, physical distancing protocols will limit the number of people at a District facility at any given time. In general, the number that is chosen should allow individuals to remain at least six-feet apart from each other. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction for selected group of classes as determined by the District. Keep in mind physical distancing also applies in other areas such as vehicles, carts, campus interior including quad and walkways, and non- traditional work or instructional settings.

Students, employees, and contractors working at District facilities must abide by the following expectations:

Expectations for Physical Distancing at All District Locations-Indoors and Outdoors:

- A minimum of six-feet distance for seating areas and walk spaces in classrooms; in hallways, stairways, elevators, parking areas and bathrooms; inside buildings and office, including the bookstore, the student center, division offices, etc.
- A minimum of six-feet distance whenever possible within employee workspaces, lobbies, classroom, labs, campus interior including quad and walkways and other common areas, both indoors and outdoors.
- Alternating and/or staggered work shifts to reduce the number of employees in offices and common areas may be considered after following collective bargaining agreements and where appropriate.
- Use of video conferencing tools for meetings where appropriate.
- Other physical distancing measures include the following:
 - Revised occupancy limits for buildings, meeting rooms, labs, classrooms, elevators, and other common use areas.
 - Restrict number of people accessing restrooms at any given time.
 - No shared food and beverages in meetings and public spaces.

Physical distancing is the most effective method of avoiding the spread and contraction of COVID-19.

Face Covering



Face coverings are an effective tool for limiting the spread of COVID-19. The CDC advises everyone to wear a cloth face covering over their nose and mouth whenever in public spaces, both indoors and outdoors, and the California Department of Health provides [guidance for wearing face coverings](#). All District employees, students, contractors, and visitors are required to wear a face covering while at District facilities. Everyone must wear a face covering over their nose and mouth when participating in instructional activities, student services, and/or work, especially if/when a minimum

six (6) feet of physical distance between participants cannot be maintained. ([Prevent COVID-19: Wear a Cloth Face Covering video](#))

Individuals unable to wear a face covering due to a medical condition must contact Human Resources (for employees) (Ext. 2284) or Student Health Services (for students) (Ext. 2321) or Student Accessibility Services (for students with disabilities) (Ext. 2335). (Accommodations may be made as appropriate by HR, SHS or SAS to perform the activity remotely.)

Everyone must wear a face covering over their nose and mouth when on campus.

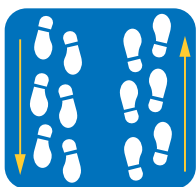
Students, employees, and contractors working at District facilities must abide by the following expectations:

Expectations for Face Covering:

Masks will be provided by the District to all employees working on site. Employees can wear their own masks if they prefer.

- Mandatory use of face coverings (or PPE as appropriate) must always be worn while in District premises, including inside buildings, classrooms and labs
- Face shields are allowed and encouraged in addition to face masks

New Foot Traffic Flows



Buildings, classrooms, and office spaces are areas likely to be enclosed by a variety of boundary markers with 'pinch point' access at entrances. Some of these areas may have limited space and therefore, physical re-arrangements may need to be made. These areas typically have high levels of foot traffic and greater likelihood of congestion and/or bottlenecks at entrance and exit points.

Every area will have its own unique issues and potential interventions that could be introduced to enable social distancing but there are likely to be some commonalities.

Expectations for Foot Traffic:

- Lobbies will have designated entrance-only and exit-only doorways
- Lobbies will have a designated number of people allowed at any given time
- Stairwells will be designated for up- and down-only traffic in buildings with multiple stairwells (except for evacuation during emergencies)
- Use of spacing markers and circulation-flow markers on doors in high-traffic and common use areas
- People will park in designated parking lots and will access buildings via pre-approved routes

Parking Guidelines



During the Fall 2020, the District will limit vehicle access to only certain parking lots. Parking permits that were issued for year 2019-2020 and Spring 2020, will be deemed to be current for the Fall 2020 semester only. Anyone without a current parking permit, will be required to purchase a daily permit while in District premises.

Parking permits that were issued for year 2019-2020 and Spring 2020, will be deemed to be current for the Fall 2020 semester only.

Expectations for Employee and Student Parking:

- All vehicles must display a Cerritos College parking permit
- Designated employee and student parking are allowed in the following lots:
 - Lot 2, Lot 7, Lot 8, and Lot 10.

Shared Responsibilities



Employees and students share the same responsibilities to maintain social distancing, wash/disinfect their hands, wear masks, and stay home when sick.

Only those employees and students who have been cleared by the District, will be allowed on campus. The District will properly clean and disinfect their workspace or instructional space on a daily basis. The District has established protocols to clean and disinfect high-traffic areas to maintain a safe work environment.

Only those employees and students who have been cleared by the District, will be allowed on campus.

Employees

Because the safeguard of our employees and students is a shared responsibility, employees working on campus during the Fall 2020 semester must read the [CDC How to Protect Yourself & Others](#) document prior to their first day back on campus.

Employees who fail to follow District's established Return-to-Campus protocols, will be asked to immediately leave the campus. Employees will be marked with an unpaid absence under these circumstances.

Employees working on campus during the Fall 2020 semester must read the CDC How to Protect Yourself & Others document prior to their first day back on campus

Students

Students enrolled in laboratory courses, will be required to read, complete, and sign the Student Laboratory Activity Acknowledgement, Waiver of Liability, Assumption of Risk & Indemnity Agreement (Appendix A) prior to their first day of classes of the Fall 2020 semester.

Students will not be allowed to return to campus until they follow the established protocols. Student may receive a Request to Leave Public School Grounds: Creating a Public Health Risk form (Appendix B). This will affect their attendance record and may have negative effects on the class(es) they are enrolled in.

Required Health Screenings



Since the Governor's statewide stay at home order in March, 2020, the District implemented daily checks for essential personnel who are allowed on campus. The current daily health screen protocol for essential workers will not change. Non-essential employees, however, will be required to answer questions regarding COVID-19 symptoms before entering any District facility. Individuals who refuse to answer health screening questions will not be permitted entry into the District facilities.

Expectations for Health Screenings:

- Prior to entering District premises, students and employees will be required to log into the [Cerritos College Portal](#) and answer nine health screening questions and wait for District clearance. The questions are:
 - 1) Do you have a cough?
 - 2) Have you had a fever of 100.0 F (37.8 C) or higher without fever reducing medications in the last 24 hours?
 - 3) Do you have shortness of breath?
 - 4) Have you experienced any new loss of taste and/or smell?
 - 5) Do you have any of these symptoms: fatigue, muscle or body aches, or headache?
 6. Do you have any of these symptoms: sore throat, congestion, or running nose?
 - 7) Do you have any of these symptoms: nausea, vomiting, or diarrhea?
 - 8) Have you had close contact with a person with suspected or confirmed COVID-19 within the last 14 days?
 - 9) Have you been out of the country in the last 14 days?
- Any positive responses to any of these questions requires Vice President's clearance to enter the District premises.
- Questionnaires shall be completed and approved prior to entering the college.
- Managers will verify daily employee automated health screening clearance and faculty members will verify students' daily automated health screening clearance prior to the start of the class.
- If the employee or student does not have appropriate daily health screening clearance, the employee or student will not be allowed to stay on campus.
- The screening questions stated above will be updated as needed to follow CDC guidelines.

Temperature and fever physical screenings (temperature gun or infrared forehead thermometer) will be required before any employee, student, contractor, or visitor is allowed to access a District facility.

Mandatory Reporting

Employees, students, and contractors must report COVID-19 if...

Employees, students, and contractors must report:

- 1) A positive COVID-19 test,
- 2) When 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.

The CDC defines “close contact” as someone who was within six-feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.” Contact tracing will be conducted for confirmed positive cases. Contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate themselves away from those who are not sick and their contacts to [quarantine](#) at home voluntarily.

Expectations for Mandatory Reporting:

Employees

- Employees 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 their manager and not report to work. Employees already at work and begin feeling sick, or experience COVID-19 symptoms, should notify their manager and go home immediately. Employees can utilize accrued paid leaves that may be available and in accordance with collective bargaining agreements. Contact Human Resources (Ext. 2284) for more information on available paid time off.
- Employees unable to report to work because of childcare or public transportation issues, or the employee or a member of their household is in a high-risk group, should complete the Employees Unable to Report to Work (Appendix C). Once the form is submitted to Human Resources, HR personnel will engage in the interactive process to determine if any reasonable accommodations can be made.

Students

- Students who feel ill should notify their instructor and not report to campus. If the student is already at the college 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 and reasonable accommodations for the student may be made.
- Student Health Services will follow CDC protocols as necessary.

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 of the District facilities. Contractors already at the college, who begin feeling sick, or experience COVID-19 symptoms, should notify Campus Police and go home immediately.

Additional Expectations for Reporting

Any employee, student, or contractor who has tested positive for COVID-19, will only be allowed to return to campus after receiving and submitting a medical approval certification as proof of a negative test from a licensed healthcare provider of their local County Health and Human Services agency. The certificate should be submitted as follow:

- Employees submit certificate to Human Resources
- Students submit certificate to Student Health Services
- Contractors submit certificate to Campus Police

Communication

The CDC recommends employers educate their personnel about the steps they can take to [protect themselves](#) both at work and at home. This includes washing hands often, avoiding close contact, wearing a face mask when out in public, covering coughs and sneezes, and cleaning and disinfecting areas as necessary.

The District has placed COVID-19 safety and health posters around areas that would be or have been identified as main employee/student traffic areas.

This Return to Campus plan will be shared with all employees and students prior to the beginning of the Fall 2020 semester as follows:

- A) Employees and students will receive an email informing them of the Return-to-Campus plan
- B) Employees with limited access to desktop computers will receive a hard copy of the plan
- C) The plan will be posted on the college's COVID-19 website

As employees and students prepare to return in the Fall semester, we strongly recommend to:

Faculty

- Faculty teaching on site during the Fall 2020 should include the following disclaimer in their syllabus

Elective participation - in-person lab activities:

As a reminder, student services will only be available online.

Participation in lab activities is elective, limited, and managed specifically for this Fall 2020 semester due to the COVID19 pandemic. To be able to be granted this privilege:

- 1) You will have to sign, date, and provide your student ID number on the Student laboratory activity acknowledgment, waiver of liability, assumption of risk & indemnity agreement.
- 2) You will have to recognize that faculty have the right to remove you from class (reference: [AP5520 - Student discipline procedures](#)) for the day of the meeting and the next class meeting if you do not abide by the expectations of the above referenced agreement
- 3) You will have to read our board policy (reference: [BP5500 - Standards of Student Conduct](#)) also printed in the 2020 schedule of classes to ensure you are aware of the consequences of failing to adhere to the standard of student conduct established in the above referenced agreement.
- 4) You will need to follow the crowd management rules

- 5) wear a face mask over your nose and mouth the moment you enter Cerritos College and continuously leave it properly in place until you leave Cerritos College
 - a. *park in your designated parking lot*
 - b. *remain in your car until class or appointment time*
 - c. *do not congregate with other students in the parking lot or any other area on campus*
 - d. *always follow social distancing guidelines (maintain at least six feet or distance between yourself and others)*
 - e. *walk to your class following the designated entry path*
 - f. *enter your building or classroom at the entry point*
 - g. *use the provided sanitizer to sanitize your hands when entering and leaving the classroom and building*
 - h. *clean your workstation upon the request of your instructor (wipes will be provided)*
 - i. *take your break without congregating with other students*
 - j. *exit your building or classroom at the exit point*

Welding lab syllabus addition template ([Appendix D](#)).

Students

- Lockers will not be available for any lab classes for Fall 2020
- First day training and overview of operations will be conducted in all labs for Fall 2020.
- Students will be informed of the days labs are tentatively taking place on the first day of classes.

Protocols for Employees

Cerritos College will be conducting a partial opening for certain CTE-related courses in Fall 2020. The college maintains the goal of supporting the health and safety of the campus community. The college has put in place a number of protocols and procedures that will ensure the well-being of students and college personnel during the COVID-19 health emergency.

In-person courses will be limited to 10 people

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

General

- Campus facilities are not open to the public and are only open to essential personnel to conduct official college business, and to allow students in certain disciplines access to lab facilities and course content.
- In-person courses will be limited to 10 people. Additional sections of the affected lab courses will be offered to accommodate student demand.
- Classes will be configured to accommodate social distancing requirements (six feet between students and students/faculty). Six foot distances will be clearly marked.
- All lecture content will be delivered on-line, even for courses offering in-person lab activities.

All participation in in-person lab activities is elective and a privilege.

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

- 1) All participation in in-person lab activities is elective and a privilege. Faculty will have the ability to dismiss students under [AP 5520: Student Disciplinary Procedures](#). Dismissal will be for the day of the meeting and the next class meeting for students not abiding by the following agreement.
- 2) Students will fill out, sign and date a Student Laboratory Activity Acknowledgement form, Assumption of Risk and Indemnity Agreement ([Appendix A](#)). Students must provide their student ID number on the form. These forms will outline what to do if a student tests positive for COVID-19.
- 3) Students will be required to read the college [Standards of Student Conduct](#) to ensure that they are cognizant of the consequences of adhering to these standards.
- 4) Students will strictly adhere to crowd management rules: a) wear a face mask over nose and mouth while on campus; b) park in designated parking lot; c) remain in car until class time; d) no congregating in parking lot or any other area on campus; e) follow designated entry and exit paths to and from parking lot; f) enter and exit building/classroom at designated entry and exit points; g) use provided hand sanitizer upon entering and exiting building/classroom; h) wipe down workstation upon instructor's request; i) take breaks without congregating. If they use public transportation or dropped off on campus then they will move directly from point of drop off to building/classroom entry point.
- 5) Students will fill out a health check questionnaire and have temperature taken at a kiosk daily, and be given a resulting red (no pass), yellow (conditional pass), or green (pass) designation. I
- 6) Students must wear a face covering at all times while on campus. (See [CDC's Considerations for Wearing Masks](#).)

Considerations for Staff

Participation is elective. A staff member who does not feel that coming to campus is safe may work from home if accommodations can be made depending on the nature of work performed on campus. If remote work is not possible, employees can use their accumulated paid time off balances if any.

Staff members, like faculty and students, will answer a health questionnaire, undergo temperature checks, and be required to wear face covering.

Considerations for Faculty

Participation is elective. A faculty member who does not feel that coming to campus is safe may work from home but must find alternative means to offer all course content to student if possible. If alternatives are not possible, a different instructor may be assigned, and the faculty working at home may accept another assignment for the semester.

If a faculty member learns that a student is positive and/or thinks they are positive, they should contact Student Health Services as soon as possible...

Faculty, like students, will answer a health questionnaire, undergo temperature checks, and be required to wear face covering. Faculty must also provide information about student obligations in the syllabus.

Potential Procedural Scenarios Instructors May Face

What do I do if a student...

... fails to show up with the required "green light" to enter a class?

Student must leave the class and: a) return to kiosk have temperature taken, and/or b) undergo a temperature check before being admitted to the class

...shows up with a “red” indicator?

A student will get the red indicator if they did not pass the health screening questionnaire or had a temperature exceeding the safety threshold. Student will be required to leave, contact Student Health Services (Ext. 2321), and self-isolate for 14 days.

...comes to class after passing the questionnaire and temperature check but indicates later that a family member has tested positive or have otherwise been in contact with someone who was ill or tested positive.

Student must leave class, report to SHS, and self-isolate for 14 days.

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

If the student cannot be convinced to leave, faculty have the right to dismiss them under [AP 5520-Student Discipline Procedures](#). If the student resists the instructor’s attempt to dismiss them, they are to contact the manager on duty. The manager on duty will then contact campus police and have the student removed. Faculty will be supplied a schedule of who to contact at any given time.

...student will not observe social distancing.

Faculty will remind student of their obligation under their contract to re-enter the college. If student/s still resist, faculty will dismiss all involved students under [AP5520](#). If they will not cooperate, faculty will contact the manager on duty, who will call campus police to remove the student/s.

...is not wearing a mask.

Students will be required to come to campus with their own mask. If student does not have a mask we will have a limited supply to provide one for the day, but not on a daily/regular basis.

...student requests a mask exemption due to medical condition?

All students must wear a mask. (Accommodations may be made as appropriate by SHS or SAS to perform the activity remotely.)

...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 enter campus.

In addition to following District guidelines, the following programs have industry guidelines to follow:

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 gamma of [COVID-19 videos](#) related resources which are available to the public. Employees of the District are encouraged to watch:

[6 Steps to Prevent COVID-19](#)

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.

6 Steps to Prevent COVID-19

Facilities

The virus that causes COVID-19 is spread through close contact from person to person in respiratory droplets produced when an infected person coughs or sneezes.

Although not as common, you could get COVID-19 if you touch an object or a surface that has the virus on it, and then touch your eyes, nose, or mouth. That is why washing your hands with soap and water for at least 20 seconds is so important for protecting yourself and slowing the spread. Furthermore, routine cleaning and disinfecting is key to maintaining a safe environment for employees and students.

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 has implemented additional cleaning protocols to keep campus facilities sanitized at all times. As some classes return to campus in Fall 2020, the District will be implementing 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
 - Ideally 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 by 2-3 times per shift
- Placement of additional trash cans near doors
- Some areas may require plexi-glass in lab stations or as needed
- Limit interactions outside campus.

Restrooms

- Utilize single-stall restrooms, where possible
- Limit capacity of multi-stall restrooms to meet the size of the restroom.
- Post signs to inform of the number of people allowed in the restroom at any given time.
- Increase signs encouraging individuals to wash hands properly.
- Increase cleaning and disinfecting of restrooms.

Other Arrangements

The District may temporarily make modifications to office spaces, classrooms, and shared locations to avoid close contact between employees and students. The following guidelines are recommended for office spaces, shared areas, general social norms and health etiquette.

Safe Office Spaces

- Modify offices and/or relocate employees where needed to comply with social distancing guidelines.
- Rearrange desks and common seating spaces to maximize the space between employees.
- Create a minimum six-foot total distance between any two employees.
- 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).
- Visual aids (e.g., painter's tape, stickers, etc.) will be used to illustrate traffic flow and appropriate spacing to support physical distancing.
- In reception areas with seating, classrooms, and labs, limit the number of seats, organizing them to ensure six-feet in-between seating.
- In reception areas without seating, limit the number of persons in the area to ensure a minimum of six-feet in between persons.
- Add protective acrylic shields for those areas with high traffic. Increase distance in waiting lines with the use of floor placards or tape.
- Promote a safe workplace for employees and a safe instructional space for students.
- Hold staff meetings virtually or in a large enough space to accommodate physical distancing within the six-foot guidelines.
- Non-essential campus planning and activities should be conducted using virtual methods.
- Allow staff to use alternate spaces or telework whenever possible.
- Conduct professional development virtually whenever possible.
- Explore opportunities for staff who cannot be on campus due to their own high-risk conditions or those of their family members to complete work utilizing alternate spaces (e.g., telecommute).
- 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 and tissues 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](#).
- Employee and students should avoid congregating outside of offices, classrooms, buildings, and/or parking lots.
- Provide reminders about the importance of not sharing food or drinks.
- Adjust schedules to stagger arrival and/or departure times.
- Explore the use of alternate spaces (e.g., classroom) for eating or create visual cues in cafeteria to ensure physical distancing.

Employees and students should avoid congregating anywhere on campus.

Avoid Shared Supplies When Possible

- If shared supplies are necessary, designate bins for clean and used supplies. Shared supplies are considered high-touch and should be cleaned frequently.
- Do not share writing utensils, office supplies, and/or appliances between employees or students (when possible).
- Frequently clean office materials or equipment that cannot be designated.
- Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).
- Individuals should wipe down shared equipment after using it.

Shared supplies are considered high-touch and should be cleaned frequently.

Social Norms and Health Etiquette

- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Have hand sanitizer and tissues readily available.
- Reinforce hand washing routines. Ask employees and students to wash hands upon entering and leaving classroom or other spaces on campus.
- 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 elbow even though you are wearing a mask.
- Stay home when you are sick
- Staggered breaks and lunches are preferred for Fall 2020 and will be coordinated by managers in consultation with affected employees.
- Food stored in refrigerators needs to be clearly labelled to avoid contact with someone else's items
- Follow posted restroom capacity guidelines.

Wash your hands thoroughly and often with soap and water for at least 20 seconds.

Student Conduct Expectations

All students are required to follow the Standards of Student Conduct.

All students are required to follow the Standards of Student Conduct ([Board Policy 5500](#)), which include following the 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 11: Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.
- Standard 12: Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.

- Standard 17: Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.

College employees may refer to [Appendix E](#) 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.

College employees may refer to Guidelines on Enforcing Student Health & Safety Requirements in the Classroom.

Receiving Goods/Materials/Packages

Warehouse personnel will store packages for 48 hours before releasing them to campus personnel. When employee apprehension of opening external packages remains high, the district will provide disposable nitrile gloves.

Campus Access (Employees Only)

As employees prepare for remote and lab in-person work, there may be the need to access their offices to retrieve materials and office supplies. Due to current health guidelines, the District is required to screen daily for COVID-19 symptoms before employees are allowed to enter our facilities. The District

If you are experiencing any COVID-19 symptoms, please do not go to campus.

has implemented daily health screen protocols for those essential employees who have been working on campus since March 2020. These protocols for essential employees will continue during the Fall 2020 term.

The current protocol for a day visit to campus consist of the following steps:

1. Notify your direct manager if you need to go to campus. Indicate when, the time, and the reason why you need to be on campus.
2. Manager will communicate with appropriate Vice President and seek approval.
3. After Vice President's approval, the manager will ask the employee to complete the [health screening questionnaire](#) within four hours from the requested arrival time.
4. Employee must wait for clearance before going to campus
5. Once employee receives clearance, the employee can proceed to campus
6. The Manager or VP will notify the Facilities Department so they can disinfect the area after the employee's visit and will also notify Campus Police so they can clear any building alarms
7. While on campus, you are required to wear a mask at all times, except if you are in your office and there are no other employees around.
8. If you are experiencing any COVID-19 symptoms, please do not go to campus.

PART II: 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 sick employee or student:
 - 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 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.
- Protocol to cancel/take course online if student tests positive – needs to be in the plan/syllabus/student communication.
- Expectation is to exercise flexibility and support to students if sick/test positive. This means working on an accommodation plan with the student.
- If faculty member learns that student is positive and/or thinks they are positive, they should contact Student Health Services (Ext. 2321) as soon as possible.

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.



PART III: RESOURCES

- Action Plan for Mental Health Support ([Appendix F](#))
- Health & Safety Self-Quarantine & Isolation Plan for Exposure or Active COVID-19 Infection ([Appendix G](#))
- Employees Experiencing Acute Illness on Campus ([Appendix H](#))
- Students Experiencing Acute Illness on Campus ([Appendix I](#))
- Reporting & Contact Tracing: COVID-19 ([Appendix J](#))

Contact Information for On-Campus Personnel

Response Team

Academic Affairs	Dr. Nick Real, Instructional Dean, Technology Division yreal@cerritos.edu (Ext. 2903)
Student Services	Dr. Hillary Mennella hmennella@cerritos.edu (Ext. 7830)
Campus Police	Chief Don Mueller dmueller@cerritos.edu (Ext. 2325)
Facilities Dpt.	Shannon Kaveney skaveney@cerritos.edu (Ext. 2315) Carlos Serna cserna@cerritos.edu (Ext. 2302)
Human Resources	Nancy Buvinger nbuvinger@cerritos.edu (Ext. 2283)

Wash Hands for



APPENDIX A: Student Laboratory Activity Acknowledgement, Waiver of Liability, Assumption of Risk & Indemnity Agreement

Cerritos Community College District

The Cerritos Community College District ("District") is offering a variety of essential laboratory activities to support the success of students participating in limited programs of study, and to provide access and hands-on experience that is critical to train the next generation of industry professionals. Participation with in-person laboratory activities is elective and not required. There is an inherent risk associated with in-person laboratory activities due to the coronavirus/COVID-19 pandemic, and students must acknowledge those risks as a condition of participation.

I, _____, hereby request to be permitted to participate in the District's limited laboratory instruction activity that will allow me to participate in on-campus laboratory activities as part of a limited and managed return of students from distance education modalities necessitated by viral pandemic. I understand that I am not required to participate and that there may be other avenues available to me to acquire the necessary laboratory credits for my field of study, including but not limited to delaying my participation in laboratory activities until the current COVID-19 pandemic has abated to the extent to allow for traditional on-campus laboratories to reopen.

Waiver: I acknowledge that if granted permission to participate in the laboratory activity ("Activity") elected herein, I may be exposed to hazards including but not limited to the potential infection of COVID-19 or other communicable diseases, and I therefore for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the District, its officers, employees, and agents from liability and any and all claims including the negligence of District, its officers, employees and agents, resulting in personal injury, accident, or illnesses (including death) and property loss arising from, but not limited to, participation in the Activity.

Assumption of Risks: Participation in the above Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The risks may vary from one participant to another, and may range from minor injuries such as scratches or bruises, to severe injuries such as concussions or broken bones or infection with a communicable disease. I have read the previous paragraphs and I now understand, and appreciate these and other risks which are inherent in this Activity. I hereby acknowledge that my participation is with awareness of these risks, and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to indemnify and hold harmless the District from any and all claims, actions, suits, procedures, cost, expenses, damages and liabilities, including attorney's fees, that may be brought as a result of my involvement in the Activity. This Agreement may be plead as a full and complete defense to any claim or suit brought after its effective date, and concerning any damages arising during an activity as set forth herein.

Acknowledgement of Conditions: I further understand, acknowledge, and expressly agree that my participation in the Activity is subject to the reasonable rules and regulations of the District, including those regulations adopted expressly for the purposes of mitigating exposure to viral pathogens and specifically to prevent the transmission of COVID-19. I understand and agree that I will comply with reasonable requirements relating to social distancing and maintaining a face covering while engaged in District activities on District property. I further agree to cooperate with reasonable non-invasive screening procedures to ensure that the instructional environment remains as safe and healthy as may be expected under the circumstances. I understand that the District may revoke its consent to my presence on campus if I refuse to abide by these rules.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, I acknowledge that I choose the Activity as indicated above, and intend by **my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Participant Signature

Date

Student ID



**APPENDIX B:
Request to Leave Public School Grounds
Creating a Public Health Risk**

Cerritos Community College District

Issued To: _____

In accordance with the provisions of [California Penal Code Section 626.4](#), you are hereby requested to immediately leave the Cerritos Community College District grounds and to refrain from returning to the grounds for at least fourteen (14) days.

For purposes of this Request, the Cerritos Community College District grounds include any streets, sidewalks, or public ways adjacent to the District’s office, the grounds and buildings of the Cerritos College Norwalk campus and the grounds of those other sites and properties maintained and controlled by the District.

This Request to Leave is based upon your refusal or failure to comply with the protective regulations implemented by the District in an effort to prevent the exposure and spread of coronavirus/COVID-19. It is my conclusion that your presence on District grounds would likely pose a threat to lives and property, and interfere with the peaceful conduct of the instructional activities hosted on District grounds.

If you fail to leave the District grounds immediately upon receipt of this notice, you will be subject to misdemeanor charges and may be punished by a fine not exceeding five hundred dollars (\$500), by imprisonment in the county jail for a period of not more than six months, or by both the fine and imprisonment, pursuant to Section 626.4 of the Penal Code.

Pursuant to Penal Code sections 626.4, if, after leaving pursuant to this request, you return to the school grounds within fourteen (14) days, you will be subject to misdemeanor charges and may be punished by a fine not exceeding five hundred dollars (\$ 500), by imprisonment in the county jail for a period of not more than six months, or by both the fine and imprisonment, pursuant to Sections 626.4 of the Penal Code.

Dated: _____

By: _____

Signature

Print/Title

APPENDIX C: Employees Unable to Report to Work

Cerritos Community College District

The EEOC has an ADA-compliant pre-pandemic employee survey for making proper medical information requests https://www.eeoc.gov/facts/pandemic_flu.html. The District will utilize this survey to start the interactive process with those employees who are unable to come to work.

Directions: Answer yes to the whole question *without specifying the factor that applies to you*. Simply check «yes» or «no» at the bottom of the page.

In the event of a pandemic, would you be unable to come to work because of any of these reasons:

1. If schools or daycare centers were closed, you would need to care for a child.
2. If other services were unavailable, you would need to care for other dependents.
3. If public transportation were sporadic or unavailable, you would be unable to travel to work. and/or
4. If you or a member of your household falls into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus, you would be advised by public health authorities not to come to work (for example, pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: Yes _____ No _____

Employee Name: _____

Date: _____

APPENDIX D: Welding Lab Syllabus Addition Template

Cerritos Community College District

Dear Welding Student,

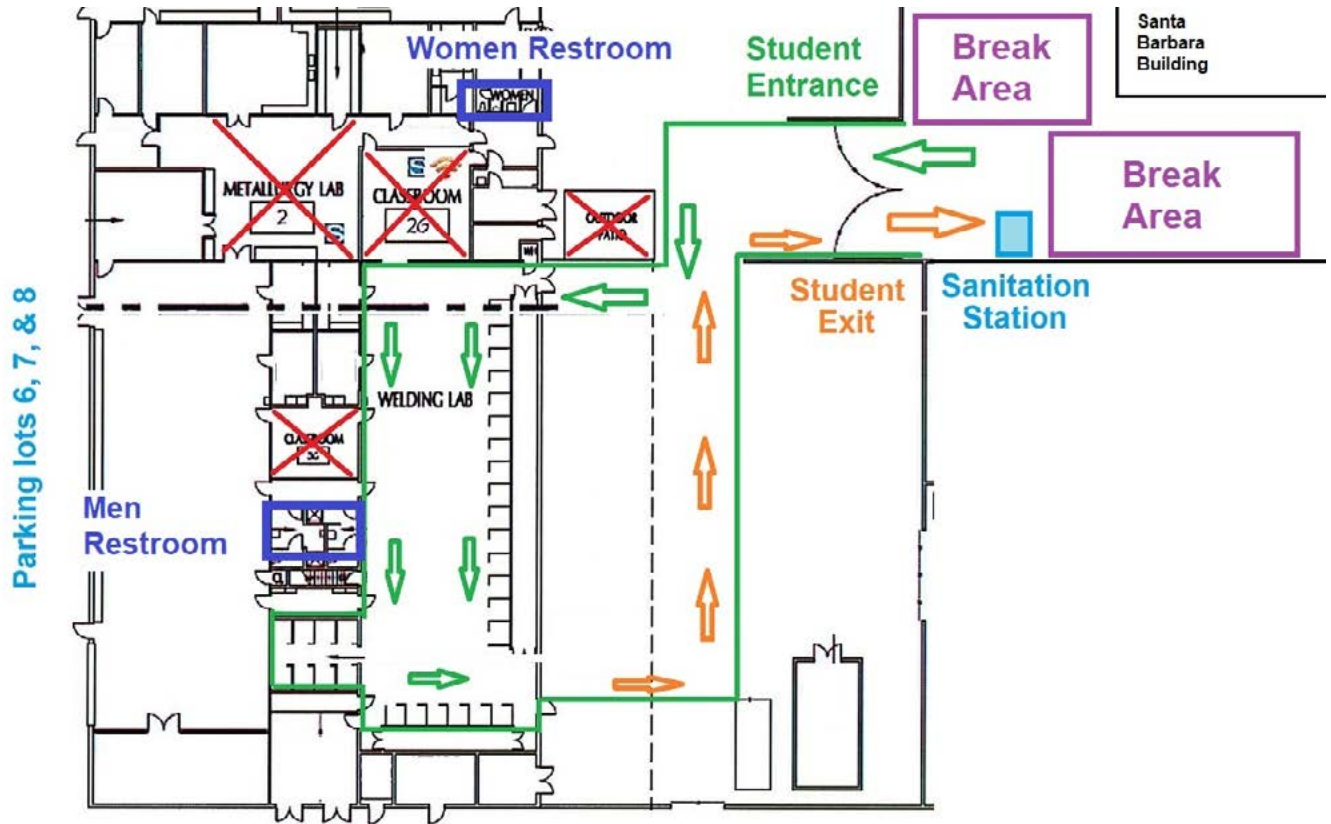
The Cerritos College Welding Department is deeply focused on keeping our employees, instructors, and students safe while you participate in the elective on-campus welding lab for your class. Although the county and state has begun a limited reopening for education, the pandemic has not yet been resolved. If a positive case of COVID-19 were to occur during the semester, the campus will be taking necessary steps to immediately secure the safety of students, faculty, and staff. Although we hope this does not occur, you need to know that at any time, the course may need to: 1) pause, 2) change days/times without much warning in order to maintain progress in the course and/or 3) be cancelled. If the need to make these changes occurs you will be notified by your faculty and the office of academic affairs. Please note, Cerritos College is taking every precaution to maximize your safety.

Modified laboratory procedures for Fall 2020 will be implemented in response to the COVID19 pandemic. For us to be granted this privilege of resuming on-campus classes, you will be required to do the following:

1. At the beginning of the semester, you will have to sign, date, and provide your student ID number on the Student Laboratory Activity Acknowledgment, Waiver of Liability, Assumption of Risk & Indemnity Agreement.
2. Every day, you will have to agree to Cerritos College's health screening protocol by getting an Authorization Ticket as you check in upon entry into the parking lot. If you do not get the ticket, you will not be able to get access to the welding lab.
3. you will have to recognize that faculty have the right to remove you from class (reference: [AP5520 - Student Discipline Procedures](#)) for the day of the class meeting and the following class meeting if you do not abide by the expectations of above referenced agreement. This may be found here:
 - a. https://www.cerritos.edu/accreditation/2020/Standard_IC/1C8-25_AP_5520.pdf
4. You will have to read our board policy (reference: [BP5500 - Standards of Student Conduct](#)) also printed in the 2020 schedule of classes to ensure you are cognizant of the consequences of failing to adhere to the standard of student conduct related to the above referenced agreement. This may be found here:
 - a. https://www.cerritos.edu/board/_includes/docs/BP/BP_5500.pdf
5. You will need to follow these crowd management rules:

- a. Wear a face mask over your nose and mouth the moment you enter Cerritos College and leave it properly in place until you leave Cerritos College.
- b. Park in your designated Parking Lot (Lots 6, 7, & 8)
- c. Remain in your car until class time.
- d. Do not congregate with other students in the parking lot, any classroom, rest area, or any other location on campus.
- e. Walk to your class following the designated entry path on the east side of the Metals building.
- f. Enter the Welding building at the entry point as shown on the map below.
- g. Upon entering , use the provided sanitizer at the Sanitizing Station to sanitize your hands.
- h. Wipe down your workstation with sanitizer if requested by your instructor. (Cleaning materials will be provided.)
- i. You will have to keep your welding hood down in welding position while communicating with your welding instructor inside the welding booth. At no time that the instructor is in your welding booth should you lift your welding hood.
- j. Male students will use the restroom located between the Machine shop and the Welding shop. Female students will use the restroom located between the Plastics shop and the Welding shop. Please wait in line if the restroom is busy respecting social distancing.
- k. If you desire a break during your lab time, proceed to do so without congregating with other students at the specified locations. You must take your break outside of the department in the area shown on the map. You must be 6 feet apart from anyone else while taking your break.
- l. At the end of your class, exit the welding building at the exit point as shown on the map below.
- m. Use the provided sanitizer to sanitize your hands.
- n. Remain 6 feet away from anyone until you enter your welding booth and after you exit your welding booth.

Please keep in mind that all Student Services normally available on campus will only be available online.



APPENDIX E: Guidelines on Enforcing Student Health & Safety Requirements in The Classroom

Cerritos Community College District

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 include, but are not limited to:

- Not wearing a face covering on campus/during class (unless specific written exemption exists from SHS or SAS)
- Not maintaining physical distancing of 6 feet
- Not following expectations for foot traffic, and identified traffic patterns and spacing markers
- 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. State the guideline that is not being followed.
 - If related to face covering, verify if the student does or does not have written exemption to the guideline (via SHS or SAS).
 - b. Emphasize that all members of the community must adhere to the guidelines, to maintain a healthy work and educational environment.
 - c. Ask why they are not following the guidelines, and listen to their response.
 - d. Reinforce specific guidance on what the expected behavior is (e.g., wear a face covering, complete health screening, etc.).
 - e. Share the consequence of failing to follow guidelines – student 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.
 - f. Ask the student if they have questions or concerns. For questions you are unable to answer, refer the student to the Division Dean or to the Dean of Student Services as applicable.

2. Follow up with a written reminder (recommended). Example:
 - a. 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)

If the behavior continues, is repeated, or the student does not comply after your initial request:

1. **Inform the student they are being removed from class, per [Administrative Procedure 5520 Student Discipline Procedures](#)** (lines 115-125). Inform the student they must leave the class at this time, and a [Student Conduct 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.
2. **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):

- i. Contact one of the following people to respond and assist (in the following order):
 - a. Your Division Dean (or Dean on Duty)
 - b. Faculty Coordinator of Student Conduct & Grievances, Dr. Cynthia Lavariere (x2852, clavariere@cerritos.edu)
 - c. Dean of Student Services, Dr. Elizabeth Miller (x2476, emiller@cerritos.edu)
 - d. Campus Police (x3476)
- ii. 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 at any time you would like to consult on a student behavior concern, please contact Dr. Lavariere or Dr. 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 judgements 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. Laviere or Dr. Miller for support.

APPENDIX F: Action Plan for Mental Health Support: COVID-19

Cerritos Community College District

Individual Therapy

- Student Health Services 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 can call Student Health Services at (562) 860-2451 Ext. 2321 and press 3 to express interest in starting therapy.
 - Students should leave their name, student ID, DOB, phone/email
 - Front Desk staff will forward the voicemail to a mental health therapist to schedule an appointment
 - A mental health therapist will call student and screen for appropriateness for short term therapy
 - If appropriate for short-term therapy, the therapist will schedule an intake appointment
 - (If not appropriate for short-term therapy, the therapist will provide referrals for longer term therapy)
 - Therapist will inform the Student Health Services front desk of appointment and request that the front desk send initial paperwork, including Informed Consent, to the student
 - Once initial paperwork is digitally signed by the student, the therapist will send Zoom details to student via email or patient portal.
 - Subsequent sessions will be scheduled toward the end of the session between therapist and student

Group therapy

- SHS will provide therapy groups to help provide coping strategies and extend social support to students
 - Interested students can register by sending an email to front desk at studenthealth@cerritos.edu where students will receive a password to join the group via Zoom
 - The facilitating therapist will cross reference the student entering the Zoom waiting room with the list of registered students to maintain security
 - The facilitating therapist will review group therapy guidelines to ensure confidentiality and group etiquette

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 on <https://www.cerritos.edu/shs/CrisisSupport.htm>

APPENDIX G: Health & Safety Self-Quarantine & Isolation Plan for Exposure or Active COVID-19 Infection

Cerritos Community College District

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

Definitions

- ***Self-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.
- ***Mandated Self-Quarantine***: Remaining in your home or residence with limited public contact due to confirmed exposure to COVID-19. This is usually determined by the Department of Public Health through investigation and surveillance of current active COVID-19 cases.
- ***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 for their COVID-19 test.

Employees

If you have tested positive for COVID-19, please contact Nancy Buvinger, Director of Human Resources (Ext. 2283), as soon as possible, to notify us so that appropriate cleaning in the areas where you last were can take place, contact tracing and proper quarantining guidelines can be verified, and community notices can be made (if warranted).

Human Resources will retain a roster of all faculty and staff who are home on paid leave.

Employees who have tested positive for COVID-19 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 notify their supervisor and Human Resources of their absence. Human Resources will engage in the interactive process to seek, if any, accommodations.

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 and proper quarantining guidelines can be verified, and community notices can be made (if warranted).

Students should provide SHS with documentation from an identifying ambulatory, hospital or public health agency 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 a student is positive and/or thinks they are positive, they should contact SHS as soon as possible.

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 a 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

Students and employees must provide documentation from an ambulatory, hospital or medical provider documenting medical clearance from mandated self-quarantine or isolation BEFORE returning to campus.

Employees must provide documentation to HR.

Students must provide documentation to SHS.

- SHS will update faculty that a student is cleared to return to class.

APPENDIX H: Employees Experiencing Acute Illness on Campus

Cerritos Community College District

Any employee who becomes acutely ill while on campus should inform their manager via phone and/or while maintaining social distancing requirements. The employee should then 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 mask and maintaining social distancing requirements.

A member of the Response Team will:

- Retrieve an Isolation Kit containing:
 - Several pairs of nitrile gloves
 - 3 face shields
 - 3 N-95 masks
 - 3 disposable gowns
 - Hand sanitizer
 - DO NOT ENTER signs
 - Report of Illness on Campus paperwork & pen
- Maintain social distancing requirements and wear gloves, face shield, N-95, and gown.
- Verify employees are wearing masks and are socially distancing.
- 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 the 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.
 - Provide family member and employee the remaining PPE items.
- Record employee information, including name, DOB, and department.
- Confirm areas/location of campus that the employee has visited.
- Confirm date/time symptoms began.
- Confirm any close contacts.
 - *The CDC defines “close contact” as “an individual who has been within six feet of someone who has tested positive or has symptoms, for prolonged period of time (more than 15 minutes), depending on whether the individual was wearing a face mask (which can efficiently block respiratory secretions from contaminating others and the environment).”*
- Confirm how employee was transported and location (e.g., family member/home).
- Provide family member and employee the remaining PPE items.
- Escort employee to his/her car, while maintaining social distancing.
- Discard PPE in appropriate biohazard bin.
- Contact Human Resources to report the incident & file the Report of Illness on Campus.
- 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 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 to increase air circulation in these areas.

APPENDIX I: Students Experiencing Acute Illness on Campus

Cerritos Community College District

Any student who becomes acutely ill while on campus should immediately inform their faculty while maintaining social distancing requirements. 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 mask and maintaining social distancing requirements.

The faculty will:

- Evacuate students, with their belongings, from the classroom/lab to outside the building.
- Call the SHS and if after work hours, Campus Police (isolation coordinator)
- Call the department/division Dean or Chair for further instruction.

The isolation coordinator will:

- Retrieve an Isolation Kit containing:
 - Several pairs of nitrile glove
 - 3 face shields
 - 3 N-95 masks
 - 3 disposable gowns
 - Hand sanitizer
 - DO NOT ENTER signs
 - Report of Illness on Campus paperwork & pen
- Maintain social distancing requirements and don gloves, face shield, N-95, and gown.
- Verify students/faculty are evacuated and are wearing masks and are socially distancing.
- Post **DO NOT ENTER** signs on the classroom/lab and/or restroom.
- Ensure safety of the acutely ill student.
 - **In an event of an emergency**, call 9-1-1 for any student 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 student, if necessary. Otherwise verbally confirm the student is well enough to drive home.
- Record student information, including name, DOB, and student ID number.
- Confirm areas of campus that the student has visited.
- Confirm date/time symptoms began.
- Confirm names of any close contacts.
 - *The CDC defines "close contact" as "an individual who has been within six feet of someone who has tested positive or has symptoms, for prolonged period of time (more than 15 minutes), depending on whether the individual was wearing a face mask (which can efficiently block respiratory secretions from contaminating others and the environment)."*
- Confirm how student was transported and location.
- Provide family member and student the remaining PPE items.
- Escort student to his/her car, while maintaining social distancing.
- Discard PPE in appropriate biohazard bin.
- Contact Student Health Services to report the incident & file the Report of Illness on Campus.
- Contact Facilities to clean & disinfect building/room(s).
- Maintain confidentiality.

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

- Verify **DO NOT ENTER** sign(s) are posted on the door(s) of the location
- 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 to increase air circulation in these areas.

APPENDIX J: Reporting & Contact Tracing: COVID-19

Cerritos Community College District

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*. (See Attached).

SHS will monitor syndromic surveillance utilizing Point’n’Click Electronic Medical Records data, ongoing tracking of influenza-like illness (ILI) and COVID19 symptoms, and, when possible, viral surveillance of asymptomatic students.

OPTIMUM HQ INFORMATION

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 by keeping track of seating arrangements to facilitate contact tracing in the event of an exposure. Ask students to use the same seating arrangement for the remaining of the course.

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

Management Responsibilities

Implement close monitoring and tracking of in-person attendance by keeping track of seating arrangements for employees 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.



Social distancing set up in classroom



Sanitize station



Temperature check