

Woodland Community College

COVID-19 Safety Protocols & Tips for Instructors

Fall 2021 Semester

Below are face-to-face classroom protocols and tips for instructors during the pandemic. These practices are intended to ensure a safe environment in the classroom for faculty and students as we want everyone in our community to stay safe and healthy. As this continues to be a fluid situation, this document reflects guidance from the California Department of Health (CDPH), county health directives, Cal/OSHA Emergency Temporary Standards, and YCCD policy/directives as of August 13, 2021.

1. **Physical Distancing:** CDPH and Cal/OSHA have removed all requirements for physical distancing. However, when possible, maintaining social distance is a good practice. Therefore, please consider:
 - Opening your classroom a few minutes early so students do not congregate at the door
 - Ending class on time, so the next class of students is not congregating outside
 - If there is a class scheduled immediately after yours and your classroom has two doors, designate one as the entrance and the other as the exit for one-way traffic flow (if not already marked)
 - Use a seating chart
 - Faculty should hold office hours electronically or in a well-ventilated location
2. **Facial Coverings:** Every student, employee, and campus visitor is required to wear a face covering indoors per YCCD District policy. The only exception is for a documented accommodation (Students can request a medical exemption from DSPS). If a student does not have a covering, give them a mask, and inform them that if they show up again without one, they cannot attend class. Students who refuse to wear a facial covering are given a final chance to comply, made aware of the consequence for non-compliance, which includes removal and/or suspension. If a student refuses to comply, the student is required to leave the classroom and advised not to return until they communicate with the appropriate Division Dean or Director. The student is given administrator contact information and the facial covering policy. The instructor should immediately report the removal of the student to their dean's office. Arts & Sciences: Dean Shannon Reed at 530-661-5714 | sreed@yccd.edu | Room 120. CTE: Dean Sandra Fowler at 530-661-5795 | sfowler@yccd.edu | Room 120. If further discipline is needed, the student will be reported to the Vice President's Office.

Supervisor/Admin Intervention – Administrator will review the rules and expectations with the student and impose discipline as appropriate per Administrative Procedure 5520 and the Student Code of Conduct.

Police Intervention – If the student refuses to leave the classroom, contact campus police at 530-661-5722 or 530-681-8782. The student will be cited, removed from campus, and additional discipline will be imposed by the appropriate administrator. If police are not

available, contact your Division Dean or Director. If the student cannot be removed, the class should be dismissed for the day.

Facial coverings will be available in each classroom and employees can request N-95 masks from the President's Office.

3. **Symptoms Check:** To ensure the safety of all in the classroom, instructors teaching face-to-face classes should conduct a daily symptom check with their class prior to the start of each class session. Inform students they will not be academically punished for missing class under these circumstances. If any employee or student indicates they have any of the listed symptoms below, they might have COVID-19 and should immediately leave the classroom. Follow the steps in Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms.

Symptom Check – 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