

Campus Operations Plan & Proposal

Operations Employees Return to Work

Drafted July 2, 2020

The purpose of this plan is to establish guidelines for the safe re-entry of Campus Operations Employees to the CRC Campus and shall serve as an overview of new protocol in place for ensuring preventative health and safety measures in preparation for and throughout the re-opening of Campus Labs. This plan addresses the timeline of the safe reopen of campus labs as well as the recommended schedule for Operations employees. This plan is intended to be a living document that will change based on the best available information moving forward. This plan, including any and all changes, are rooted in our commitment as a college to protect the health and safety of our employees, faculty and students.

A. Schedule

- Start Date
 - o Effective July 6, 2020 (30 days prior to the start of Fall Semester; See *Los Rios Re-Entry Plan, Page 2: "Re-Entry Day – 30 Days: Cleaning and Disinfecting"*)
- Workday
 - o Day Shift: 8:00am – 3:00pm
 - o Swing Shift: 3:00pm – 11:30pm
 - o No Graveyard Shift
 - o Mon, Tues, Wed, Thurs & .05 shift on Fridays from 8/30-08/21
 - o Staffing Plan in place to stagger employee start times; Each employee to start in 10 min increments
- Check In Procedure
 - o Designated employee will check in each Employee, provide PPE, conduct an overview of physical distancing requirements

B. Employee Safety & Responsibilities

- PPE
 - o Face coverings and/or face shields will be provided and mandatory at all times during work hours
 - o Disinfectant Wipes & gloves when appropriate or directed to be used
- Preventing the Spread of Germs
 - o Proper hand washing is mandatory. Hands should be soaped and scrubbed thoroughly for at least 20 seconds
 - o Hand Sanitizer that contains at least 60% alcohol should be used if soap and water are not available
 - o Encourage proper etiquette for staff to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds
- Physical Distancing
 - o Employees must maintain a minimum of six-foot distance from one another
 - o Demonstrate respect for one another's personal boundaries/belongings in shared spaces, such as in meetings and/or break room
 - o Refrain from shaking hands or engaging in any other physical contact; alternative non-contact greetings are encouraged
 - o Employees should avoid in-person meetings by using online conferencing, email or phone whenever possible, even when employees are in the same building; unavoidable in-person

meetings should be short and held in a large meeting space where individuals can stand at least six feet apart from each other

- At Risk Individuals
 - o Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill such as older adults and people with underlying medical conditions
 - o Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk
 - o People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19
- Constant Monitoring of Symptoms
 - o Employees are responsible to themselves and their colleagues to pre-screen for symptoms and stay home if they develop any of the associated COVID symptoms including a temperature reading over 100.4°F. Staff and students who had recent close contact with a COVID-19 individual must quarantine for 14 days or provide a negative COVID-19 test result
- Clear Communication
 - o Facts and circumstances are constantly changing in the COVID-19 environment. Managers/Supervisors are responsible for informing employees of the best available information at the time and in line with the recommendations with the CDC and the state/local health authorities
- Avoiding Bias & Stigma
 - o Before, during, and after the COVID-19 period, employees must remember to be respectful, fair, and without bias in interactions with colleagues, students, and members of the public
 - o Employees should contact the college Equity Officer or the Human Resources Department if they have any questions about District discrimination policies or believe they have been subject to discrimination and/or harassment

C. Classroom & Facility Safety

- Employee Responsibilities
 - o PPE is mandatory during classroom labs at all times (face mask, gloves)
 - o Operations has developed a plan in conjunction with guidance from the CDC regarding the proper and safe way to clean and disinfect facilities (*See Daily and Deep Cleaning procedures, CRC Facilities*)
 - o All employees will be trained on this plan prior to the employee's facility assignment
 - o Each day, prior to the start and/or at the end of the lab, where applicable, these cleaning/sanitizing/disinfecting protocols must be taken and all surfaces must be disinfected
 - o Employees will be responsible for restocking the Sanitation Stations at the entrance to each lab
- Facility Requirements
 - o Porter assigned to each facility (classroom & restroom) to clean, sanitize and disinfect any and all touched surfaces before, during and after labs
 - o Plexiglas separators will be provided as necessary to comply with physical distancing requirements
 - o Sanitation Stations will be at the entry of every lab
 - o Restroom stalls will also be designated as vacant to accommodate with physical distancing standards
- Signage & Floor Markers
 - o Informational Signs will be posted in highly visible locations (e.g., building entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands for at least 20 seconds and properly wearing a face mask as outlined by Department of Health)

- Floor Markers will be in place to identify where individuals can stand and to provide direction for entrance and exit of the classroom
- In cases that can be accommodated, only one entrance and one exit will be available in each space and marked accordingly

D. Positive COVID-19 Diagnosis

- Any employee who tests positive for COVID-19 and has worked within fourteen (14) days of a COVID-19 diagnosis, must immediately inform their Supervisor or Manager. Managers and Supervisors must immediately report the positive COVID-19 diagnosis to Dierdre Gilliam, District Director of Health and Wellness, by email at gilliad@arc.losrios.edu and/or by phone at 916.484.4563. The District will coordinate a response with county public health officials.
- If an employee is aware that a student tested positive for COVID-19, and the student in question participated in on-campus instructional activities within fourteen (14) days of a COVID-19 diagnosis, the employee must report the known facts to their manager or supervisor. Managers and supervisors must immediately report the positive COVID-19 diagnosis to Dierdre Gilliam. The District will coordinate a response with county public health officials.