

## **Student Toolkit for Face-to Face Services**

### **Social Distancing Guidelines and Expectations**

We are excited to welcome you to campus! We are committed to supporting your education.

For the summer term, most of the instruction for classes within Yuba Community College District will be delivered primarily online. Student support services will be offered in a hybrid model of online and face to face. A resource guide with campus and community resources are provided at the end of this document.

We must work together to continue to ensure the safety and well-being of our students, staff, and community. To keep students, staff and faculty safe, we are requesting that all students follow these safety measures as outlined by State, County and local health guidelines in conjunction with the Center for Disease Control. We appreciate your contribution to keeping our communities safe.



#### ***Facial Coverings***

A facial covering **MUST** be worn when on any District property and working in close proximity to other people such as a classroom, Library or any space indoors.

Facial coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

When outdoors on campus, a facial covering is recommended not required as long as the 6 ft social distancing requirements are adhered to. If social distancing requirements cannot be followed, then a facial covering is required even outdoors on District property.

YCCD encourage the proper use of facial coverings with the following exceptions:

Facial 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. If you are having immediate trouble breathing, please call 911 for emergency assistance.

If you cannot wear a facial covering due to a medical condition, we request that you contact the appropriate DSPS Office to request an accommodation. However, students cannot remain in class without a facial covering prior to an official accommodation being granted. Students will need to wear the appropriate facial covering until the official accommodation is granted by DSPS and the documentation is presented to the instructor.

Woodland Community College DSPS: (530) 661-5795 [wccdsps@yccd.edu](mailto:wccdsps@yccd.edu)

Yuba College DSPS: (530) 741-6795 [dpsinfo@yccd.edu](mailto:dpsinfo@yccd.edu)

### ***Floor Markings***

Markings have been placed in buildings to ensure social distancing guidelines. Please stay in the markings placed on the floors.

### ***Social Distancing***

Please stay a minimum of 6 feet between you and other parties that are not in your household.

### ***Additional Cleanings***

As a part of our commitment to the safety, additional cleaning services are being provided across campus in Student Services, Library, offices, and classrooms that are utilized.

To ensure disinfecting, each area has been provided additional cleaning supplies such as safe disinfectant and paper towels that can be utilized by staff or students to sanitize surfaces.

### ***Wash your hands***

Practice proper hand washing with soap and water throughout the day but especially after:

- Utilizing the restroom
- Contact with surface areas utilized by other people such as door handles, tables, desks, parking permit kiosk, etc.
- Before eating or preparing food
- After putting on or removing facial covering

Use warm water, with soap, scrub for 20 seconds, rinse and dry.

If soap and water are not available, please utilize a hand sanitizer with at least 60% alcohol.

### ***Avoid face touching***

Avoid touching your eyes, nose, and mouth with unwashed hands.

### ***Shared Space***

The District encourages minimizing of the use of shared high-touch materials and makes allowances for individual materials to the extent possible; 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.

Additionally, the District encourages every student and staff member to flattening the curve by taking personal responsibility to clean surfaces or items appropriately before and after use.

### ***Cover your Sneezes & Coughs***

Facial coverings are required on campus. However, to stay safe, remember to always cover your sneezes and coughs. Medical experts recommend you sneeze into your arm to avoid droplets spreading. Immediately wash your hands afterwards and disinfect the surface areas impacted near you.

### ***Personal Responsibility***

Personal responsibility means we all have personal power to slow the transmission of COVID-19, by following the guidelines outlined by health officials. Each of us has the responsibility to care for ourselves and care for others. Together we can stop the transmission of COVID-19.

### ***Illness***

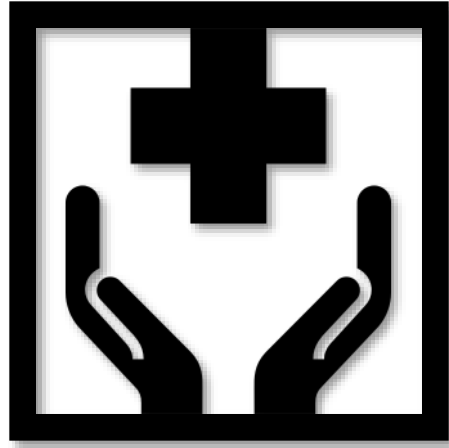
If you or someone in your household is sick, please stay home and take the following steps:

- Through your college email, please notify your instructor.
- Follow the guidelines provided by your medical provider.

If you are sick and do not have access to medical care, please know that as students you can access care at the following places:

Woodland Community College students: Hansen Family Health Center      (530) 405-2800

Yuba College students: Harmony Health      (530)741-6888



### **Behavioral Health Resources & Support**

We know that the COVID 19 pandemic along with the current climate in our country can create stress and anxiety for students. We care deeply about the well-being of our students and want to provide support for this service. We are sharing here some resources available to you.

#### **Wellness Central**

This resource is provided through the Health Services Association of California Community Colleges. It contains following resources:

- Self-care and Wellness through the COVID 19 Pandemic
- Find Balance Exploring the 6 Dimensions of Wellness: Emotional, Social, Physical, Academic, Financial, and Spiritual:

Link: <https://cvc.edu/wellness/>

#### **Taking care of your Behavioral Health**

This insightful handout from the Substance Abuse and Mental Health Services Administration provides tips to help with your behavioral health.

Link: [https://store.samhsa.gov/sites/default/files/product\\_thumbnails/PEP20-01-01-007%20-%20Thumbnail.jpg](https://store.samhsa.gov/sites/default/files/product_thumbnails/PEP20-01-01-007%20-%20Thumbnail.jpg)

#### **COVID 19 Resources for Undocumented Students**

This site provides advocacy, support, and resources for undocumented students:

<https://cijja.org/covid19/>

Mental support targeting undocumented students is available at:

<https://immigrantsrising.org/mental-health-connector/>

The following are resources for students in emotional distress. If you are experiencing an emotional or safety emergency, please call 911.

Text HOME to 741741

### Suicide Prevention Lifelines

National Suicide Prevention Lifeline 1-800-273-TALK


Trans Lifeline 1-877-565-8860

Veterans Crisis Line 1-800-273-8255 Press 1

Trevor Project (LGBTQ+) 1-866-488-7386

### YCCD Resources

Yuba Community College District is committed to supporting our students as we begin the process of offering hybrid model of online and face to face services to support students for Summer 2020. Below is the list of student and academic services available to support you throughout the summer term.




**SUMMER 2020**  
Online & Face to Face  
Support Services Available!

All face to face services are  
currently only available at the  
Marysville Campus.

**Student Services Hours:**  
9 am - 4 pm


Facial covering required for in person services



**For faster service, please  
email or go to link.**  
Telephone messages will be  
responded to within  
two business days.


Program	Email	Phone	Link
<b>Student Services:</b>			
Admissions & Records	<a href="mailto:YCAAdmissions@yccd.edu">YCAAdmissions@yccd.edu</a>	(530) 741-6720	
CalWorks	<a href="mailto:calworks@yccd.edu">calworks@yccd.edu</a>	(530) 634-7773	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Counseling	<a href="mailto:yubacounseling@yccd.edu">yubacounseling@yccd.edu</a>	(530) 634-7766	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Dusty's Pantry	<a href="mailto:dustyspantry@yccd.edu">dustyspantry@yccd.edu</a>	(530) 741-8988 (530) 237 4552	
DSPS	<a href="mailto:dspinfo@yccd.edu">dspinfo@yccd.edu</a>	(530) 741-6795 OR (866) 274-7530 (VP)	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
EOPS/Care	<a href="mailto:YCEOPS@yccd.edu">YCEOPS@yccd.edu</a>	(530) 741-6995	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Financial Aid	<a href="mailto:financialaid@yccd.edu">financialaid@yccd.edu</a>	(530) 749-7999	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Harmony Health 1908 N. Beale Rd. Marysville, CA 95901		(530) 743-6888	
Veterans	<a href="mailto:veteranservices@yccd.edu">veteranservices@yccd.edu</a>	(530) 741-6822	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
<b>Instructional:</b>			
WLDC		(530) 740-1709	<a href="http://bit.ly/WLDCOnlineTutoring">bit.ly/WLDCOnlineTutoring</a>
College Success Center (Day & Evening Sessions Available)		(530) 741-6759	<a href="http://bit.ly/CSCOnlineTutoring">bit.ly/CSCOnlineTutoring</a>
Hard Math Cafe		(530) 749-3830	<a href="http://bit.ly/MathOnlineTutoring1">bit.ly/MathOnlineTutoring1</a>
Sutter County Ctr Tutoring			<a href="http://bit.ly/SCCOnlineTutoring1">bit.ly/SCCOnlineTutoring1</a>
Library (at Marysville Campus) Mon-Thurs: 9 a.m.-4:30pm	<a href="mailto:ycrf@yccd.edu">ycrf@yccd.edu</a> (Marysville) <a href="mailto:SCCLibrary@yccd.edu">SCCLibrary@yccd.edu</a> (Sutter)	(530) 741-6755	<a href="http://bit.ly/49erl-ibrar">bit.ly/49erl-ibrar</a>

**Having technical issues with Canvas? Contact [helpdesk@yccd.edu](mailto:helpdesk@yccd.edu)**



## Services Guide

Helping our students achieve success!



For faster service, please email or go to link. Telephone messages will be responded to within two business days.  
*As of April 6, 2020*

	Program	Email	Phone	Link
<b>Student Services:</b>				
Admissions and Records		wccadmissionsinfo@yccd.edu		
Counseling Department			(530) 661-5703	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
CalWORKS/EOPS			(530) 668-3681	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
DSPS	wccdsps@yccd.edu		(530) 661-5797	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Financial Aid	financialaid@yccd.edu		(530) 661-5725	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
Student Health Services				
Primary Care: Thu: 9 a.m.-12 p.m.			(530) 405-2846 (Appointments)	
Behavioral: Mon-Tues: 9 a.m.-6 p.m. Thur: 1 p.m.-6 p.m.			(530) 204-9467 (Appointments)	
Veteran Services	dsalazar@yccd.edu		(530) 661-5704	<a href="https://apps.yccd.edu/ESARS/">https://apps.yccd.edu/ESARS/</a>
WCC Food Pantry	wccfoodpantry@yccd.edu		(530) 661-5797	<a href="https://wcc.yccd.edu/student/student-outreach-retention-office/foodpantry/">https://wcc.yccd.edu/student/student-outreach-retention-office/foodpantry/</a>
<b>Instructional:</b>				
Student Success Center Tutoring Canvas			(530) 405-9699	<a href="https://wcc.yccd.edu/success/">https://wcc.yccd.edu/success/</a> <a href="https://yccd.instructure.com/courses/10278">https://yccd.instructure.com/courses/10278</a>
WCC Library Services	wccref@yccd.edu			<a href="http://wcc librarian.youcanbook.me">wcc librarian.youcanbook.me</a>
MESA Center				<a href="https://wcc.yccd.edu/student/mesa/">https://wcc.yccd.edu/student/mesa/</a>

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Together, we can keep our campus, our families, and our communities as safe as possible by following guidelines outlined in this toolkit.

Stay safe and be well.