Safety Protocols

Please know that the safety of our staff and students is paramount to Evergreen Valley College and we have taken active steps to mitigate health hazards and risks to our community. The steps we have taken are noted below:

**COVID-19 Protocols:**

- We are following the latest Santa Clara County Department of Public Health Social Distancing Protocols for limited campus occupancy during this time
- All faculty and staff have received or will be required to receive COVID19 specific training through Keenan safe schools’ platform before a full return to campus

**Building Protocols:**

- All faculty, students and staff are required to wear face coverings when on campus
- Education signage and information is posted throughout the all campus buildings along with a steady stream of supplies to mitigate exposure (disinfect, hand sanitizer, and wipes)
- Custodians clean each area that someone occupies each night
- All buildings have hand sanitizers stations on each floor down each hallway
- All classrooms will be outfitted with hand sanitizer stations
- All front desk areas will be outfitted with sneeze guards and individual spaces will be accommodated upon request from the manager
- Shared offices will be outfitted with safety dividers that allow for 6ft of social distancing
**Operational Protocols:**

Links have been created to assist staff members with the following:

- Requesting campus access for department members (Manager’s will submit this and responses will be tracked for safety reasons)
- Staff check in during campus access (responses will be tracked for safety reasons)
- Requesting loaner laptops, equipment, and/or furniture for working remotely (items are available while supplies lasts and must be returned) - requestors are responsible for the item(s) and are liable for damage and/or theft

These links can be found on the EVC Faculty & Staff webpage at: [https://www.evc.edu/faculty-staff](https://www.evc.edu/faculty-staff)

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**Safety Checks and Information:**

- Employees who are currently working on-site, must complete a daily self-assessment prior to leaving their home. The daily self-assessment is available in multiple languages and can be found at: [CDC COVID-19: Daily Self-Checker](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

- Supervisor / Managers must report employee COVID 19 related absences via the District’s Maxient Reporting portal