



Planning and Protocols for Reopening Campuses and District Facilities

*of the Yuba Community
College District*



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Yuba Community College District

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Reopening Campuses and District Facilities

(Based on Center for Disease Control's [Considerations for Institutes of Higher Education](#))

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Section 1: General Settings and Planning

California Community Colleges and Yuba Community College District

With more than 2.1 million students at 115 colleges, the California Community College system is the largest system of higher education in the country. One in every four community college students in the nation attend a California community college. The California Community Colleges are equally remarkable for their versatility. They are the state's primary entry point into collegiate degree programs, the primary system for delivering career education and workforce training, a major provider of adult education, apprenticeship, and English as a Second Language courses, and a source of lifelong learning opportunities for California's diverse communities. The California Community Colleges are the state's engine of social and economic mobility.

Yuba Community College District (YCCD) spans eight counties and nearly 4,200 square miles in rural north-central California. YCCD became a multi-college district in 2008; and includes Woodland Community College and Yuba College, centers in Lake and Sutter counties, and outreach operations in Colusa County and Beale Air Force Base. A seven-member, elected Board of Trustees and two student trustees govern the District. YCCD has a rich ninety-year history and during the 2019-2020 academic year served 13,895 students.

Board Policy [3505](#) and Administrative Procedure [3505](#) outline the requirement that the District have standards and guidelines in place to assist the district office and campuses in the event of a natural disaster, hazardous condition, or terrorist activity on or around a community college campus. The District has an Emergency Response Plan in place and both colleges are developing Pandemic Response Plans that document planning and pandemic response, customized to their campus community and the local requirements of their county Health Officers. As the District service area spans multiple counties, the guidance in this document is more general and is in alignment with CDC recommendations. The college level planning and response is guided by local conditions and requirements of local county health officers. In addition to these planning documents, many programs maintain planning documents as required by licensing and accreditation agencies.

- [YCCD Guide for Emergency Operations](#)

Early Response and Planning Effort

During the spring 2020 semester in response to the ongoing COVID-19 pandemic, Woodland Community College and Yuba College aggressively converted face-to-face courses to online or alternative formats. This transition was rapidly executed to assure the safety of faculty, staff, employees and students. As documented in the CDC Institutions for Higher Education guidance, the lowest risk learning environments are those where students engage virtually through a distance education modality. Two major challenges emerged during the transition to remote education: 1) hard-to-convert courses and 2) students with no or limited access to technology.

Hard-to-Convert Courses

As noted above, community colleges deliver extensive career and technical education and workforce training. These courses often have practicum and/or lab components that require instruction and practice on complex equipment that is difficult to transition to a virtual platform. Some instructional programs, such as Nursing, Radiologic Technology and Administration of Justice Academies, have accreditation and regulation requirements that mandate instruction and clinical hours be done concurrently and in a face-to-face instructional setting. For example, the California Board of Registered Nursing (BRN) requires 75 percent of clinical hours be in direct patient care. Due to the emergency conditions brought about by the COVID-19 crisis, the Department of Consumer Affairs issued [Waiver DCA-20-03](#) (guidance on Waiver of Restrictions on Nursing Student Clinical Hours). Under the DCA Waiver, portions of the requirements of California Code of Regulations, Title 16, Sections 1426 and 1427 were waived and the BRN provided an exemption to the 75 percent requirement of clinical hours in direct patient care, reducing it to 50 percent for programs affected by an emergency or extraordinary condition.

Another instructional area challenged by the rapid transition to distance education was Cooperative Work Experience Education (CWEE). CWEE programs provide hand-on work-based learning opportunities coordinated by colleges for students and employers. Due to the COVID-19 emergency, many students in the CWEE program lost their jobs or had their hours reduced. On May 21, 2020, the California Community Colleges Chancellor's Office published [Memorandum 20-20](#) providing guidance related to CWEE instructional programs. [Executive Order 2020-07](#) temporarily suspends Cal. Code Regulations Section 55256.5 allowing expanded use of classroom instruction to fulfill the learning objectives of Cooperative Work Experience Education courses and temporarily alleviates the requirement to meet those objectives with a specific number of work experience hours. Districts may use instructional hours to meet remaining on-the-job learning objectives by embedding professional development into classroom instruction, to assist students in acquiring the designated on-the-job learning objectives including core workplace habits, culture and career awareness. The memo also clarifies that required consultations with employers and students that usually must occur in person, per regulation, may be conducted virtually.

On March 20, 2020, the California Community Colleges Chancellor's Office published [Memorandum ES 20-09](#), that provided guidance for hard-to-convert courses. In this memorandum, the Chancellor's Office stated: "We strongly recommend that colleges work to sustain courses that directly support the essential infrastructure sectors, especially healthcare and first responders. Criteria for assessing the viability of a course continuing should include elements related to the *Vision for Success* such as the following:

- Impact to student's ability to graduate or complete a certificate
- Student accessibility to required materials or equipment
- Relationship or contributions to state's essential infrastructure sectors
- Immediate near-term impact to the local community needs
- Viability of employment post course program completion in light of the current economic context"

Students with Limited Access to Technology

The other major challenge encountered during the rapid transition to distance education was that not all students had access to high-speed internet or a computer at home. A survey was administered to students in mid-March to collect data on this issue. A total of 344 students responded to the Woodland Community College survey (9% response rate) and 1,925 students responded from the Yuba College survey (31% response rate). For Woodland Community College, 11% of students responded “no” or “sometimes” to whether they had access to a computer at home. For students attending the Lake County Campus, 21% of students responded “no” or “sometimes” to whether they had access to a computer at home. At Yuba College, 11% of students responded “no” or “sometimes” to whether they had access to a computer at home. In regard to internet access, 11% of Woodland Community College students said they did not have access to high-speed internet, and 6% Yuba College students indicated they did not have access.

Emergency Temporary Distance Blanket Addendums

Both colleges have submitted to the CCC Chancellor’s Office an Emergency Temporary Distance Education Blanket Addendum request for the summer term and will be submitting a request for the fall term by the deadline of July 1, 2020. As of the date of the Chancellor’s Office Memorandum ES 20-12, the US Department of Education had not provided guidance or flexibility regarding Distance Education for academic terms beyond spring 2020. Per the state Chancellor’s Office, it is not anticipated that the blanket addendum/waiver process will continue into 2021. The summer 2020 Emergency Temporary Distance Education Blanket Addendum included:

- All courses covered by the addendum
- A plan for obtaining local approval for all courses included in the submission by December 30, 2020
- All programs transitioning to more than 50% online

Planning for Summer and Fall 2020 Terms

In line with the CDC guidelines for Institutions of Higher Education, issued on May 21, 2020, both Woodland Community College and Yuba College are planning to offer the majority of instruction via distance education as this is the lowest risk option for delivery of instruction.

A limited number of face-to-face courses have been scheduled for both the summer and fall 2020 terms to address hard-to-convert courses and courses that need to be delivered face-to-face for regulatory compliance. Both colleges would also like to offer some limited on-campus student services, conditions allowing. These courses and services will only be offered if health conditions allow. In preparation for a limited number of face-to-face offerings, additional safety procedures and protocols have been identified and are documented in this plan. Social distancing, face coverings, increased cleaning, enhanced ventilation, modified layouts and symptom checks are some of the safety enhancements that have been/will be implemented.

If face-to-face courses are not able to be offered with social distancing protocols, student progression in allied health, public safety and some CTE courses will be impacted. If labs and

clinical courses cannot be offered, academic administrators would need to determine if critical courses should be suspended or cancelled. As noted above, the CCC Chancellor's Office guidance (ES 20-19) "strongly recommends that colleges work to sustain courses that directly support essential infrastructures, especially healthcare and first responders."

Based on guidance from local public health officials, colleges may need to convert the limited number of on-campus courses to online format. For the summer term, that decision will be made on June 1, two weeks prior to the term. For the fall semester, the decision will also be made two weeks prior to the start of the semester.

No full-sized, face-to-face classes, activities or events are planned for either the summer or fall term.

Notification of Return to Work

As noted above, the District anticipates a phased re-opening based upon the evolving and dynamic health environment. The District will actively monitor federal, state and local conditions as long as the pandemic persists. Employees will be provided not less than one week of notice of their return to work date and employees will be asked to provide written acknowledgment of their intent to return. The District anticipates staggering return-to-work dates to allow for training on social distancing protocols and to facilitate social distancing measures. Employees may request accommodations and are encouraged to contact their manager and Human Resources for more information.

Section 2: Promoting Behaviors that Reduce Spread

Coronavirus (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The virus can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. However, some people infected with the virus reported experiencing other non-respiratory symptoms and asymptomatic cases, have experienced no symptoms at all (OSHA Guidance on Preparing Workplaces for COVID-19). According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Per the Occupational Safety and Health Administration, risk of occupational exposure to COVID-19 varies from very high to lower risk. The "level of risk depends in part on the industry type, need for contact within six feet of people known to be, or suspected of being infected with COVID-19, or requirement for repeated or extended contact with people known or suspected to be infected." They note that most American workers fall into the lower- or medium-exposure risk level categories. Risk can be mitigated through the implementation of safety and health practices.

From the very early stages of the pandemic and before any local county health orders being issued, Yuba Community College District has been proactive in implementing strategies to encourage positive behaviors on the part of our students and employees focused on [reducing the spread](#) of COVID-19. Early in March, the District launched a COVID-19 section of its website to provide information, document recommended practices and procedures, and to serve as a resource for the benefit of everyone in the District.

The District has continually monitored practices to ensure they are in compliance with health official's guidance. As we prepare for the return of limited classes, the District will remain committed to these practices, as well as implementing additional measures to reduce the spread of COVID-19. As we learn more about the COVID-19 virus during these extraordinary times, we must remain fluid and diligent in assessing safety precautions for our entire community. It is also critical that faculty, staff and students assume personal responsibility in ensuring that we maintain a safe environment at all of our physical locations.

2A. Staying Home or Self-Isolating when Appropriate

The District has utilized multiple communication channels for communicating District policies for when employees and students should stay home or self-isolate. This includes formal human resource policies, email communication, web-site information and social media outreach. For example, our college's apps detail what an individual should do if they believe they have COVID-19 symptoms. Similar information can also be found on the [Prevention, Symptoms and Resources](#) section of our website. Specifically it addresses when to:

- Stay at Home and seek medical assistance
- Contact your health care provider or the county public health office
- Separate from other people and animals in your home
- Wear a facial covering
- Follow recommended preventative measures
- Monitor your symptoms

Students and district employees are required to stay at home and self-isolate if they test positive for COVID-19 or were potentially exposed to someone with COVID-19. Information reinforcing this action is posted throughout our campuses, online and shared through regular communications with students and employees. The information that is shared in regard to self-isolation is based on the guidance from the CDC, which can be found here: [CDC Self-Isolate or Stay Home](#).

Prior to transitioning spring 2020 classes to an online format, the District encouraged students and employees that believed they may have COVID-19, or have come into contact with someone that had COVID-19, to share that information with local campus leadership. Upon notification, the District ensured that they got the medical assistance needed, notified county health officials, and provided additional cleaning resources in the facilities that the student or employee had used. A protocol document was prepared: [Protocol for Faculty & Staff when a Student discloses they are Experiencing COVID-19 Symptoms](#) and distributed widely. With the potential return to on-campus classes, this document has been updated to ensure it provides the latest information available and is in compliance with local county health requirements.

Once on-campus classes resume, the District will continue to actively encourage students, faculty, and staff who are sick or have recently had close contact with a person

with COVID-19 to stay home. Current District protocols ensure confidentiality and require that instructors and employee supervisors make accommodations, without reprisals, to ensure that the individual can continue with course work, or their employment responsibilities.

- Since mid-March, a majority of district employees have telecommuted, and procedures were established to support employees telecommuting. Those same procedures will be utilized if an employee needs to self-isolate.
- Students who need to self-quarantine are directed to immediately contact their instructor. Faculty work with students on an individual basis regarding make-up work consistent with the policies in their syllabi. Faculty are aware of the emergency and extenuating circumstances and work to support students during this challenging time. Administrative Procedure [4230](#), Grading Symbols, outlines grading options including Incomplete and Excused Withdrawal.
- In developing protocols, the following CDC guidance were used: [What to Do If You Are Sick](#) and [Quarantine and Isolation](#).

2B. Hand Hygiene and Respiratory Etiquette

- The District recommends and reinforces the importance of handwashing with soap and water for at least 20 seconds, as outlined in CDC guidelines. In addition, the District has switched to an antimicrobial soap in all facilities. Since early March, CDC Handwashing posters have been posted prominently in restrooms, break rooms, kitchens and other spaces throughout all District facilities.
- The District has installed 150 hand sanitizing stations to dispense hand sanitizer with at least a 60% alcohol content. The District has ordered an additional 350 hand sanitizing stations and will install them in every classroom and campus common area, as they become available. Classrooms scheduled for use by the limited number of summer term face-to-face classes will have dispensers installed before the start of instruction.
- Signs are posted throughout District and campus facilities to encourage best practice hygiene protocols. The District encourages students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Students and employees are directed to throw used tissue in the trash and wash their hands immediately with soap and water for at least 20 seconds. Tissues are available in common areas, conference rooms, and offices.
- If soap and water are not readily available, employees are directed to use hand sanitizer that contains at least 60% alcohol.
- The District/Colleges have encouraged staff to refrain from the use of handshakes in traditional greetings and to replace it with vocal greetings.

2C. Face Coverings

- The District and its campuses are committed to following all local county public health guidance regarding the use of face coverings. Recent information has indicated that covering your face can slow the spread of COVID-19, as individuals can be contagious several days before the onset of symptoms. Research indicates that face coverings are effective in slowing the spread of the disease.
- The District encourages staff and students living in counties with health directives that require the use of facial coverings to provide their own face coverings and wear them on District campuses within the affected county, especially when social distancing requirements cannot be maintained. Acceptable, reusable face covering options include: bandanas, scarfs, homemade face coverings, and surgical masks.
- The District provides masks to all maintenance and operations staff as needed when conducting cleaning, disinfecting, and sanitizing assignments.
- The District will provide a mask for students and employees who forget a face covering for one class session or for any work period. If a student does not have a facial covering, the instructor should give the student a mask and inform the student that they must wear one during the current class and all future class sessions per the relevant county health directive. Discipline for violating the County Health Directive will follow YCCD Administrative Procedure [5520](#), Student Discipline Procedures and the [Student Code of Conduct](#).
- The District encourages staff, faculty, and students to use proper methods, means, and frequencies to care for their respective cloth face coverings. Face coverings should be washed after each work shift, and face coverings must cover the nose and mouth.
- A face covering should be worn when on any District property and working in close proximity to other people or when in a vehicle with another person.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- The District/Colleges encourage the proper use of cloth facial coverings with the following exceptions:
 - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious or on anyone who is incapacitated or otherwise unable to remove the cover without assistance.

2D. Ensuring Adequate Supplies

- The District has purchased and stocked all cleaning, sanitizing, and disinfecting chemicals and supplies needed to support healthy hygiene behaviors. Items such as soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, disposable face coverings and Blood Borne Pathogen kits. Disposable face coverings are being used and made available on a daily basis. The

District has maintained an inventory of protective equipment, which includes masks. Masks are available at all District and campus locations.

- Since mid-March, the District has been aggressively procuring supplies to support the healthy hygiene behaviors recommended for students and employees.

2E. Signage and Messaging

- The District and campuses have posted [signs](#) in highly visible locations (e.g., building entrances, restrooms, break room and vending machine areas) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
- In addition to signage, the district has secured floor stickers to promote social distancing in high traffic areas where lines usually form. Those stickers will be installed prior to the return of on-campus classes.
- The District currently uses SARS Anywhere software to allow students to schedule appointments online and interact with the registration system via SMS text messaging. The District is expanding that implementation to provide virtual waiting lines and a check-in kiosk at student services counters to reduce the number of students standing in line. When students are called back to the counter, there is a line with spacing aligned with local current social distancing guidelines.
- Information about preventing the spread of COVID-19 is being communicated to faculty, staff, and students through campus websites, social media accounts, college mobile apps, and email communications.

2F. Remote Student Access

- To address the technology gap for students with limited access to computers at home YCCD immediately pulled all laptops from across the District instructional areas and prepared them for long-term checkout through the libraries. The District made available 250 laptops for student checkout directly through our student services programs, and the library and an additional 160 have since been ordered for checkout to be prepared for summer instruction. As part of this plan, categorical programs with laptops for short-term checkout also moved to a long-term checkout model to ensure students did not have to return to campus unless necessary.
- Since many of these same students do not have internet connectivity at home, we increased our Wi-Fi access in parking lots across the District so students can drive in, park, and continue to have access to instruction from the safety of their vehicle. We also started distributing information about Comcast Internet Essentials, which provides 25 Mbps download and 3 Mbps upload speeds. This service has been made available free for 60 days through June 30, 2020. After the 60 days, students can either continue the service for \$9.95 per month plus taxes or cancel without penalty.

- The District is in the process of implementing 600 licenses of Virtual Desktop Infrastructure (VDI) to allow students to access virtual computers, with all of the necessary software for their courses, from any browser. This will enable students on a laptop, tablet, or even phone to have access to software and document storage for their classes.
- We have increased capabilities for instructors in providing online education, including adding tools like Labster to allow science courses to move their physical labs to virtual labs. A significant focus has gone into professional development for instructors on how to move traditional face-to-face courses to online instruction. We have implemented Blackboard Ally to assist in ensuring all classes and their attached documents are ADA compliant. We have also implemented Proctorio and improved Respondus to allow for extended online exam proctoring.

2G. Program Protocol Examples

- Many CTE programs have unique requirements mandated by various State and Federal certification agencies. Program plans must comply with CDC best practices, the appropriate County Health guidelines, as well as the protocols of the accrediting agencies. Program faculty will work with instructional deans to maintain and regularly update these plans to ensure they reflect the current state, local and federal guidance.
- Examples of program specific adaptations include:
 - CTE welding labs were limited to 10 total individuals in a classroom setting adhering to "social distancing" standards and increased sanitizing and disinfecting of equipment to ensure safe usage.
 - The Police Academy separated Yuba College students into three separate classrooms and broadcasted the lectures into each classroom from a centralized location. This was possible because POST (Peace Officers Standards and Training) granted Yuba College one-time permission to conduct the lecture portions of its academy in that manner. Furniture in each room was reconfigured to increase social distancing, and students were assigned seats for the term. Daily symptom checks were conducted.
- See [Appendix B, Yuba College Applied Academics](#) for examples.

Section 3: Maintaining Healthy Environments

Yuba Community College District has implemented procedures and protocols to maintain a [safe and healthy campus environment](#).

3A. Cleaning and Disinfection

- The Maintenance and Operation Department (M&O) of the District has implemented expanded cleaning and disinfecting schedules in response to COVID-19. While the campuses have been closed, campus facilities were deep cleaned and disinfected. When on-campus instruction resumes, M&O will continue an expanded cleaning schedule. The focus will be on frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, and bathroom stalls) and shared objects (e.g., lab equipment, computer equipment, and desks). Following CDC guidance for Institutions of Higher Education, frequently touched areas will be disinfected multiple times throughout the day.
- The District has hired additional janitorial staff and developed a schedule that focuses on the cleaning and disinfecting of high touch and high use areas.
- Nightshift custodians will be assigned specific zones, with a daily focus on deep cleaning facilities, and an additional focus on the cleaning and disinfecting of high touch surfaces.
- Dayshift custodians will clean and disinfect high traffic and common areas such as restrooms, lobbies, elevators, entrances and exits. For example, at Yuba College the schedule calls for two crews on a daily basis, rotating throughout the campus with repeated cleaning and disinfecting of areas multiple times per day.
- The M&O staff have stringent protocols to ensure safe and correct use of cleaning products. All M&O staff are trained on the correct use and storage of cleaners and disinfectants. Products are stored in safe and secured areas on the campuses.
- The disinfecting product used by the District is Alpha HP, provided by Diversey. Alpha HP is a Multi-Surface Disinfectant Cleaner. It is registered with the EPA, and its approval number is 70627-62. Alpha HP comes in a concentrated form that is diluted using specialized equipment to ensure a consistent mixture.
- Staff are trained on the proper use of the equipment needed to prepare Alpha HP. As of May 22, the District has a large supply of Alpha HP in our warehouse.
- Chemicals and cleaning supplies are securely stored in custodial closets in each building and at centralized locations on each campus.
- Students, faculty, and staff are encouraged keep personal items (e.g., cell phones, other electronics) and personal work and study areas clean. Students, faculty and staff are encouraged to use disinfectant wipes to wipe down desks, lab equipment and other shared objects and surfaces.
- The District has a limited supply of disinfectant wipes with additional quantities on back order. Products are distributed as they arrive. The District has a sufficient supply for the limited number of classes being proposed to return to campus. In addition to wipes, the District has provided each classroom and lab with sufficient paper towels and disinfecting spray to clean high use areas.
- The District is increasing outside air percentages to improve ventilation and reduce the smells associated with cleaning products.

3B. Shared Objects

- The District encourages minimizing of the use of shared high-touch materials and makes allowances for individual materials to the extent possible (e.g., assigning students their own art supplies, lab equipment, computers); or limit use of supplies and equipment to individuals students one at a time and allowing time between uses to clean and disinfect the material.
- The District encourages only the use of items that can be cleaned and disinfected to be shared, and discourages sharing of electronic devices, books, pens, and other learning aids unless they can be first cleaned and disinfected.
- The District is in the process of equipping all campus classrooms with spray disinfectant and a paper towel dispenser. This will allow students and employees to clean spaces that they will occupy when/if there is a perceived need to sanitize or clean surfaces. Additionally, every classroom will be equipped with a hand sanitizer dispenser.
- Signage will be posted reminding students, faculty and staff that all equipment (keyboards, copiers, etc.) and other shared objects should be cleaned prior to and after each use.
- Maintenance and Operations maintains a robust inventory of cleaning, disinfecting and personal protective equipment on-hand to replenish any classroom with supplies if they run low between daily cleanings.
- Faculty should encourage students to use the hand sanitizer station before starting class and they should recommend students use the paper towels and disinfectants to clean their work/desk area.
- The District recommends that faculty use Canvas for electronic submission of homework assignments to minimize handling of paper.

3C. Ventilation

- All HVAC economizers will be adjusted to a minimum of 25% outside air volume, and doors and windows may be left open at the discretion of the faculty and staff. The air filtration system will be upgraded to provide the characteristics of a MERV 13 rating. Filter performance will be monitored and replacement filters are kept in supply to promote rapid replacement in the event that an HVAC unit performance is affected due to the high density of these filters. On days that exceed 90 degrees, some of these changes may need to be adjusted to maintain a comfortable learning environment.
- Doors and windows can be left open at the discretion of the faculty and staff.

3D. Water Systems

- Although District facilities have been closed, the majority of District and campus buildings have continued to be cleaned daily with sinks and drinking fountains flushed out.
- Prior to reopening facilities, all faucets, fixtures, sinks, and fountains will be turned on multiple times to clear the plumbing of any stagnant water that may have developed over the period of the shutdown. Fountains and sinks are cleaned as part of daily cleaning and disinfecting routines. Periodically repeating the process will reduce the opportunity for any issues associated with water quality and disease.

3E. Modified Layouts

- For each office or campus space, the District is committed to meeting all the required local County Public Health Department requirements associated with social distancing.
- District maintenance and operations staff may remove furnishings from a space to help maintain social distancing requirements. In many cases, this will not be possible so the use of signs and taped off chairs will be utilized. For example, tape will be used in any large lecture hall with fixed furniture to restrict seating by taping off seats to ensure 6 feet between each seat/desk.
- In shared computer lab spaces, including the library, tutoring center, and instructional computer labs, computer monitors and systems are removed or unplugged and signs posted on the remaining monitors to ensure social distancing requirements are maintained. Like other courses, we are preparing to have dedicated additional overflow classroom space already determined for point-to-point synchronous instruction.
- When possible, classes will be moved to larger rooms to allow more space for social distancing.
- Individuals in a room will be limited to 50% of the room's capacity or the maximum number of people allowed that still maintains social distancing, whichever number is less.
- Technology will be utilized, when appropriate, to ensure social distancing requirements are maintained. The campuses are creating contingency plans that allow for scheduled face-to-face courses to be transitioned to distance education should that be necessary.
- Class times will be staggered when possible to ensure social distancing when students are entering or exiting a classroom
- Hallways will indicate, through signage and floor markings, foot traffic flow for entry and exit to maintain social distancing. The District is considering "one-way" traffic hallways in buildings with narrow corridors and hallways that preclude maintaining a six-foot social distance requirement.

Seating Chart

- All instructors will create seating charts and students will be “assigned” to a specific desk or table for the duration of the academic term. This is to ensure social distancing requirements, but also provides a means of contact tracing of students in close proximity to any student that may test positive for COVID-19.
- Instructors take daily attendance and should report any increase in absences to their Division Office.

Classroom Entry/Exit Procedures

- For face-to-face courses, instructors are issued keys for the instructional room and/or building where the course is held. For classrooms with multiple doors, only one door will be available for entry and exit.
- To eliminate multiple students coming in contact with door handles, the instructors will be directed to unlock and open the door and to utilize a floor wedge to keep the door open until the start of the class.
- At the conclusion of each class session, the instructor will utilize the floor wedge to keep the exit area open until all students depart to minimize contact with the door handle.
- The instructor will then lock the door and wipe the handle down with a disinfecting wipe upon departure. Signs will be posted on doors instructing students that the door is locked and to not touch the door handle.
- Instructors are asked to end class on time or a few minutes early so that the next class of students do not congregate outside the door. Instructors will remind students to promptly exit the room upon dismissal.
- At the discretion of the instructor, students may be dismissed in small groups at staggered intervals.

3F. Physical Barriers and Guides

- The District is installing physical barriers, such as sneeze guards, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., student services, financial aid, counseling, cash registers, conference rooms, etc.). The District/Colleges are planning similar physical barriers at high traffic points similar to “best practices” used in commercial businesses.
- A total of 200 free standing (36” high x 30” wide with a 12” pass thru) sneeze guards have been ordered from Waxies a primary District supplier. The expected delivery date is between June 2 and 9. Installation throughout campuses will happen within 48 hours of the sneeze guards’ arrival.

- The District has also ordered, with expected delivery on June 2, floor stickers that promote social distancing. These will be placed in areas that typically require students to stand in line. In addition to the floor stickers, additional signage will be placed throughout the campuses, on doors, bulletin boards, etc. remaining people about the importance and benefits of social distancing.
- The District is installing physical guides, such as floor stickers, or tape, and signs on walls/doors/windows, or sandwich board signs to ensure that individuals maintain the required social distancing of at least 6 feet apart in lines and at other times.
- “Out of Service, Do Not Use” caution tape with signs, will be used on student workstations that are taken out of use in lecture and lab classrooms to provide needed space separation to maintain social distancing requirements. This same approach will be used in lobby areas to take some seating “out of service” and provide needed separation spaces.

3G. Communal Spaces

- Prior to the return of students to campus, most communal spaces will be closed, and those that will be open for access will be altered to provide a safe environment. For the summer term, the only communal spaces that will be available are the library and the cafeteria (without any food service).
- Furniture in communal areas that are open will be separated at a distance of no less than six feet apart. In some instances, furniture will be removed, while in facilities where furniture cannot be removed, it will be taped off to ensure six-foot distance between seating areas.
- Communal areas will only be available for food preparation and not for congregating in during breaks. The number of people allowed in the room at the same time will be based on the size of the break room to ensure social distancing is maintained.
- Signs will be/are posted outlining social distancing requirements.
- Conference room furniture will be configured to maintain distancing requirements.
- There will be an increased level of cleaning in these areas in compliance with CDC recommendations.
- Cleaning supplies will be available in each communal area and signage will encourage students, faculty and staff to use disinfectant wipes and other cleaning supplies on tables and other shared objects between use.
- The District and campuses will be disconnecting water and placing “Out of Service/Do Not Use” signs on every other restroom sink and urinal to provide proper social distancing spaces.
- The District is considering adding plastic screens between bathroom sinks and urinals when they cannot be at least 6 feet apart.

- Elevator usage should be limited to two people maximum and face coverings must be worn in elevators at all times. Signs will be posted regarding this policy at all elevator entry points.
- Yuba Community College District does not provide any housing services so CDC guidance in this area is not applicable.

3H. Faculty Office Hours

- Faculty will hold office hours electronically or in a well-ventilated location where social distancing protocols can be maintained. If faculty want to hold face-to-face office hours, they should work with their division dean to identify an appropriate location that is large enough to allow for social distancing. If faculty are in close proximity with students in a conference room or office, face coverings must be worn by all individuals.

3I. Food Service

- The only food service currently provided is through campus food pantries, which serves students in need. All food pantry items are “grab and go” and are provided in an area that will allow compliance with social distancing guidelines.
- Pre-packaged snacks (candy bars, cookies, chips, etc.) and bottled or canned drinks are available in the campus bookstores.
- Vending machines will be temporarily removed from service.
- Potluck events, birthday celebrations, working lunches, etc. are prohibited until further notice.

Section 4: Maintaining Healthy Operations

Yuba Community College District has implemented strategies to maintain healthy operations.

4A. Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19

- Since early March, the District has actively followed the guidance of local and state public health officials regarding minimizing exposure to COVID-19 for our students, faculty and staff. The District has continually reinforced the message that the best way to prevent infection is to avoid being exposed to the virus through health, safety, and effective mitigation practices. We continue those efforts to provide students, staff, and faculty a safe and healthy environment in which to learn and work.
- The District implemented emergency telecommuting protocols for employees to encourage as many faculty and staff as possible, especially employee's at [higher risk for severe illness from COVID-19](#) to work from home. In some instances, this was

done with modified responsibilities. Employees who need accommodations are encouraged to contact Human Resources and/or their supervisor.

- All in-person meetings were replaced with virtual or telephonic meetings. This practice will continue.
- During the spring semester, course instruction and student services were transitioned to remote/online formats so students would not need to be on campus.

4B. Regulatory Awareness

- The College Presidents and the Vice Chancellor of Education and Planning will maintain regulatory awareness through regular consultation with County Health Officers, California Community College guidance and updates, and through consultation with District legal advisors. The Occupational Safety and Health Administration, CDC and National Institute for Occupational Safety and Health websites will also be regularly monitored. Information will be shared through Chancellor's Cabinet, governance bodies, and written updates and communications (See section 4H - Communication Systems).
- College Presidents and center deans will maintain regular contact with their County Health Officers to ensure that local guidance relevant to their facility is communicated and incorporated into their planning and processes as appropriate.

4C. Gatherings

- As of April 1, 2020, the college campuses and District Office have been closed to all nonessential visitors. Only students, employees and vendors are allowed on District sites during this pandemic event. This restriction will be re-evaluated on a monthly basis in consultation with County Health Officers.
- No non-essential events are allowed on District sites at this time. This restriction will be re-evaluated on a monthly basis in consultation with County Health Officers. Essential events may be allowed, but only small gatherings and only if all social distancing requirements can be maintained at all times.
- As of April 1, 2020, college sporting, instructional, and cultural events have been suspended. This suspension will be re-evaluated on a monthly basis in consultation with County Health Officers.

4D. Telework and Virtual Meetings

- Since March 19, 2020 the majority of faculty and staff of the Yuba Community College District have performed their work responsibilities via telecommuting. Educational employees were considered essential under Governor Newsom's [Executive Order No. N-39-20](#). While recognizing the status as essential workers, the District determined that the majority of work-related activity could be accomplished in a virtual format, and we encouraged employees to take advantage of that, especially

if they were considered high risk of contracting COVID-19. That practice will continue through the summer of 2020.

- In March, the District implemented [Telecommuting Protocols](#) to ensure that essential District functions continue to be performed at an alternative location.
- Meetings of the District, both Brown Act regulated and non-Brown Act regulated have been held in a virtual format, primarily utilizing Zoom since March 19, 2020. This practice will continue until we have received guidance authorizing us to meet safely in a more traditional format.
- In addition to the transition of instructional services to a virtual modality, student services also transitioned to a virtual format during the spring 2020 semester. The majority of those services will continue to be delivered virtually. However, to meet student needs in essential areas, the colleges are planning to offer limited face-to-face services, if conditions allow during the summer and fall semesters.

4E. Other Technology Considerations

- YCCD has been providing point-to-point synchronous video instruction for over 20 years. With social distancing requirements in place, IT has extended capabilities in 8 rooms to allow for social distancing requirements and students in the same course to be spread across two classrooms with instruction being broadcast in both places. Preparing for Summer and Fall, we are adding technology into classrooms currently scheduled for face-to-face instruction to allow students to attend via Zoom. If permitted, students will have the option to join the class in person or via Zoom with dedicated additional overflow classroom space already determined.
- In shared computer lab spaces, including the library, tutoring center, and instructional computer labs, we are providing for six feet of space between student work stations. Like other courses, we're preparing to have dedicated additional overflow classroom space already determined for point-to-point synchronous instruction.
- YCCD currently uses SARS Anywhere to allow students to schedule appointments online and interact with the registration system via SMS text messaging. The district is expanding that implementation to provide virtual queueing and a check-in kiosk at student services counters to reduce the number of students standing in line. When students are called back to the counter, there is a line with spacing aligned with local current social distancing guidelines.

4F. Travel and Transit

- Non-essential District travel is not allowed by faculty, staff or students. This restriction will be re-evaluated on a monthly basis in consultation with County Health Officers.

4G. Designated COVID-19 Point of Contact

- District Contact: Dr. Sonja Lolland, Vice Chancellor of Education and Planning slolland@yccd.edu, (530) 741-6793
- Woodland Community College Contact: Dr. Art Pimentel, President apimentel@yccd.edu, (530) 661-5710
- Yuba College Contact: Dr. Judy Walters, Interim President jwalters@yccd.edu, (530) 741-6700

4H. Communication Systems

- Consistent with applicable law and privacy policies, the District will ask students, faculty and staff to inform their instructor or supervisor if they have symptoms of COVID-19, had a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. The instructor or supervisor is then asked to follow the steps outlined in [*Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms*](#).
- Utilizing all District communication vehicles – email, instant messaging, college mobile apps, social media and website, the district will notify faculty, staff, students, and the public of closure of any campus location and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

4I. Leave (Time Off) and Excused Absence Policies

- The District has implemented [*sick leave policies and practices*](#) that enable faculty, staff, and students to stay home or self-isolate when they are sick. The District is allowing flexibility to employees in using sick leave, FMLA, and the [*Families First Coronavirus Response Act*](#) (FFCRA). Information has been communicated to employees via email, through virtual Town Halls and posted on the District website. Leave and excused absence policies should be flexible, not be punitive to people for taking time off and should allow sick employees and students to stay home and away from others. Leave and excused absence policies should also account for employees and students who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Policies for returning to classes or work at the District Office or on campus, following a COVID-19 illness will follow CDC guidance. CDC's criteria for when to discontinue home isolation and quarantine has been used to inform our procedures.

4J. Back-Up Staffing Plan

- Instructors and supervisors should monitor absenteeism of employees and students. Increases in student absenteeism should be reported by faculty to the appropriate Division Office. Supervisors managing District and college staff should monitor absences and report increases to the Chief Human Resources Officer.

- As in normal, non-emergency conditions, managers should continue to execute cross-training plans, and maintain a roster of trained back-up staff.
- If temporary staffing is needed to maintain essential operations, managers should contact Human Resources.
- Division Offices maintain a list of substitute instructors that meet minimum qualifications in the event a long-term faculty substitute is needed. Instructional deans should ensure load limits for part-time faculty are not exceeded.

4K. Staff Training

- All District employees will be trained on COVID-19 prevention policies. This includes temporary, contract, student, and volunteer workers. Training for supervisors will focus on how to communicate policies, how to answer and respond to employee questions, and the processes for promoting compliance with safety rules. Training for all employees will focus on COVID-19 risk factors, protective behaviors, how to use PPE, and other relevant topics. For faculty that provide face-to-face instruction, training will be provided on procedures specific to classroom operations and safety compliance in the classroom.
- Training will be conducted virtually to ensure social distancing is maintained.

4L. Recognize Signs and Symptoms

- Prior to arriving at work each day, every YCCD employee should take the responsibility to conduct a self-check and determine if they are showing any COVID-19 symptoms.
- When employees arrive at the District Office signage will be at the main entrance requiring employees to conduct a symptom check prior to entering the District Office. Entry will be an acknowledgement that each employee completed their symptom check and is symptom free. Other campus locations will create protocols for symptom checks tailored to their locations.
- Employees and students who have symptoms when they arrive at work or become sick during the day should immediately be separated from other individuals and sent home. Employees and students who develop symptoms outside of work should notify their supervisor or instructor and stay home.
- Screenings will be conducted safely and respectfully and in accordance with any applicable federal or state privacy and confidentiality laws and regulations. Faculty, staff and students who are sick or exhibiting symptoms of COVID-19, or who have family members who are ill, will be requested to stay home.
- Instructors teaching face-to-face classes should conduct a daily, [verbal symptom check](#) with their class prior to the start of each class session.
- Each campus should designate a room that can serve as an isolation room until a potentially sick student can leave the campus. Instructors who send a student home

should notify their division dean following the protocols outlined in [*Protocol for Faculty and Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms*](#).

- Employees and students are also encouraged to use the online [CDC Symptom Checker](#) to identify and evaluate symptoms prior to coming onto any District location.
- Sick employees should follow [CDC-recommended steps](#). Employees and students should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- The District does not require sick employees or students to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Given the pandemic emergency, faculty should work to accommodate students who are ill, consistent with their syllabus policies.
- Employees or students may have been exposed if they are a "close contact" of someone who infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:
 - Potentially exposed employees or students who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
 - Potentially exposed employees or students who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

4M. Sharing Facilities

- The District is not allowing any outside organizations to use District facilities at this time. Yuba College occasionally receives requests from outside law enforcement and public safety organizations to use facilities for professional development. Requests to use college facilities by essential service organizations will be reviewed by the appropriate College President and, if approved, those entities will agree through a written memorandum to adhere to campus policies and procedures related to COVID-19 operations.

4N. Support, Coping and Resilience

- The District is creating an Employee Toolkit that will provide support, coping, and resilience resources.

4O. Regular Evaluation of Workplace Compliance

- The District will conduct monthly audits to evaluate whether social distancing and other safety precautions are being observed. A designated administrator will conduct the visual compliance assessment at each District facility. The results of the evaluation will be shared with the District Safety Work Group and other governance bodies.

4P. Plan Updates

- Through the duration of the COVID-19 pandemic, the District will review this plan no less frequently than quarterly. The plan will be regularly updated to incorporate regulatory changes and new guidance from health and regulatory agencies.

Section 5: Preparing for When Someone Gets Sick

On March 14, 2020, the District prepared and distributed [Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms](#) for district employees to follow when an individual notifies us that they have COVID-19 symptoms or may have been exposed to another individual that may have COVID-19. The following is a summary of the protocol. The document has been shared with all employees via email and can be found on the District's website.

The protocol is to be followed when a faculty or staff member identifies an individual that is exhibiting symptoms or an individual discloses that they are experiencing COVID-19 symptoms.

5A. Advise Sick Individuals of Home Isolation Criteria

- When a student or employees is sick they are asked to leave the campus and advised to go home and to review the symptoms of COVID-19, which are found in the document [Information if You May Be Experiencing COVID-19 Symptoms](#) which is available on the District website. The information is based on guidance from the CDC.
- If a student, faculty or staff member experiences symptoms of COVID-19 they are to stay at home, seek medical attention and contact their local county public health department to be tested. Sick faculty, staff, or students should not return to any of the District's facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.

5B. Clean and Disinfect

- Areas that have been documented as being exposed to a person confirmed to have had COVID 19 will be quarantined for at least 24 hours per CDC guidelines. If possible, a longer quarantine period of up to 72 hours or longer will be used before the disinfecting process begins. Signs will be placed on all entrance doors, and all perimeter spaces will be locked. After the quarantine period is completed, custodial staff, wearing KN95 masks, full-length disposable gowns, will safety glasses, and

gloves will enter the space and disinfect commonly used hard surfaces. HVAC systems will bring in maximum outside air to flush the building/spaces. Once disinfecting has been completed, custodial staff will complete a deep cleaning of the spaces.

5C. Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, the District, through the designated Point of Contact will notify local health officials. In addition, the District will notify faculty, staff, and students of any case of COVID-19 on campus while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and other applicable laws and regulations.
- If the District is aware of individuals that have had close contact with a person diagnosed with COVID-19, that individual will be instructed to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Section 6: Criteria for Reopening and Recommendations

6A. Criteria for Reopening

The Safety Working Group developed a framework to assess progress on preparation and as a decision making tool for analyzing readiness to re-open District facilities. As noted earlier, the District is planning a phased approach to re-opening, focused on initially offering a limited number of hard-to-convert courses/other courses identified by the colleges and critical student services when health conditions allow and mitigation plans are in place. The decision making tool was based upon CDC re-opening flow charts for childcare programs and K-12 institutions. The framework assesses progress on thirteen metrics including safe health conditions and approval of county health officers, social distancing, symptom checks, regular monitoring of conditions, resources, policy, cleaning and sanitation, communication and contract tracing. A “yes”/ “no” assessment is conducted for each metric to determine progress and readiness to reopen. See Appendix A.

6B. Recommendations

The District is supportive of the recommendations listed below from FAYCCD COVID Pandemic Decision Brief and Recommendation Document (p. 13) and looks forward to continuing to work with all constituent groups on current and future planning.

- Continue to offer professional development training for distance education to faculty in order to improve the overall quality of online instruction.

- Continue to improve student ability to navigate distance education and services. Incorporate training for distance education into online orientation, offer additional classes during the summer, and fall to aid students.
- Invest in online peer tutoring, peer counseling and other forms of embedded peer support.
- Include all stakeholders including full-time faculty, part time faculty, classified employees, students and administrators in creating plans to further respond to the pandemic crisis; including creating plans for eventual return of “normal” services.
- Create a communication plan that is widely distributed to the college community and the communities we serve to allow for preparation for the upcoming semesters. This communication should give faculty time to prepare their courses as well as student’s time to decide which course to enroll in based on their particular needs.
- Base all decisions on the most current scientific information and guidelines from local and state health agencies.

Section 7: Other Resources

Federal Guidance

- [CDC Communication Resources](#)
- [CDC Considerations for Institutes of Higher Education](#)
- [Cleaning and Disinfection](#)
- [Community Mitigation](#)
- [COVID-19 Frequently Asked Questions](#)
- [COVID-19 Prevention](#)
- [Face Coverings](#)
- [Guidance for Business and Employers](#)
- [Guidance for U.S. Healthcare Facilities](#)
- [Handwashing Information](#)
- [HIPAA and COVID-19](#)
- [Latest COVID-19 information](#)
- [Managing Stress and Coping](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [People at Higher Risk](#)
- [Shared and Congregate Housing](#)
- [Social Distancing](#)

California Guidance

- [ES 20-09 Preliminary Guidance for Converting Hard-to-Convert Courses](#)
- [ES 20-11 Online Student Tutoring Guidance](#)
- [ES 20-12 Temporary Distance Education Blanket Addendum – Summer or Fall 2020](#)
- [ES 20-16 Support for Students with Disabilities Guidance Memo](#)
- [ES 20-20 Emergency Guidance for Cooperative Work Experience Education](#)
- [ES 2020-07 Executive Order re Cooperative Work Experience Education](#)
- [Executive Order N-39-20, Waiver of professional Licensing Requirements Related to Healing Arts](#)
- [Guidance on BRN Requirements for Nursing Clinical Hours](#)
- [Guidance on BRN Requirements for Nursing Clinical Hours REVISED](#)
- [Order Waiving Restrictions on Nursing Student Clinical Hours](#)

District Resources

- [Administrative Procedure 3505, Emergency Response Plan](#)
- [Administrative Procedure 4230, Grading Symbols](#)
- [Administrative Procedure 5520, Student Discipline Procedures](#)
- [Board Policy 3505, Emergency Response Plan](#)
- [Families First Coronavirus Response Act](#)
- [Information If You May Be Experiencing COVID-19 Symptoms](#)
- [Prevention, Symptoms and Resources](#)
- [Protocol for Faculty & Staff When a Student Discloses They Are Experiencing COVID-19 Symptoms](#)
- [Protocol for Faculty & Staff When an Individual Exhibits Symptoms or Discloses They Are Experiencing COVID-19 Symptoms](#)
- [Sick Leave Policies and Practices](#)
- [Student Code of Conduct](#)
- [Telecommuting Protocols](#)
- [Verbal Symptom Check](#)
- [YCCD COVID-19 Resources](#)
- [YCCD Guide for Emergency Operations](#)

Section 8: Appendices

Appendix A: YCCD COVID-19 Response Plan

Appendix B: Yuba College Applied Academics

- Allied Health COVID Plan
- CTE Labs
- Veterinary Technology
- Public Safety Academy

Appendix C: Protocol for Faculty and Staff When an Individual Exhibits Symptoms or Discloses They Are Experiencing COVID-19 Symptoms

Appendix D: Information if You May Be Experiencing COVID-19 Symptoms

Appendix E: Verbal Symptom Check Questions

Appendix F: Preventative Health Measures to Keep Employees Safe

Appendix G: Interaction Reminders



Appendix A: COVID-19 Response Plan

5/21/2020

Note: The general definitions below are from California Department of Health guidance (3-7-20). These are general recommendations to be taken for each phase. Other actions may be taken if conditions in adjacent counties indicate it is prudent to do so. Consideration will also be given to response by other area educational institutions. Actions taken for each district facility will be based upon the conditions at each location.

Decision		Decision Date
•	Transition all Summer Term F-2-F courses to distance education if health conditions do not allow on campus interaction per County Health Officers	Monday, June 1st
•		

Phase I: PLANNING & INFECTION CONTROL

General Definition: Infection control measures and planning already underway to prevent the spread of COVID-19.

- Prepare/update college Pandemic Response Plan (College)
- Colleges request Temporary Distance Education Blanket Addendum from Chancellor's Office (College)
- Notify ACCJC of expansion of distance education offerings by May 8, 2020 (College)
- Colleges prepare resource list and training materials for faculty to prepare for transition to remote education if needed
- Distribute remote education resource lists and support information (College)
- Prepare infection control emails/stay at home if ill directive/support for employees and students (HR)
- Create list of all upcoming events that may need to be cancelled by college and district locations (Colleges)
- President cancels events and travel on a case-by-case basis or as per CDPH Guidance (College)
- Review media protocols in AP 2434 and establish a media team (District/College)
- Distribute and post infection control posters (M&O)

- Prepare fact sheets and update websites (Colleges and District)
 - Colleges identify a space that can be used to separate sick students or staff if they cannot leave campus immediately (College)
 - Review/update Child Development Center pandemic protocols (College)
 - Plan for interruption of public safety programs (College)
 - Plan for interruption of allied health program clinical training (College)
 - Plan for cancellation of international student program (College)
 - Determine protocol for vet tech animals if campus closure (College)
 - Review, research, and develop employee and student sick leave policies unique to pandemic (HR)
 - Develop telecommute policy (HR)
 - Research CDC procedure on how to disinfect and deep clean an ill faculty, staff or administrator's office (M&O)
 - Contact area internet providers to request emergency support for students in their service areas (District)
 - Hire temporary custodial staff and increase frequency of cleaning (M&O)
 - Establish communication protocol with local agencies, school districts and colleges (District/College)
 - Develop a continuity of operations plan for maintaining essential operations including: payroll, ongoing communication, security, etc. (District/College)
 - Encourage faculty, staff and students to make travel decisions based upon personal health (HR/College)
 - Execute communication plan per AP 2434 (College and District)
 - Identify and provide resources to help students and faculty with stress and anxiety (HR/College)
 - Prepare to convert face-to-face instruction to emergency remote education (College)
 - a. Provide training and support for faculty to transition courses to remote education
 - b. Laptops, cameras and other equipment staged for remote operation
 - c. Plan for moving labs, practicums and academy courses to other non-impacted campus if possible and needed
 - Prepare to offer student services online
 - Monitor student absences (Colleges)
 - Communicate with unions (District)
 - Survey students and faculty on technology needs (Colleges)
-

Phase II: IMPLEMENTATION OF REMOTE EDUCATION AND PROVISION OF ESSENTIAL SERVICES AT COLLEGES/DISTRICT

General Definition: Measures to be taken if there are two or more community transmission cases of COVID-19, but no staff or students test positive.

- Activate "Emergency Status" to authorize faculty to utilize remote education for instructional continuity (Chancellor)
- Implement remote education and remote student services (Colleges)
- Cancel community education courses (College)
- Limit visitors to campus (College)
- Monitor student absences (Colleges)
- Cancel nonessential travel (District and College)
- Meet and Confer with all unions (District)
- Cancel large college events (College)
- Provide access to community resources and support for anxiety, fear and stress (College/HR)
- Cancel community events (College)
- Cancel athletic events (College)
- Plan for how to provide essential services online if campus/district closure (College/District)
- Extend hours of the library, tutoring, computer labs and other services as needed (College)
- Send out communication for this phase (College/District)

Phase III: TRANSITION ESSENTIAL SERVICES ONLINE AS POSSIBLE AND TRANSITION TO CLOSED CAMPUS & DISTRICT AS PER DIRECTION OF HEALTH OFFICER

General Definition: Measures to be taken if one student, teacher or staff member tests positive for COVID-19 and exposed others on campus..

- Consult with County Health Office and reduce essential service levels or close the campus as recommended by the County Health Officer (College/District)
- Implement additional cleaning as per CDC cleaning protocols (M&O)
- Monitor student absences in remote education environment (College)
- Transition essential services online if needed (College/District)
- Solicit feedback from faculty on what additional supports they need in remote education & online student services environment (College)
- Provide ongoing support and training for faculty if remote education continues so faculty can learn to use more distance education tools (College/District)
- Coordinate with Public Health Department on a re-open date if campus closed (College/District)
- Review recruitments in process and consider extensions (HR)

- Provide access to community resources and support for anxiety, fear and stress (College/HR)
- Secure the campus/district facilities if closed (College/District)
- Send out communication for this phase (regular communication from President and Chancellor)

Phase IV: MAINTENANCE OF SERVICES WHILE CAMPUS AND/OR DISTRICT LOCATIONS ARE CLOSED.

General Definition: Measures to be taken if multiple students, faculty or staff members tests positive for COVID-19 and exposed others on campus.

- Consult with County Health Office and close the campus as recommended by the County Health Officer
- Implement additional cleaning as per CDC cleaning protocols (M&O)
- Implement emergency remote instruction and online student services (College)
- Review recruitments in process and consider extensions (HR)
- Essential staff work from home to maintain critical operations
- Secure the campus/district locations
- Send out communication for this phase

Phase V: TRANSITION BACK TO "NORMAL" OPERATIONS AND FOLLOW-UP WORK.

General Definition: Measures to be taken in preparation for post-pandemic period and resumption of operations.

- June 1: Target date to open campuses to students/employees/vendors with essential services if health conditions allow
- June 1: Target date to open child development centers districtwide if demand and safety conditions allow
- June 1: Determine if scheduled face-to-face courses will be offered remotely
- Identify areas that need daily intense cleaning (childcare centers, athletic facilities, CTE labs, common areas, etc.)
- Deep clean facilities prior to re-opening
- Send out communication for this phase
- Social distancing: Sneeze Guard Installation
- Social distancing: Marking on floors for line management
- Social distancing: Update course caps as needed
- Research and implement queue software
- Explore streaming of events if social distancing continues
- Maintain adequate inventory of PPE, cleaning supplies, etc.
- Order IT supplies

- Research and implement queue software
- Publish updated policies for events
- Evaluate if Colleges or District should stagger working hours of employees
- Complete Summer and Fall request for blanket DE Addendum
- Update curriculum system to add new modalities as per DCAS
- Post and communication updated CDC guidance on masks, testing, etc.
- Re-install doc cams, monitors, labs, etc.
- File FEMA paperwork
- Distribute CARES Act funding
- Identify and offer ongoing professional development & support for employees
- Evaluate if there are any emerging issues that need to be bargained

AFTER ACTION:

- Ensure critical documents are available on OneDrive
- Conduct After Action Review
- Add information on public service under emergency circumstances to New Employee Orientation (CHRO)

PHASE 5 CRITERIA						
YES/NO	Re-open Criteria	Responsible Party	Primary College or District	Date Completed	Phase	Notes
	SAFE HEALTH CONDITIONS: Local conditions allow safe opening per county health officer guidance		College/District		5	
	SOCIAL DISTANCING: Social distancing facilities/IT improvements implemented		Location Specific		5	
	SOCIAL DISTANCING: Training, classroom procedures, communication & enforcement protocols in place		College/District		5	
	HEALTH CHECKS: Process and protocol for health checks per county health guidance for higher education		College			
	MONITORING: Illness reporting/absenteeism tracking protocols created and in place		College/District		5	
	MONITORING: Information sharing protocol in place with local health officers to monitor local ongoing conditions		College/District		5	
	RESOURCES: Tool kit for employees		District		5	
	RESOURCES: Tool kit for students		College		5	
	RESOURCES: Training and communication in place for re-opening		Location Specific		5	
	POLICY: Leave/Illness/Accommodations, etc. in place		District		5	
	CLEANING/SANITATION: Elevated cleaning and sanitation, disinfection and ventilation in place		District		5	
	HEALTH & SAFETY: Hygiene practices in place		District/College		5	
	COMMUNICAION: Communication protocol in place to distribute accurate and timely health information		District/College			
	PPE: Adequate PPE on hand and supply chain providing replenishment		District			
	CONTACT TRACING: Protocol for informing and working with county contract tracers		District		5	
	STATE/LOCAL HEALTH REQUIREMENTS: All guidance for higher education institutions implemented		College		5	
	EXPOSURE PROTOCOL PROCESS (in alignment with health officer guidance)		College/District			

Appendix B: Yuba College Applied Academics

YUBA COLLEGE Allied Health COVID Plan

Below is our plan to deliver a safe environment for our students in accordance with the social distancing requirements while simultaneously allowing our students to succeed.

1. The Allied Health cohorts have a controlled population of students. The students will not be in the presence of any other students, faculty or staff outside of the course.
2. All cognitive instruction in the classroom will practice social distancing and will maintain 6 feet distance from each other.
3. There will only be 10 students and an instructor in the labs on campus. Students practice and skills test on the manikins only and not on each other.
3. All students and staff should wear a facial covering. It should cover the nose and mouth.
4. All equipment will be sanitized before student use, as well as at the end of each day.
5. All students will be required to decontaminate their equipment and face covering at the end of every class day.
6. Students will be screened for fever or flu like symptoms prior to every class session. If a student is found to be symptomatic or have been exposed to anyone who has been symptomatic they will be sent home. The student will not be allowed to return until they have been fever free for 72 hours without the aid of medication or 7 days from the onset of illness, whichever is longer and have a Primary Medical Doctor or Advanced Medical Practitioner clearance to return.
7. Students will continually be briefed and updated on COVID19 medical information as the CDC and California Department of Public Health (CDPH) gives updates.

Yuba College CTE Labs

The list below indicates the steps the Applied Academics Division will take for the CTE labs (Auto Body, Auto Tech, Business Computer Lab, Culinary, Drafting, Manufacturing and Welding)

All staff and students will be advised ahead of time to avoid entering the classroom/facility if they have a cough or fever

Signage at the entrance to classroom informs staff and students to do the following:

1. Avoid entering the classroom/facility if they have a cough or fever, or if a member of the household has a cough or fever,
2. Maintain a minimum six-foot distance from other individuals
3. Wear a facial covering
4. Do not shake hands or engage in any unnecessary physical contact.

All work spaces are to be separated by at least six feet. When an instructor is needed to check a student's work, students and instructor are to maintain at least a six feet distance whenever possible.

If at times, students need to work in pairs (or with an instructor) to practice a particular skill, to minimize exposure, student pairs will remain the same throughout the entire lab session. Students will not be allowed to intermingle with other pairs.

Any time spent closer than six feet to another individual will kept to a minimum.

Classrooms, break rooms, and class/lab space will be disinfected daily by college maintenance and operations staff.

Disinfectant supplies needed to clean surfaces will be available to students/staff.

Soap and water, or hand sanitizer, effective against COVID-19 will be available to staff in labs/classroom and bathrooms.

The total number of staff/students in the classroom/lab at any one time will be limited to ten.

Note: This number may be increased if individuals can still maintain six feet minimum distance or if the CDC or County Health standards change.

Distance will be measured between each work stations. (Tape or other marking could be placed on classroom floor at lab stations/chairs, indicating a minimum of six feet distance.)

Students will be advised to take breaks outside, not inside. They will also be advised to avoid "water cooler" conversations.



YUBA COLLEGE VETERINARY TECHNOLOGY:

The list below indicates the steps the Veterinary Technology program took for CTE labs.

- All staff and students were emailed ahead of time to avoid entering the classroom/facility if they have a cough or fever,
- Signage at entrance to classroom informed staff and students to do the following:
 - Avoid entering the classroom/facility if they have a cough or fever, or if a member of the household has a cough or fever,
 - Maintain a minimum six-foot distance from other individuals,
 - Wear a facial covering,
 - Not shake hands or engage in any unnecessary physical contact.
- All work spaces were separated by at least six feet. When an instructor needed to check a student's work, students and instructor maintained six feet distance.
- At times, students needed to work in pairs (or with instructor) to practice a particular skill (for example, one student restrained a bird while the other practiced clipping wings).
 - To minimize exposure, student pairs remained in place throughout the lab. That is, students did not intermingle with other pairs.
 - Time closer than six feet was kept to a minimum (2-3 minutes or less), just enough to practice the skill.
 - Only skills deemed required by our accreditors (the American Veterinary Medical Association and the State of California's Veterinary Medical Board) were taught.
 - For example, knowing how to restrain and clip a bird's wings are considered required skills for graduates of an accredited veterinary technology program.
 - Classrooms, break rooms, and class/lab space are disinfected daily by college maintenance and operations.
- Disinfectant (accelerated hydrogen peroxide, and quaternary ammonium wipes) and related supplies to clean surfaces are available to students/staff.
- Soap and water, or hand sanitizer, effective against COVID-19 are available to staff in labs/classroom and bathrooms.
- The total number of staff/students in the classroom/lab at any one time was limited to ten.
 - Note: This number could be increased, and still maintain six feet minimum distance.
- Distance was measured between each work station. (Tape or other marking could be placed on classroom floor at lab stations/chairs, indicating a minimum of six feet distance.)



In addition, in the fall, signage and regular announcements would remind staff and students of the following:

- Wear bandanas or other cloth mask, not a surgical mask or N-95 mask.
- Be sure mask covers nose, mouth, and chin.
- Be sure to wash mask after each use in hot water and a hot dryer.
- Masks do not need to be worn while walking to and from classroom, or while outside, if at least six feet of distance is maintained.
- Take breaks outside, not inside. Avoid "water cooler" conversations.



YUBA COLLEGE PUBLIC SAFETY ACADEMY:

Below is our plan to deliver a safe academy for our students in accordance with the social distancing requirements while simultaneously allowing our students to succeed.

Plan:

1. The academies have a controlled population of students. The students will not be in the presence of any other students, faculty or staff outside of the course.
2. All cognitive instruction in the classroom will practice social distancing and will maintain 6 feet distance from each other.
3. Psychomotor skills practice and testing will be held outside in the open-air where the exposure risk of air-conditioned confined spaces/compartment spaces is reduced, and in the large mat room when necessary.
4. All classes held at the Yuba College Public Safety Training Center will be tightly controlled.
5. All students and staff should cover their nose and mouth with black a cloth mask.
6. All equipment will be sanitized before student use, as well as at the end of each day.
7. All students will be required to decontaminate their equipment and face covering at the end of every class day.
8. Students will be screened for fever or flu like symptoms prior to every class session. If a student is found to be symptomatic or have been exposed to anyone who has been symptomatic they will be sent home. The student will not be allowed to return until they have been fever free for 72 hours without the aid of medication or 7 days from the onset of illness, whichever is longer and have a Primary Medical Doctor clearance to return.
9. Students will continually be briefed and updated on COVID19 medical information as the CDC and California Department of Public Health (CDPH) gives updates.
10. Students will park their vehicles in distinct separate areas with a minimum of 2 parking spaces in between their vehicles. They will never be in groups larger than 9 students and always maintain 6-foot clearance.
11. Students are encouraged to only travel from the academy training grounds and home only and should NOT carpool.



Covid-19 (Corona Virus) Understanding of Risk for Academy Students

Students training in health care and public safety service like other frontline medical providers, are at high risk of exposure to the virus that causes Covid-19. In order to continue in the academy, students are required to read and sign the following statement of understanding.

- I understand that attending the academy course at Yuba College places me at a risk of exposure the Covid-19 virus.
- I understand that by attending the Academy course at Yuba College, I may knowingly or unknowingly transmit the Covid-19 virus to my family at home or to others with whom I am in close contact.
- I understand that by attending the Academy at Yuba College and potentially transmitting the Covid-19 virus to others, I may place young children, elderly, or immunocompromised family members and others at high risk for infection and illness.
- I understand that by agreeing to continue with the academy requirements at Yuba College, I should minimize my social contact with others because of the potential risk of Covid-19 virus transmission.

I agree to follow CDC's first responder provider procedures to limit my exposure to, or transmission of, Covid-19 virus by the following methods:

- Following proper hand-washing technique before and after all contact with all person's and associated equipment. Use an alcohol-based hand sanitizer when handwashing is not readily available.
- Follow proper use of face coverings for all person/student/instructor contacts. Follow proper procedure for the use of equipment to prevent an infectious situation or person as deemed necessary by academy staff.
- Report any Covid-19 exposure to the academy class leader, and the Yuba College instructional staff immediately.

I understand that I have the option to forego my participation in the academy Yuba College until a later time.

Print name: _____

Date: _____

Signature: _____

Class: _____



COVID-19 Student & Staff Health Questionnaire

1. Name: _____

2. Date/Time: _____

3. Do you have respiratory symptoms such as congestion, cough or shortness of breath?
_____ Yes (notify Academy Coordinator or RTO) _____ No (proceed to #4)

*If yes to 3 or 4, a mask shall be donned, isolate yourself away from others, do not touch anything at the facility, go home and notify your doctor immediately. Those staff assisting and performing assessment should be in PPE. Staff to document.

4. Have you had close contact with a person infected with COVID-19?

_____ Yes (notify Academy Coordinator or RTO) _____ No

*If yes for #4, additional information will be gathered for a case by case determination of appropriate actions by the Academy staff.

I certify that the above is true and correct. Signature: _____ Print: _____

Yuba College Public Safety Academy Daily Health Screening

Date/Time:

Cadets	Pre-Class Temp	Post- Class Temp	Any respiratory symptoms	Close contact w/anyone infected w/COVIS-19	Cadets Initials
	N/A	N/A			

Open with ▼



Facial coverings



An added protection against COVID-19.

DO wear them at work when you cannot maintain 6 feet of distance with another person.

No need to wear them while on a walk with someone else, if at least 6 feet of distance is maintained.

DO wear them walking to/from communal spaces like the restroom or copier.

No need to wear them in your office alone.

DO be sure to wash your facial covering after each use in hot water and a hot dryer.

Take breaks outside, limit space in the breakroom, avoid "water cooler" conversations.

Be sure it covers your nose, mouth and chin.



Use bandanas, neck gaiter, or a T-shirt. Leave surgical masks/n95s to healthcare staff.



Datatel

Yuba School: Yuba, Run Date: 05/21/20

Open with ▼

COVID-19

Universal facial coverings when unable to maintain 6 feet of distance



Social distancing



Practicing good hand hygiene



Stay home if you are sick or a household member are sick

COVID-19 OPERATIONS PROTOCOL

- ☒ Placing tape or other markings at least six feet apart in patron line areas inside the facility and on sidewalks at public entrances with signs directing patrons to use the markings to maintain distance.
- ☒ Provide directional signage for foot traffic to allow safe distancing in narrow aisles and walkways.
- ☒ All staff have been instructed to maintain at least six feet distance from patrons and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☒ Optional—Describe other measures: Customers will use drive portal to sign up.
Sitdowns closed. Limited to 60 mins workouts cardio equipment spaced.

MEASURES TO PREVENT UNNECESSARY CONTACT (Check all that apply)

- ☒ For food and beverage handling: measures preventing people from self-serving any items including lids for cups, and bulk-item food bins. Reusable items from home not permitted.
- ☒ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: Customers will use drive portals for sign up. IPAD sanitized between uses.
- Optional—Describe other measures to limit contact (e.g., providing senior-only hours):

MEASURES TO INCREASE SANITIZATION (Check all that apply)

- For food and beverage handling: measures preventing people from self-serving any items including lids for cups, and bulk-item food bins. Reusable items from home not permitted.
- ☒ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at high contact areas, and anywhere else inside the facility or immediately outside where people have direct interactions.
- ☒ Disinfecting all payment portals, pens, and styluses regularly.
- ☒ Disinfecting all high-contact surfaces regularly.
- ☒ Additional food handling processes: Disinfectant available at vending machine.
Removal of protein bar bowl.
- ☒ Optional—Describe other measures: Gum hooks mother for changing times.
Additional sanitizers (business) will be installed.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.



You may contact the following operator of this facility with any questions or comments about this protocol:

Name: Barbara Garcia
Phone number: 916 667 1503 Email: garcia@yubahealth.org

Appendix C: Protocol for Faculty & Staff When an Individual Exhibits Symptoms or Discloses They Are Experiencing COVID-19 Symptoms

(Version 5.0 – 05.25.2020)

The following protocol is to be followed when a faculty or staff member identifies an individual that is exhibiting symptoms or an individual discloses that they are experiencing COVID-19 symptoms.

According to the CDC, individuals with COVID-19 have had a wide range of symptoms – ranging from mild to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

What to do if an individual at the district office or on a campus exhibits symptoms?

Whether it is an employee or a student, any individual on district property that is sick or exhibiting symptoms of COVID-19 should be sent home.

The following steps are to be followed if an individual discloses to a faculty or staff member that they are experiencing symptoms or may have been exposed to COVID-19.

Steps 1 through 6 are to be followed by the faculty or staff member that receives the notification from an individual.

Step 1: Thank the individual for coming forward and notifying you. **If they are on campus at the time of notification, inform them that they must go home.**

Step 2: **Ask if they have sought medical care. If they have not, refer them to the document: *Information If You May Be Experiencing COVID-19 Symptoms*.** This included notifying the local county public health office to arrange a COVID-19 test. A copy of that document is attached to this protocol, and can be found on the Coronavirus Update section of the district's website: www.yccd.edu.

Step 3: Let them know that you will be contacting your Dean or Supervisor to make them aware of the situation. Let them know that either the Dean or another Administrator will be contacting them by the end of the day for follow-up.

Ensure them that their disclosure is confidential and will only be shared with College administration to ensure student safety.

Please note: Legal counsel has advised us that under no circumstances should faculty, administrators, or staff disclose the name of a student who has self-diagnosed or has a confirmed case of COVID-19 to other students or members of the public, and disclosure should be on a need to know basis with respect to sharing with college or district employees.

Step 4: If a student, immediately notify the Dean of Student Services. Please have the student's full name and ID available for the Dean.

Step 5: If the individual notified you in person (face-to-face) inform the Dean of Student Services, or your supervisor, leave the campus and start self-quarantine according to public health guidelines or until informed that the individual has been cleared through testing.

If you are notified over the phone or by email this step is not necessary.

Step 6: Document the activity that took place during Steps 1 through 5 and send it via email to Vice Chancellor Lolland at slolland@yccd.edu.

Steps 7 through 11 are for the Dean of Student Services

Step 7: Thank the faculty or staff member for contacting you. Let them know that you will be reporting it to the President's Office, and through the President's Office it will be reported to county public health officials.

Step 8: Document the student's name, and College ID number

Step 9: If a student, obtain a copy of their class schedule and then notify the student's other instructors that, for personal reasons, the student will be absent from class for the immediate future.

Step 10: Contact M&O to let them know a classroom has been/or may have been exposed to COVID-19 so additional cleaning can be undertaken.

Step 11: Document the activity that took place during Steps 8 through 11 and send it via email to Vice Chancellor Lolland at slolland@yccd.edu. Please copy the faculty or staff member that was initially contacted and your College President.

The remaining steps are for the College President or their designee

Step 12: Call the student and confirm the information that was received. Let the individual know you will be contacting the County Department of Public Health.

Step 13: Remind the student that they need to stay at home until they have been cleared by a doctor. When they return to campus they should bring documentation indicating that they have been cleared to return. Documentation should be provided to their instructor.

Let them know that all of their instructors have been informed that they will not be in attendance for personal reasons.

Ask to be kept informed of their status as they go through a self-quarantine period and/or recover from their symptoms.

Step 14: Contact the Public Health Department to notify them of the Student's name and contact information to ensure they are aware.

Step 15: Document the activity that took place during Steps 12 through 13 and send it via email to Vice Chancellor Lolland at slolland@yccd.edu, and copy CHRO Donald Grady at dgrady@yccd.edu.

The designated point of contact with County Health Officials are Dr. Pimentel for Yolo, Colusa and Lake Counties and Dr. Lolland for Yuba and Sutter Counties. All communication with county health officials need to go through them.

Appendix D: Information if You May Be Experiencing COVID-19 Symptoms

(Version 3.0 – 05.25.2020)

According to the CDC, individuals with COVID-19 have had a wide range of symptoms – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea.

If you are experiencing COVID-19 symptoms, please be advised to do the following:

1) Stay home, monitor your symptoms and if necessary seek medical assistance.

- a. Contact your health care provider by phone for assessment. It is recommended that you call ahead and not just show up at their offices.
- b. If you do not have a health care provider, contact the college health services office by telephone.
 - Woodland Community College: (530) 661-7758
 - Yuba College: (530) 740-1749
- c. If the college health services office is not available, you should contact the public health office for the county in which you reside.
 - Colusa County Public Health: (530) 458-0250
 - Glenn County Public Health: (530) 934-6588
 - Lake County Public Health: (707) 263-1090
 - Sutter County Public Health: (530) 822-7215
 - Yolo County Public Health: (530) 666-8643
 - Yuba County Public Health: (530) 749-6311

2) Separate yourself from other people and animals in your home

- a. **As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

3) **Monitor Symptoms**

- a. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.
- b. When to Seek Emergency Medical Attention: Look for emergency warning signs for COVID-19. If you are showing any of these signs, seek emergency medical care immediately: Trouble breathing; Persistent pain or pressure in the chest; New confusion; Inability to wake or stay awake; Bluish lips or face. **This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

4) **Wear a facemask when you are around other individuals**

5) **Continue to follow the recommended prevention measures**

- a. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- b. Avoid touching your eyes, nose, and mouth with unwashed hands.
- c. Avoid close contact with people who are sick.
- d. Stay home when you are sick.
- e. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- f. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- g. Avoid sharing personal household items – dishes, cups, towels, bedding, etc...
- h. Clean all “high-touch” surfaces everyday

Source: Center for Disease Control



Appendix E: Verbal Symptom Check Questions

Instructions: At the start of each class session, please remind students that they should not attend class if they answer yes to any of the following questions. Students do not need to respond verbally or in writing to any of the questions, rather the questions are a prompt to remind students when they should go home to ensure the safety of the campus community.

1. Are you ill or caring for someone who is ill?
2. In the last two weeks, did you care for or have close contact with someone diagnosed with COVID-19?
3. Are you experiencing any of the following symptoms?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

NOTES

- If any employee or student indicates they have any of the above symptoms, they might have COVID-19. Follow the steps in [*Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms*](#).
- When a student or employee is sick, they should immediately leave the campus/district office and be advised to go home and to review the symptoms of COVID-19, which are found in the document: [*You May Be Experiencing COVID-19 Symptoms*](#).

- Most people have mild illness and are able to recover at home. If an employee or student thinks they may have been exposed to COVID-19, they should contact their healthcare provider.
- It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.
- Employees or students may have been exposed if they are a “close contact” of someone who infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:
 - Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
 - Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

SOURCE: Center for Disease Control, 5-26-2020

Appendix F: Preventative Health Measures to Keep Employees Safe



COVID-19: Return to Work

PREVENTATIVE HEALTH MEASURES TO KEEP EMPLOYEES SAFE

FACE COVERINGS MUST:



- Be worn when in contact with other employees, customers or the public and in common spaces like hallways, break rooms, etc.
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be launderable and machine dried as needed without damage or change to its shape

PRACTICE SOCIAL DISTANCING AND PREVENTATIVE MEASURES, LIKE:



- Maintaining 6 feet of distance from others
- Washing hands frequently or using hand sanitizer when handwashing is not practical
- Sneezing or coughing into their elbow or a tissue, and disposing of the tissue properly
- Wiping down surfaces with disinfecting wipes
- Not coming to work sick

EMPLOYEES WHO INTERACT WITH THE PUBLIC SHOULD:



- Wear a covering and ask the public to wear a face covering in accordance with the County Public Health Officer's Order.
- Wash hands immediately following the interaction. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Sanitize any items that were used during the interaction.
- Closely self-monitor for symptoms.

KEEP YOUR DISTANCE.

Employees should wear face coverings in accordance with the Health Order AND adhere to the 6 ft of social distancing until further notice. Conference rooms should have only the proper number of seats to allow for social distancing. Consider floor markings and signs to create physical distance in areas where people tend to congregate or queue. Encourage web meetings whenever possible.

PRACTICE GOOD HYGIENE.


When possible and supplies are available, consider reinforcing good hygiene practices with well-stocked restrooms that have touchless soap and anti-viral cleaning supplies. No touch paper towel dispensers are also ideal. No-touch garbage and recycling receptacles are preferable. Door pulls, badge readers, and common areas should be disinfected throughout the day. Consider signs to remind staff to use sanitizer after contact with high-touch surfaces.

MORE CLEANING PROTOCOLS.

Employee health depends on a safe and clean work environment. Departments should consider implementing additional cleaning protocols for workstations, break rooms, meeting rooms, common areas, reception desks, and other common areas at regular intervals throughout the day, beyond what is provided by janitorial. Hand sanitizers and disinfectant wipes should be available throughout the office – especially in shared areas.

Source: Yolo County Health & Human Services

Appendix G: Interaction Reminders

 COVID-19: Return to Work CUBICLE & INTERACTION REMINDERS			
FACE COVERINGS	 Talking to a coworker at a cubicle? WEAR a face covering.	 Talking to a resident or business in person? WEAR a face covering.	 Going on a break or to lunch? WEAR a face covering.
	 Working outside of the office? KEEP 6 feet of distance.	 Meeting in a conference room? KEEP 6 feet of distance.	 Standing in line at a business or store? KEEP 6 feet of distance.
	 Working at the front counter? DISINFECT surfaces.	 Using shared office equipment/items? DISINFECT surfaces.	 Coughing or sneezing in the office? DISINFECT surfaces.

Source: Yolo County Health & Human Services