

# Shasta-Tehama-Trinity Joint Community College District Fall 2020 COVID-19 Prevention Plan

by Shasta College Campus Safety



*Message Sent on Behalf of the Emergency Operations Center.*

The following plan reflects the work of the District’s Emergency Operations Team (EOT), with guidance from the President’s Cabinet, to facilitate the safe return of employees and students to workspaces and pre-designated summer lab classes for in-person instruction. The EOT and the Cabinet have drawn on orders and guidance from government entities, consultations with other colleges and universities, a review of trends across higher education and similar industries, and perspectives from campus stakeholders. The release of this plan will be followed by formal presentations to managers to solicit additional feedback.

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

## Table of Contents

Modified Safe Office Spaces .....	2
Enhanced Disinfection and Cleaning .....	2
Physical Distancing.....	2-3
Screenings .....	3-4
Face Coverings .....	4
Testing.....	5
Training.....	5
Employee Guide .....	6-7

-  **Modifying Safe Office Spaces**
-  **Enhanced Disinfection and Cleaning**
-  **Physical Distancing**
-  **Screenings**
-  **Face Coverings**
-  **Testing**
-  **Training**

All questions concerns and inquiries should be forwarded to Lonnie Seay Director of Campus Safety (530) 242-7912

These measures incorporate guidance from local and national health authorities, including the Shasta County Health and Human Services Agency, the Centers for Disease Control and Prevention (CDC), and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).



## Modified Safe Office Spaces

Supervising administrators and the EOT must approve any physical relocation of employees' workspaces; moving of furniture, large office equipment, or technology resources which require installation support from the IT Department; or significant physical adjustments to workspaces.

- All work areas, classrooms and campus buildings have been evaluated for safe capacity.
- Each division has submitted a return to work plan
  - Each plan is reviewed by the EOC, Emergency Operations Director, and Cabinet before approval.
  - Director Seay is designated to implement the plans and serves as contact for all COVID-19 related questions, concerns, and investigations.
- Use of drinking fountains is prohibited
- Space seating/desks at least six feet apart. Hold smaller classes in larger rooms.
- Consider redesigning activities for smaller groups and rearranging spaces to maintain separation.



## Enhanced Disinfection and Cleaning

- The District has thoroughly cleaned and disinfected all facilities. Appropriate sanitation, disinfection, and cleaning of District facilities will be performed routinely while in use by any employees or students.
- Basic cleaning and sanitation supplies are available in District facilities to allow employees and students to clean spaces and equipment after routine use. All employees are expected to regularly clean learning spaces, workstations, restrooms, including all common use equipment, keyboards, phones, faucets, and toilet handles before and after use.
- Cleaning staff work schedules have been adjusted to provide more thorough cleaning and disinfecting in high-traffic areas and during high-traffic times.
- Facilities personnel clean areas daily with a fogging machine and the cleaning product "Vital Oxide".
- For mechanically ventilated buildings, we increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100% or the greatest amount feasible as indoor and outdoor conditions permit.
- All facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms are being cleaned and disinfected daily following CDC guidelines.
- High touch surfaces are being cleaned several times a day with disinfectant solutions, including light switches, doorknobs, handrails, elevator buttons, faucets, dispensers, toilet handles, refrigerator handles, and microwave doors.
- We have doubled the number of hand sanitizing stations placed throughout the campuses to nearly 200.
- All instructional equipment checked out for individual use is being cleaned between users using appropriate sanitizing protocols.
- The EOT has posted signs and other communications to promote good hygiene, including frequent hand washing, and remind employees and students of expectations.
- Improved building mechanical ventilation filtration to MERV-13 or the highest feasible level.
- Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. In addition to opening windows or when opening windows poses a safety or health risk (e.g., allowing in truck exhaust or pollens) to facility occupants, use room air conditioners or blowers on "fresh air" setting, and room HEPA (high-efficiency particulate air) cleaners.



# Physical Distancing

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.

In accordance with CDC guidelines, employees and students are expected to stay away from District facilities when experiencing COVID-19 symptoms, have tested positive, or have been in close contact with someone who has symptoms or has tested positive within the past 14 days.

At Shasta College, physical distancing protocols will limit the number of people at a District facility at any given time. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction. Where appropriate, employees may continue to work from home. Instruction, student services, and employee work occurring at District facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space.

## EXPECTATIONS FOR PHYSICAL DISTANCING AT ALL DISTRICT LOCATIONS:

- Six-foot distancing for seating areas and walk spaces in classrooms
- Mandatory use of face coverings when pedagogical needs require students and instructors to be closer than six feet from each other with limitations on the duration of activities and the number of participants involved.
- Six-foot distancing whenever possible within employee workspaces, lobbies, and other common areas.
- Continued use of telework when appropriate.
- Use of alternating and staggered work shifts to reduce the number of employees in offices and common areas
- Mandatory use of face coverings (or PPE as appropriate) when a 6-foot distance cannot be maintained between employees and others.
- Use of audio and/or video conferencing tools for meetings where appropriate.
- Use of interactive process and reasonable accommodations for employees and students who are categorized as being at higher risk of COVID-19 infection and complications by the CDC for employees (managed by Human Resources) and Services for Students with Disabilities.
- Installed impermeable physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart (e.g., cash registers).
- Limited, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.
- Closed nonessential shared spaces, such as game rooms and lounges; for essential shared spaces, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least six feet apart, and clean and disinfect between use. Develop systems to enforce this.
- Set up study spaces available for individual study so students are seated at least six feet apart and install physical barriers where possible. Such spaces must limit occupancy to 25% of room capacity or 100 people, whichever is less.
- Added physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.
- Discourage sharing of items that are difficult to clean or disinfect, as described above.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use, as described above.
- Avoid sharing electronic devices, books, pens, and other learning aids



# Screenings

In accordance with CDC guidelines, employees and students are directed to stay away from District facilities when experiencing COVID-19 symptoms, if they have tested positive for COVID-19, or if they have been in close contact with someone who has COVID-19 symptoms or has tested positive within the past 14 days.

The Student Health and Wellness Center is available for students to seek medical attention, including through online appointments, when ill. Students should call before coming to the Center in person.

All employees, students, contractors, and visitors at District facilities must attest, via an electronic form, that they:

- Are not currently experiencing symptoms associated with COVID-19 as defined by CDC, including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or loss of taste or smell.
- Have not come into close contact (six feet or less for an extended period of time) with a person experiencing COVID-19 symptoms or who has tested positive within the past 14 days.
- Have not traveled to a country or region on the CDC’s Level 3 Travel Health Notice within the past 14 days.
- Have self-screened for COVID-19 symptoms before coming to a District facility.

## RETURN TO CAMPUS FOR SICK INDIVIDUALS

- Employees, students, and contractors must submit a medical approval certification from a licensed physician or the Shasta County Health and Human Services agency before visiting a District facility following a positive COVID-19 test.

Temperature and fever screenings may be required before any employee, student, contractor, or visitor is allowed to access a District facility.



# Face Coverings

California Department of Public Health issued Guidance on the Use of Face Coverings, which broadly requires the use of face coverings. People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space.
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank.
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle.
- Engaged in work, whether at the workplace or performing work off-site, when:
  - o Interacting in-person with any member of the public.
  - o Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
  - o Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities
- In any room or enclosed area where other people (except for members of the person’s own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

Students seeking an exemption should contact Health and Wellness at (530) 242-7580

Employees seeking an exemption should contact Human Resources at (530) 242-7640



## Testing

Employees must report a positive COVID-19 test, when experiencing COVID-19 related symptoms, or close contact with someone who is experiencing COVID-19 symptoms or has tested positive within 14 days of contact to Campus Safety.

The CDC defines “close contact” as “an individual who has had close contact (< 6 feet) for a prolonged period of time” with someone who tested positive or has symptoms, depending on whether the individual “was wearing a face mask (which can efficiently block respiratory secretions from contaminating others and the environment).”

Testing is available on site at the main campus.

Appointments for testing may be made at <https://www.co.shasta.ca.us/covid-19/get-tested>



## Training

The District will provide online training upon request 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.

---

## Future Revisions

The District re-opening procedures and guidelines may be revised as appropriate in response to government mandates, public health agency guidelines, local conditions, and new information on safe operational procedures. Revisions will be developed with input from managers, faculty, staff, and students where appropriate.

A brief quick-reference guide is attached.

Sincerely,

Lonnie Seay

*Director of Campus Safety*

# Employee Guide: Physical Distancing on Campus

*Based on local, state, and federal recommendations*

The Shasta-Tehama-Trinity Community College District continues to prioritize the health and safety of the District. The overall goal of this guide is to provide physical distancing procedures in order to increase the physical space between members of the campus community to reduce unintended exposures.

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. To practice social or physical distancing:

- Access Control – Students will be required to present identification and must be rostered.
- We will not allow non-students on campus.
- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Facial Coverings are required for employees and students that are unable to maintain physical distancing.

## How can departments practice physical distancing?

### MAINTAIN SAFE OFFICE SPACES

- Modify offices and relocate employees (with EOT approval) where employees are likely to be in very close contact.
- Rearrange desks and common seating spaces to maximize the space between employees.
- In these situations, create a 3-foot radius around each employee, resulting in a 6-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, limit the number of seats, organizing them to ensure 6-feet in-between.
- Increase distance in waiting lines.

### ENCOURAGE AND REINFORCE 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 to wash hands upon entering and leaving classroom or other spaces on campus.
- Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., department/team recognition or special responsibilities) for proper and thorough hand washing.
- 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
- Stay home when you are sick

## **AVOID COMMUNITY SUPPLIES WHEN POSSIBLE**

- If shared supplies are necessary, designate bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
- Do not share writing utensils and office supplies between students or employees (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).
- Promote a safe workplace for employees.
- Hold staff meetings virtually or in a large enough space to accommodate physical distancing.
- Encourage non-essential campus planning and activities be conducted using virtual methods.
- Allow staff to use alternate spaces or telework.
- 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 hygiene products
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces.
- Have hand sanitizer and tissues readily available for use by employees throughout the building.
- Physical Plant Department will continue to provide cleaning in alignment with CDC's Cleaning and Disinfection Recommendations.
- Avoid employee mixing outside of the office
- Adjust work 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.
- Build in visual cues that demonstrate physical spacing in open areas such as the quad.
- Breakrooms should be managed to reduce communal use. If safe distances cannot be maintained, consider finding alternative areas to take breaks.
- Keep in mind physical distancing also applies in other areas such as vehicles, carts, and non-traditional work settings.

## **RESTROOMS**

- Utilize single-stall restrooms.
- Increase signs encouraging individuals to wash hands properly.
- Increase cleaning and disinfecting of restrooms.
- Promote health checks
- This includes temperature checks and respiratory symptom screening for employees to ensure those who develop symptoms are not attending work.
- Ask about access to thermometers and consider implementing temperature checks for households who do not have one.
- Use existing campus outreach systems to provide text and email reminders to employees to check for symptoms of household members in the morning and evening.
- Limit interactions outside campus.
- Limit nonessential visitors or volunteers on campus.
- Use virtual formats for guest speakers, trainings, and other professional development.
- Limit non-essential work travel.
- Provide reminders about the importance of not sharing food or drinks.

\*Please keep in mind when creating temporary barriers or workstations that you do not block or inhibit emergency egress, corridors, aisles, or safe paths of travel. In addition, consider the flammable nature of materials so you do not create a fire hazard.



## Shasta College Campus Safety

### MAIN CAMPUS

11555 Old Oregon Trail  
Redding, CA 96049-6006 Building 6500  
(530) 242-7910 Fax: (530) 225-3905

### HEALTH SCIENCE CAMPUS

1400 Market Street  
Redding, CA 96001  
(530) 339-3632

### TEHAMA CAMPUS

770 Diamond Avenue  
Red Bluff, CA 96080  
(530) 529-8980

### TRINITY & INTERMOUNTAIN CAMPUSES

Call the Campus Safety Office at the Main Campus  
(530) 242-7910

## Local Health Information

### CENTER FOR DISEASE CONTROL (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### SHASTA COUNTY PUBLIC HEALTH

<https://www.co.shasta.ca.us/index/hhsa/public-health>

### TEHAMA COUNTY PUBLIC HEALTH

<https://www.tehamacohealthservices.net/>

### TRINITY COUNTY PUBLIC HEALTH

<https://www.trinitycounty.org/Public-Health>

### CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

### SHASTA COUNTY-SHASTA READY

<https://www.co.shasta.ca.us/covid-19/overview>

The Shasta-Tehama-Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses.

Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.