


Return to Campus Plan



Spring 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 5 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.



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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. The plan was developed to facilitate the safe return of employees and students to campus. 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.

The taskforce workgroups were asked to help revise the RTC plan for spring 2022. This document incorporates their input.

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 August 28, 2020, California released the Blueprint for a Safer Economy to permit gradual reopening of certain businesses and activities. Counties were assigned tiers that were updated weekly and determined by the county's case rate and test positivity rate. Local jurisdictions may have had more restrictive local orders than the assigned tier.

Many California cities and counties 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 of face coverings
- Intensify efforts to clean/sanitize/disinfect and promote good ventilation
- Maintain social distancing
- Train all employees in health and safety 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 ([Higher Education](#)).

At that time, the CDC advisory stated that businesses must comply with all state and local stay-at-home orders and they did not set a timeline for reopening. All businesses had to be prepared to protect employees at high risk for exposure, including workers older than 65 and those with underlying medical conditions.

However, things have changed. For 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 \(LACDPH\)](#)



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On April 5, 2021, LADCPH issued and later updated [protocols for Institutes of Higher Education](#). These guidelines were based on the state tier system and changed as the CLAPHD moved to different tiers.

The state employed the following tiers to identify the threat of the virus and to determine the capacity to which businesses and institutions could open:

- Purple: Widespread, Tier 1 lectures prohibited.
- Red: Substantial, Tier 2: Lectures are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, with modifications.
- Orange: Moderate, Tier 3: Lectures are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, with modifications.
- Yellow: Minimal, Tier 4: Lectures are permitted but must be limited to 50% capacity, with modifications.

On June 15, 2021, the state moved away from the tier system and allowed businesses and institutions to open at full capacity. Cerritos College, however, chose to follow some elements of the Yellow Tier guidelines for the Fall 2021 semester (e.g., 50 percent capacity, physical distancing guidelines, etc.) While 50 percent capacity has been established, the college - considered requests by faculty to expand classroom capacity for the Fall 2021.

For the **spring 2022** term, academic instruction, instructional support, and student services will be:

- Remote (synchronous)
- Online (asynchronous)
- 100% in-person
- Hybrid - a combination of online and in-person instruction

For the in-person portion of hybrid and on-ground courses, the College will abide by physical distancing protocols that allow individuals to remain six feet apart. For the safety of all, these physical distancing protocols are also applied to non-instructional spaces, such as vehicles, carts, campus interior including quad and walkways.

The College's first 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 in the Fall 2021 which 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.

Accordingly, the following guidelines apply for spring 2022 semester:

- In-person courses will be limited to up to 50% capacity or 200 students. The District will consider request by faculty to expand classroom capacity.
- Additional sections of impacted courses will be offered to accommodate student demand.
- Classes will be configured to accommodate physical distancing requirements (six feet between students and staff).
- Library will open at 50% capacity and in some areas even less than that.
- The College will allow outdoor recreational sports courts, fields, and facilities for permitted recreational sports activities and physical conditioning in compliance with all relevant LADCPH protocols, including Protocols for Youth and Adult Recreational Sports, Reopening Protocol for Gyms and Fitness Establishments, and Protocols for Reopening of Public Swimming Pools.
- Academic Affairs, Student Services, Business, Services, and Human Resources will also be open 50%.

The District may resume the following activities:

Opening of specialized classrooms such as laboratories, art, design and theater art studios and music practice



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rooms at full capacity for activities that fulfill academic requirements; maximum class size is dependent on the available instructional space and ability to maintain appropriate physical distancing between students and staff at all times.

Student activities should be conducted virtually as much as possible. When activities must be held in person, student gatherings are limited to 25% occupancy or 100 individuals, whichever is smaller, for outdoor spaces; and 25% occupancy or 50 individuals, whichever is smaller, for indoor spaces.

CAMPUS COMMITMENT TO HEALTH & SAFETY

We have implemented practices such as daily employee and student health screenings, requiring face coverings, and social distancing practices to keep our community healthy.

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 a 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.

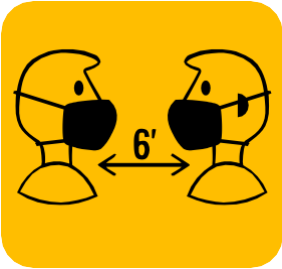


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Pinch Point	A place or point where congestion occurs or is likely to occur.
World Health Organization (WHO)	Organization which directs and coordinates international health within the United Nations system.

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 to avoid the spread of COVID-19. The District will maintain this guideline to ensure proper physical distancing in classrooms and offices.

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):

- Alternating and/or staggered work shifts to reduce the number of employees in offices and common areas shall be considered after following collective bargaining agreements and where appropriate. During the spring 2022 semester, fully vaccinated employees sharing an office may work in the same office by mutual agreement and approval of the manager.
- A minimum of six-foot distance should always be maintained in employee workspaces, lobbies, classrooms, labs, campus interior including quad and walkways, and other common areas, both indoors and outdoors.
- Any outdoor activities will also adhere to a minimum of six-foot distance at all times.
- Other physical distancing measures include the following:
 1. Restrict the number of people accessing buildings, meeting rooms, labs, classrooms, elevators, other common-use areas, and restrooms at any given time.
 2. No buffet-style food and beverages in meetings and public spaces. Catered boxed meals are preferable.
- On March 4, 2020, Governor Newsom partially suspended certain provisions of the Brown Act. Consequently, shared governance committees used video conferencing tools, such as Zoom, to meet. However, after Governor Newsom’s lifted the Stay-at-Home Order on June 15, 2021, some meetings, such as the Board of Trustees will be required to be conducted in-person. To learn more about which Cerritos College Brown Act Bodies need to meet in person, follow this link to [Guidance for Shared Governance and Brown Act Meetings](#) communication issued by Dr. Fierro on June 28, 2021. -

FACE COVERINGS



The District guidelines for masking have been updated for compliance purposes due to the updated IHE requirements effective January 17, 2022. To meet these requirements, only the following masks are now permitted in relation to high-traffic areas: medical-grade mask, surgical mask, N95 or KN95 masks. These masks should be worn by personnel that include:

- Faculty who teach in classrooms and/or labs
- Employees working in high-traffic areas who work directly with the public and/or students
- Student Health Center staff

Face coverings meeting these requirements will be provided by the District to all employees working on



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site. Employees can wear their own face coverings, as long as these standards are met, if they prefer. Employees may also practice double masking, if preferred, as long as the approved mask is securely worn underneath the second mask.

Expectations for Face Covering:

Everyone must wear a face covering over their nose and mouth at all times indoors. Individuals unable to wear a face covering due to a medical condition must contact.

Human Resources (for employees) or Student Accessibility Services (for students with disabilities). Accommodations may be made as each case has unique circumstances.

Face Coverings for Indoor and Outdoor relating to Gyms and Fitness Activities:

Students, faculty and staff must wear an appropriate face covering that covers the nose and mouth at all times while indoors. Masks should be changed if they become wet, stick to a person's face, or obstruct breathing.

- Masks with one-way valves must not be used. Masks that restrict airflow under heavy exertion (such as N95 masks) are not advised for exercise.
- Mandatory use of face coverings (or PPE as appropriate) must always be worn while inside District buildings, classrooms, and labs.
- Students and employees instructed by their medical provider to not wear a face covering, must wear a face shield with a drape on the bottom edge, to follow State directives, as long as their condition permits it. A drape that is form-fitting under the chin is preferred.
- Masks are not required outside so long as 6-feet can be maintained between individuals however, wearing masks outdoors is still recommended.

Disposable masks:

- Also called medical procedure or surgical masks.
- Should be made of multi-layered, non-woven material.
- Should be thrown away once they become wet/or dirty or after a day of use, whichever comes first.
- For extra protection, a disposable mask can be worn UNDER a cloth mask.

KN95 masks:

- These are a type of disposable respirator that are commonly made and used in China. They are similar to N95 masks that are used by healthcare professionals in the United States.
- Look for KN95 masks that meet [requirements](#) similar to those set by CDC's National Institute for Occupational Safety and Health (NIOSH) for respirators.

Do not use masks that:

- Are made of loosely woven fabrics.
- Are made of a fabric that is hard to breathe through such as vinyl, leather, or plastic.
- Have valves, vents, or holes.
- Are NIOSH-approved N95 respirators unless they are recommended by public health for your work-place setting. NIOSH-approved N95 respirators are critical supplies that are meant for healthcare workers and first responders.
- Bandanas, gaitors, and scarves are not recommended (unless you wear an approved mask underneath).

To get the best protection from your mask, make sure that it fits well. It is important that whichever type of mask you use:

- completely covers your nose and mouth.
- fits snugly against the nose, sides of your face and chin and doesn't leave a gap.

When selecting a mask, there are many choices. Here are some do's and don'ts:

DO choose masks that:



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- Have a mask that meets the approved requirements
- Completely cover your nose and mouth
- Have a nose wire to prevent air from leaking out of the top of the mask

DO NOT choose masks that:

- Are made of fabric that makes it hard to breathe, for example, vinyl
- Have exhalation valves or vents which allow virus particles to escape
- Are prioritized for healthcare workers, including N95 respirators

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.
- Access buildings via pre-approved routes.

PARKING GUIDELINES

Parking permits will not be required for the spring 2022 semester. All employees and students must park in designated parking stalls/lots (YELLOW: Faculty and Staff, WHITE: Students) and will access buildings via pre-approved routes.

SHARED RESPONSIBILITIES



Employees and students share the same responsibilities to maintain social distancing, wash/disinfect their hands, wear face coverings 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 workspace and instructional spaces on a daily basis. The District has established protocols to clean and disinfect high-traffic areas to maintain a safe work environment.

Employees

Because safeguarding the health and safety of our employees and students is a shared responsibility, all employees working on campus during the spring 2022 semester must view the [Returning-to-Campus PowerPoint presentation](#) and employees with approved exemptions, must also read the [CDC How to Protect Yourself & Others](#) CDC page prior to their first day back on campus.

Employees who fail to follow the District’s established Return-to-Campus protocols must immediately leave campus. Employees will be marked with an un-paid absence under these circumstances.



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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 would also need to follow District protocols to enter and remain in District facilities.

REQUIRED HEALTH SCREENINGS

Since the Governor's statewide stay at home order in March 2020, the District implemented daily checks for essential personnel who were allowed on campus. The current daily health screen protocol is now extended for all workers on campus. All employees will be required to answer questions regarding COVID-19 symptoms before entering any District facilities. Employees and students must complete the health screening within four hours from time of arrival to campus. Individuals who refuse to answer health screening questions will not be permitted entry into the District facilities.

Expectations for Health Screenings:

All students, faculty, staff and visitors will be required to answer daily health screening questions on Optimum HQ before entering any District facility in order to meet contact-tracing rules.

Employees must complete the health screening questionnaire within four hours from arrival to campus.

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), will issue receive a wristband to be worn for the day while on campus. Employees do not use the kiosks. Employees must wear their pre-issued blue and white silicon wristband at all times while on campus.

Currently, the health screening questions for employees 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 14 days?
6. Have you traveled outside of the U.S. in the last 10 days?
7. Have you traveled outside of the state in the last 10 days?
8. 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?

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 the District premises.

- 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 (every student that has been cleared must be wearing a wristband with the appropriate color



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- assigned for the day).
- 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.
- The screening questions stated above may change to follow new CDC guidelines.

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, students, vendors, contractors, and visitors who physically access any District facility. All employees, students, vendors, contractors must submit proof of full vaccination by January 3, 2022, unless they have been granted a medical or religious exemption by the District. All District employees, students, vendors, contractors, and visitors with a medical or religious exemption will be required to present a negative COVID-19 test weekly. (Certain employees who were hired to work virtually, may receive an exemption from the weekly testing requirement).

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.

While COVID-19 booster shots are currently not required, the District encourages all students and employees to obtain the booster shot as soon as 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.

In January 2022, LACDPH issued additional guidance for Institutions of Higher Education (IHE) regarding testing requirements for individuals who are booster eligible but not boosted. Effective February 21, 2022, all students and employees who are booster eligible but not boosted are required to submit weekly proof of a negative COVID-19 test taken more than seventy-two (72) hours before their first time on campus each week (PCR test) and no more than twenty-four (24) hours prior to their first time on campus each week (Antigen test).

On-Campus PCR Testing

Beginning Monday, February 7, COVID Clinic will be administering free PCR testing to students, employees, and the community on Monday - Friday, 7 a.m. - 7 p.m., and Saturday 10 a.m. - 2:30 p.m. 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. PCR testing is no longer available at the Student Health Center.

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



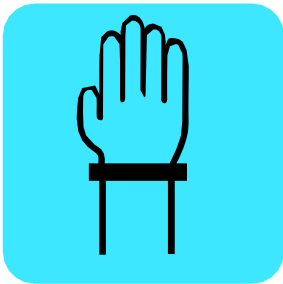
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passed since contact occurred and the employee remains asymptomatic, the employee will be eligible to obtain an Antigen test in order to return to campus prior to the completion of the ten (10) quarantine period

- 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 Mondays-Thursdays from 8am-4pm.

DISTRICT ISSUED WRISTBANDS



All District employees will be issued a wristband. On their first day on campus, or starting August 2, 2021, employees are required to go to their Division/manager's office to pick up their wristband. The wristband must be worn at all times while 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, instead of daily paper wristbands, employees must wear the District issued silicon wristband.

MANDATORY REPORTING

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.

“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 get tested right away upon notification and again 5 days after the date of last exposure.

The District guidelines for quarantine and isolation processes have been updated effective January 17, 2022 to coincide with recommended modifications. As these guidelines may be updated again based on the COVID-19 infection data, employees, students and contractors should review the District COVID-19 webpage on a regular basis for up to date procedures.



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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 sick, the employee should notify his/ her supervisor immediately. Employees can utilize accrued paid leaves that may be available and in accordance with collective bargaining agreements, state, and federal laws. Contact Human Resources for options to stay in paid status.

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.

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 and 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. Consequently, to learn about the most current travel requirements, visit the [CDC Travel page](#). Guidelines include self-quarantine and testing requirements before or after traveling for fully vaccinated and non-vaccinated people. Employees, students, contractors, and visitors are required to review these CDC travel guidelines before traveling. The District also evaluate CPHD, CalOSHA and LACDPH recommendations when updating the travel guidelines as posted on our webpage.

CONFERENCES AND EVENTS

Several associations and organizations are scheduling face-to-face events in the spring 2022. While the CDC still continues to recommend avoiding large events and gatherings, employees may participate by following the event guidelines.

ON-CAMPUS EVENTS AND ACTIVITIES

On-campus events and activities such as student club and organization meetings and other campus events, will be permitted in spring 2022, if they follow District policies and procedures, identified room capacity limits, and all health and safety guidelines.



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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.

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 washing your hands often, avoiding close contact, wearing a face covering when out in public, 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 spring 2022 semester as follows:

- a) Employees and students will receive an email informing them of the revised Return-to-Campus plan.
- b) Employees with limited access to desktop computers 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.

As employees and students prepare to return in the spring 2022 semester, we strongly recommend students pay attention to the following:

- Student services will be available to students in-person Monday through Thursday and online only on Fridays. Department hours for in-person services may vary, see COVID-19 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 instructor removal, 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.

You will need to follow the crowd management rules:

- a. park in the student designated parking stalls/lots (WHITE)
- b. walk to your class following the designated entry path
- c. enter your building or classroom at the entry point
- d. use the provided sanitizer to sanitize your hands when entering and leaving the classroom and building
- e. wipes will be provided to clean your workstation when requested by your instructor
- f. take your break without congregating with other students
- g. always follow social distancing guidelines
- h. exit your building or classroom at the exit point

PROTOCOLS FOR FACULTY

Considerations for all Faculty

- When coming to campus, faculty, like students, 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 the faculty forgets to wear the wristband,



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the faculty member must visit a screening kiosk, ([kiosk location map](#)) where they will receive a temporary wristband. Finally, faculty will be required to wear a face covering.

- 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 wristband. 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.”

Safe Office Spaces

- Faculty should conduct meetings virtually, whether they be with students or colleagues.
- Faculty office capacity should be limited to one person at a time. Office mates will need to work out a schedule that allows them to comply with this protocol. Office mates who are fully vaccinated may work in the office at the same time only by mutual agreement with manager approval. Both will have to wear masks at all times.
- Faculty may eat in offices or in open spaces that allow for adhering to social distancing protocols.

Considerations for Faculty Teaching Courses with Labs

Faculty teaching lab courses please be aware of the following conditions of instruction:

- Some lockers may be used for lab classes for -spring 2022. Check with your Division Dean.
- For spring 2022, on the first day of class, students will receive lab training and an overview of operations.
- On the first day of class, students will also receive information about the days that labs will be conducted.

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 new conditions.

General

- Campus facilities are open to students, staff, faculty, and visitors who have complied with the necessary screening protocols.
- Classes will be configured to accommodate social distancing requirements (six feet between students and students/faculty). These requirements will be clearly marked.

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

- 1) Faculty will have the ability to 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 following agreement.
- 2) Students will confirm they have read and will follow the safety protocols statement by checking a box in the Optimum HQ portal each time they come to campus.
- 3) Students will strictly adhere to crowd management rules:
 - a. park in your designated parking lot
 - b. walk to your class following the designated entry path
 - c. enter your building or classroom at the entry point
 - d. use the provided sanitizer to sanitize your hands when entering and leaving the classroom and building
 - e. wipes will be provided to clean your workstation when requested by your instructor
 - f. take your break without congregating with other students
 - g. always follow social distancing guidelines
 - h. exit your building or classroom at the exit point



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If students use public transportation or are dropped off on campus, then they will move directly from the point of drop off to the building/classroom entry point. All students should reduce unnecessary crowding in common campus spaces. Students should practice social distancing while on campus.

- 4) Students will fill out a health check questionnaire. Kiosk attendant is available for assistance/troubleshooting with prescreen health check questionnaire.
- 5) Students must wear a face covering at all times while indoors.

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 SHS, and self-isolate. SHS will engage in the interactive process and determine whether reasonable accommodations for the student may be made. Student Health Services 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.

...students will not observe social distancing.

Faculty will remind students of their obligations under the Student Code of Conduct. If student/s still resist, faculty will dismiss all involved students under AP 5520. If they will not cooperate, faculty will contact the manager on duty. 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 who will remove student/s.

...not wearing a face covering.

Students will be required to come to campus with their own face covering. All students will be provided with a washable face mask. If a student does not have a face covering, we will provide one for the day as supplies last. We will not provide face coverings to students on a daily basis.

If a student is unable to wear face coverings due to a medical or mental health condition or disability, or is hearing-impaired or communicating with a hearing-impaired person, please contact the dean or manager on duty. If a student requests an exemption from wearing a face covering for one of the foregoing reasons, the dean or manager on duty will engage in an interactive process with the student. If the student would like a clear mask (clear vinyl insert above mouth), they may visit the Student Activities Office to obtain one for free.

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



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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 gamma of [COVID-19 videos](#) 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 campus facilities sanitized at all times. 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
- Some areas may require plexi-glass in lab stations or as needed
- Gathering outside campus must follow CDC protocols.

ENGINEERING CONTROLS



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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. Outdoor air dampers will be opened to 100% to control 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.
- Limit access to meet the size of the restroom.
- Signs will be posted on each restroom with occupancy limits based on the size of each restroom.
- Post signs to inform of the number of people allowed in restrooms at any given time.

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, and general social norms and health etiquette. social norms and health etiquette. 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 3-foot radius around each employee, resulting in a 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-foot 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 plexi shields for those areas with high traffic.
- Increase distance in waiting lines with the use of floor placards or tape.
- Add protective sneeze guards such as plexi-glass for those areas with high traffic, walk up service, and front office counters.
- 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.
- Allow employees to use alternate spaces or telework whenever possible and as approved by the manager.



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- Conduct professional development virtually whenever possible.
- Explore opportunities for employees who cannot be on campus due to their own high-risk conditions to engage in the interactive process with Human Resources to determine a reasonable accommodation.
- 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.
- Employees 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. 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). 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 the inside of your elbow or forearm even though you are wearing a face covering.
- Stay home when you are sick.
- Follow posted restroom capacity guidelines.



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.

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.

CAMPUS ACCESS (Employees Only)

Due to current health guidelines, the District is required to screen daily for COVID-19 symptoms before employees are allowed to enter our facilities.

Employees seeking access to the college for more than 10 minutes during non-scheduled days must notify their direct manager and complete the health screening questionnaire via OptimumHQ prior to going to campus. This protocol must be followed to maintain accurate records of employees on campus by date. Please note that this information is utilized for contact tracing in the event of a confirmed COVID-19 case.



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.
- Have a protocol to cancel/take course online if student tests positive - needs to be very clear in plan/syllabus/student communication.
- Exercise flexibility and support to students if sick/tests positive. This means working on an accommodation plan with the student.
- If a faculty member learns that a student is positive and/or thinks the student is positive, the faculty should contact Student Health Services as soon as possible.
- Offer COVID-19 testing at no cost to employees during their working hours. Testing is very quick and appointments are available, same day, M - F: 8 a.m. to 4:00 p.m. Call SHS at ext. 2321 to make an appointment.
- 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.

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

- Action Plan for Mental Health Support (Appendix B)
- Health & Safety Self-Quarantine & Isolation Plan for Exposure or Active COVID-19 Infection (Appendix C)
- Employees Experiencing Acute Illness on Campus (Appendix D)
- Students Experiencing Acute Illness on Campus (Appendix E)
- Reporting & Contact Tracing: COVID-19 (Appendix F)



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 properly wearing a face covering that covers both the nose and mouth completely on campus, during class, and while receiving services.
- 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. Treat exemptions as you would with any other SAS accommodations.
 - b. It is likely feasible to find an area to speak in private while maintaining social distancing.
 - 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.). (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:



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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)

1. [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.
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):

1. Contact one of the following people to respond and assist (in the following order):
 1. Your Division Dean (or Dean on Duty)
 2. Faculty Coordinator of Student Conduct & Grievances, Dr. Cynthia Lavariere (x2852, clavariere@cerritos.edu)
 3. Dean of Student Services, Dr. Elizabeth Miller (x2476, emiller@cerritos.edu)
 4. Campus Police (x3476)

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 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

Group therapy

- SHS will provide therapy groups to help provide coping strategies and extend social support to students
 - Interested students will register by sending an email to front desk at studenthealth@cerritos.edu where students will receive a password to enter 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>

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.



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There is also an app available for Cerritos College employees. The app includes access to a free health and wellness library. The CNA Assistance app can be conveniently accessed on any mobile device. Download the CNA Assistance on the Apple App Store or get it on Google Play.



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 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.
- **Close Contact:** 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 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
- **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 from their COVID-19 test.
- **Booster Vaccination:** Additional vaccination protection against the virus and the ability to prevent infection with variants may decrease over time and due to changes in variants. For more information on booster types & timelines, refer to <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

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.

Human Resources will retain a roster of all faculty and staff who will be on campus, working from home, and home on paid leave.

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



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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 or will need to arrange to work from home must notify their supervisor and Human Resources of their absence.

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.

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 with COVID-19 symptoms may not return to campus until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 F (38 C) or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- **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.

Exceptions to quarantine for fully vaccinated employees and students include:

- Per the LADPH IHE guidelines, Requirements for close contacts who are exempt from quarantine
- The following close contacts are not required to quarantine provided they remain asymptomatic:



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- 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. (Jan 2022)

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- 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 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 face covering and maintaining social distancing requirements.

The responding manager will:

- Maintain social distancing requirements and wear gloves, face shield, N-95, and gown.
- Verify employees are wearing face coverings 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 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.
 - Provide family members and employees 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.
 - “Close contact” means spending 15 minutes or more in a 24-hour period within 6 feet of a COVID-19 positive person during the person’s high-risk exposure period, which includes 48 hours before they developed symptoms until 10 days after symptoms first appeared and 24 hours after they had no fever without the use of medication and their symptoms have improved, or for persons who test positive but never developed symptoms, includes two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- Confirm how the employee was transported and location (e.g., family member/home).
- Provide family members and employees the remaining PPE items.
- Escort employee to his/her car, while maintaining social distancing.
- Discard PPE in an 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 <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 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 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 face covering and maintaining social distancing requirements.

- 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.



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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 and seating arrangements 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/seating arrangements 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

