

SJECCD COVID 19 PANDEMIC PLAN



SAN JOSÉ · EVERGREEN
Community College District



EVERGREEN
VALLEY COLLEGE

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Introduction

This plan addresses the District preparedness activities and response to a pandemic COVID 19 event. It is designed to minimize the impact of a pandemic incident on campus operations, employees, and students. It is important to note that while the plan focuses on COVID 19, it is also intended to serve as a template for responding to large-scale outbreaks of any highly infectious diseases.

The Santa Clara County Department of Public Health (SCCDPH) is the lead government agency for the county response. SCCDPH will work closely with local jurisdictions, including the San José – Evergreen Community College District (SJECCD) and its four (4) campuses, to ensure that:

- Planning and response efforts are consistent throughout the areas impacted
- Official public health information is provided to impacted areas within the SCCDPH jurisdiction for internal and public use in a timely manner
- All other health assistance is provided as appropriate and needed to the public and local healthcare providers

During a pandemic, the primary challenges facing the District will likely be:

- Maintaining students' progress to complete class requirements while complying with orders to close the campus
- Managing and/or limiting faculty, staff, and student exposure both on and off campus
- Complying with local, state, and federal mandates and coordinating with those agencies
- Loss of revenue due to the inability to continue to offer courses and/or student illness

Purpose

The purpose of the SJECCD COVID 19 pandemic plan is to provide guidance in preparing for, identifying, and responding to COVID 19 outbreaks that affect SJECCD, by limiting the spread of the virus and minimizing social disruption within the SJECCD community.

The main agency in setting the guidelines for the County, is the Public Health Office. Based on orders set forth by the office, the District will use this plan to identify and react to several stages, including, but not limited to: Shelter in Place, Return of Essential Employees, Return of Regular Employees, Return of Students and Faculty and finally the complete lift of the Shelter in Place.

Regardless of the level of the Shelter in Place orders, older adults (those 70 and over) and individuals with serious underlying medical conditions (including immunocompromised state, chronic kidney disease, chronic obstructive pulmonary disease, obesity, serious heart conditions, sickle cell disease and diabetes) are strongly urged to stay in their places of residence except to access critical necessities such as food and medicine.

Shelter in Place

Upon notification that a Shelter in Place order has been mandated by the County in response to a pandemic situation, the District will ensure that all employees considered non-essential will be sent home. Ingress / egress into each campus will be limited to one access point.

Essential employees will be identified as critical to continue educational operations as well as to provide security to District assets. Essential employees may belong to, but not limited to the following areas: Police Services, ITSS, CTSS, Mail Services, Custodial and Maintenance.

All staff will be limited in their access to District properties and will have to seek approval from each site's President or designee prior to coming onto District properties.

All non-essential District related travel should be postponed until the Shelter in Place order is lifted. In general, Non-essential travel is defined as anything not relating to accreditation or licensure requirements.

All events, both internal and external that relate to mass gatherings shall be cancelled until allowed by the Public Health Office. Examples of such events are facility rentals and sporting events.

The District will activate the Emergency Operations Center (EOC) and initiate their Emergency Response Teams (ERT's) to work on associated problems and collaborate on key initiatives. In addition, the ERT's will work on a plan to prepare the District to reopen and go back to normal activities.

Return to Work (Essential Employees)

Upon identification of "Essential Employees", the District must ensure that work environments are safe and in compliance with County protocols as updated and published. The protocols identify several key elements, such as PPE (Personal Protective Equipment), Social Distancing Guidelines and proper signage and markings.

Informational and County Required signage shall be placed at the entrances to every building based on the latest Santa Clara County Shelter in Place orders. Information shall also be placed in common areas such as break rooms and conference rooms. In addition, cleaning schedules with Custodial Services shall be implemented to ensure the safety of District personnel. Each individual employee shall be responsible to clean their workstations such as computers and phones.

Employee Self-Assessment

Employees who are scheduled to report to work, shall complete a self-assessment of their health status, by utilizing the Center for Disease Control Coronavirus Self-Checker test, which is available via the District's home page <https://www.sjeccd.edu> or in a mobile application. The assessment shall be completed by the employee prior to leaving their home.

Upon completion of the assessment, the employee will be either cleared to proceed to work or take safety precautions as outlined by the self-assessment. The employee is not required to notify their manager of the self-assessment results when the results do not preclude them from working on-site.

However, if per the results of the self-assessment the employer needs to seek medical attention or self-quarantine, the employee will notify their manager immediately. The following steps outline the sequence in the notification process. If an employee's self-assessment indicates they should get tested or self-quarantine:

- The employee shall immediately notify their supervisor.
- The supervisor in turn will complete an entry, on the COVID 19, Employee Reporting Maxient site located on the District's Homepage <https://www.sjeccd.edu>. The supervisor will report:
 - Name of employee
 - Employee ID Number
 - Facility which employee is normally assigned
 - Department which the employee is normally assigned
 - Last location, date and hours the employee last worked
- The employee shall take any precautions necessary, which may include either self-quarantine for 14 days or a COVID 19 test at the health facility of their choice.
- If the employee has self-quarantined for 14 days or has received a negative test for COVID 19, the employee is free to return to work (whichever comes first).
- The employee will notify their supervisor prior to returning and will continue with the daily self-assessments.

Reporting of a confirmed employee related COVID 19 incident

All personnel who test Positive for COVID-19 and were present in a District facility within the fourteen days prior to onset of symptoms or within fourteen days of the date on which they were tested, must report the findings to their supervisors. The supervisor in turn will complete an entry, on the COVID 19, Employee Reporting Maxient site located on the District's Homepage <https://www.sjeccd.edu>. The supervisor will report the following:

- Name of employee
- Employee ID Number
- Facility which employee is normally assigned

- Department which the employee is normally assigned
- Last location, date and hours the employee last worked

This includes vendors, contractors or members of the public who are known to be on-site and interacting with District staff members.

Once Human Resources becomes aware that an employee tested positive for COVID-19 and also has knowledge that the employee was at the workplace during this time, Human Resources has four (4) hours to report the incident details to the Santa Clara County Public Health Office at www.sccsafeworkplace.org.

Return to work (All Employees)

When the Public Health Office determines that Shelter in Place guidelines are relaxed, and the District has determined that all County protocols are met, employees will be expected to return to work. Employees may be expected to wear face masks to assist in the prevention of another potential outbreak.

Work areas should be examined by Maintenance and Facilities to ensure that social distancing protocols are adhered to. Work schedules may be staggered to decrease contact with other employees and there should be limitations in the number of personnel in common areas such as break rooms.

Areas within the District that serve food, shall be done in a “take out” or “curbside delivery” manner. Food must be pre-ordered, then delivered to the individual in an area that prevents customers from gathering.

Return to work (Full Instruction)

The most critical phase of implementation is the return of faculty, staff and students to full instruction. Distance learning protocols may continue; however preparations must be taken to assume that most facilities will be used. Key areas to be considered are the number of students in a class, based on student population and square footage of the potential occupied areas to ensure that students are at least six (6) apart from each other.

Students may also be required to wear a mask, for the conditions of the COVID 19 pandemic are ever evolving. When students return to campus there is an increased potential for an additional outbreak. The following steps should be taken should a student show symptoms of COVID 19 infection:

- In the event that a SJECCD student is showing signs of a communicable disease in class, such as COVID 19 (fever, coughing, shortness of breath), the student should be encouraged to immediately leave the campus and seek medical attention.

- The student should avoid going to Health Services unless it is a life-threatening situation. If a student feels the need for immediate emergency assistance, they should summon Police Services by calling 408-270-6468 or 9-1-1.
- The faculty member who observed the student, shall make a “Student of Concern” entry via Maxient. The information will be forwarded to Health Services.
- The faculty member will cease instruction for the day and the classroom will be decontaminated.
- The classroom will not be used, until such decontamination has occurred. The faculty member shall input a work order to initiate the cleaning of the classroom.
- Contact tracing will be performed by the Public Health Office. High risk personnel exposure will be notified accordingly.

Shelter in Place Lifted

Once the Shelter in Place is lifted by the Public Health Office, there may still be a need to adhere to protocols. The decision to move between different levels of operation shall be determined by the Executive Emergency Response Team, based on information from the County Public Health Officer, Center for Disease Control and Prevention and Governor’s guidance.

Based on such guidance, a Districtwide written correspondence via e-mail will be provided from the Chancellor’s Office indicating updates that apply to all District staff.

Critical Terms, Guidelines and Definitions

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is critical for the protection of employees and students. The most common elements are masks (preferably medical grade N95), gloves, eyewear protection and hand sanitizing equipment. PPE should be available to all employees, specifically those who interact with the public as part of their daily duties. The individual colleges and district office are responsible for securing their necessary PPE and have it available via a gatekeeper, such as the Vice President of Administrative Services.

PPE can be extremely difficult to acquire during times of a pandemic, so it is incumbent to re-evaluate needs periodically, and have a District master list should emergencies arise that require immediate action. The Emergency Preparedness Coordinator, under the direction of the Chief of Police will conduct audits after the end of every semester (January, June, and August) to ensure that the inventory list is up to date. In addition, Police Services, as part of the Emergency Preparedness function will have reserves should the need arise to supply PPE district wide in extreme circumstances.

Signage

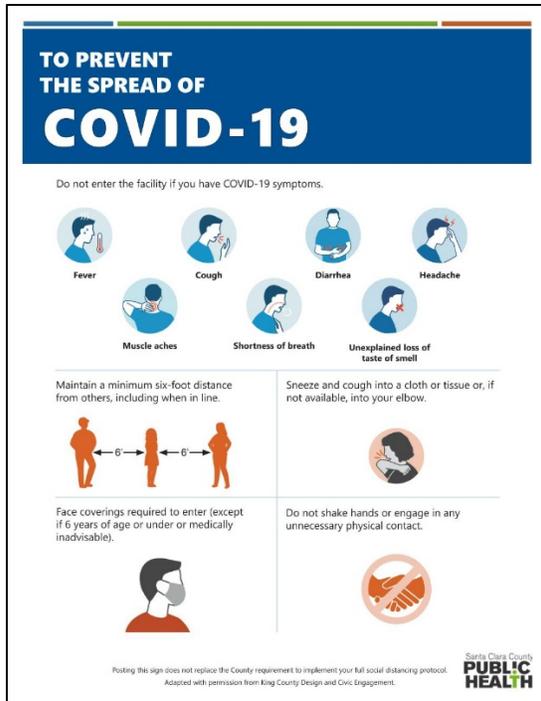
Signage of District protocols in relation to the pandemic shall be posted, throughout the District, adjacent to evacuation maps and at the entrance to all buildings. The signage at the entrance to the buildings shall include the following information:

- All employees and customers should avoid entering the facility if they have a cough or fever
- All employees and customers must maintain a minimum six-foot distance from one another
- All employees and customers must sneeze and cough into a cloth or tissue or, if not available, into one's elbow
- All employees and customers must not shake hands or engage in any unnecessary physical contact.
- The number of individuals that are allowed in a certain location, or lobby.

Signage shall also be located on floors to mark appropriate distances which people should stand in transaction areas.

Social Distancing signs shall be placed in all areas where there are evacuation maps. The signage shall include the following:

- Reminder to stay on the markings, where there are waiting lines. The markings shall be at least 6 feet apart. (Areas to consider are Admissions and Records, Police Services, Cafeterias, and any other area where there is a counter open to the public.)
- Reminder that all employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.



Self-Monitoring

As employees return to their jobs, it is important that self-monitoring practices be adhered to. As outlined above, employees are required to stay at home if they are experiencing symptoms which were determined by the CDC. Disposable, single touch thermometers will be made available to each employee via their supervisor and/or designee for additional symptom checks.

Note: A supervisor will not administer any temperature test for an employee.

If the employee is experiencing a fever, the employee will notify their supervisor that they will be leaving and as soon as practicable make an appointment with their health care provider. The supervisor may require a note, in compliance with the employee’s bargaining unit.

Staff: Essential v. Non-Essential Employees

- Managers are to identify staff and prioritize return to working on-site based on the following criteria
 - Essential: Personnel who perform critical or time sensitive functions that must remain on site to perform their work activities.
 - Non-Essential: Personnel who perform critical or time sensitive functions that can work remotely to perform their work activities.
- Personal Protective Equipment and training to be provided to Essential employees that are performing work on-site.

Faculty: Student Instruction

- Identify classes based on the following criteria
 - Tier 1: Classes that must be delivered on campus
 - Tier 2: Classes that can be delivered remotely online
- Tier 1 Classes on Campus
 - Ensure that on campus class sizes allow for proper spacing in case Social Distances measures are still in order.
 - Ensure that on campus classes have disinfectant wipes for students and faculty to utilize as needed.

Social Distancing Protocol – (Formerly Appendix A)

Each facility or workplace that has employees working on site, must have a Social Distancing Protocol completed by an authorized person (Building Manager, Dean or designee).

- The protocol must confirm that the business is achieving the applicable requirements listed in the form, which include important mandates regarding worker and customer safety.
- The protocol must be completed by logging on to the following website:
<https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx>
- The following individual will be listed as the Manager Responsible for Ensuring Compliance with Protocol:

Name: Thomas Morales

Title: Chief of Police

Phone Number: 408-223-6725

Email Address: Thomas.Morales@SJECCD.EDU

References

This plan utilizes documentation and information from several agencies with recommendations, requirements, and best practices. Information was provided from these agencies in addition to the Santa Clara County Public Health Department.

- OSHA 3990-03 2020 “Guidance on Preparing Workplaces for COVID-19” (35 pages)
- Department of Health and Human Services, Center for Disease Control (CDC) “Interim Guidance for Administrators of U.S. Institutions of Higher Education – Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)” (10 pages)
- Kuali Ready “Higher Ed Return to Campus Guide: COVID-19 Phase II” (5 pages)
- “Update-on-California-Pandemic-Roadmap” – www.covid19.ca.gov
- “Cal/OSHA COVID-19 General Checklist for Office Workspaces” dated May 7, 2020 (3 pages)

Exhibit A - Pandemic Stages Flowchart

