

## **District Operational Protocols & Protection Plan**

The health and safety of faculty, staff and students are the District's highest priorities.

The administrator responsible for responding to COVID-19 concerns is Kate Jolley and can be contacted at 707.527.4413 or [KJolley@santarosa.edu](mailto:KJolley@santarosa.edu)

For the most up to date information, please visit the [District Corona Virus Information website](#)

### **Departments/Areas Approved to Operate on District Sites:**

As public health orders from the state and county are updated and areas are approved by cabinet, this list will change. This list is current as of September 20, 2020

All state and county guidelines must be followed at all times.

- Instruction (other than limited STEM, Surveying, PSTC and Health Sciences courses approved by the County Public Health Officer) is not allowed to occur on-site. Please see the [Faculty FAQs](#) for additional information.
- [Essential Workers](#)
- Farm (maintenance of property / food production/curbside service)
- Bookstore (online ordering/curbside service)
- Facilities Operations - Custodial, Trades & Grounds
- Capital Projects

The District is closed to all public and unauthorized access. If Sonoma County is on the State County Data Monitoring List for three consecutive days, indoor lectures and gatherings are prohibited. All nonessential visitors or volunteers are not allowed to access district sites. In-person activities or meetings involving external groups or organizations are not allowed at this time.

### **Facial Coverings**

It is required that all persons shall wear facial coverings when:

- Inside of, or in line to enter, any indoor public space;
- Waiting for, or riding on, public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
  - Working in any space where food is prepared or packaged for sale or distribution to others;
  - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
  - In any enclosed area where other people are present.
- While outdoors in public spaces when unable to maintain a physical distance of six feet from other persons.
- [Instructions on making masks and other information from the CDC on facial coverings](#)
- [Instructions on how to appropriately wear and take the mask off](#)

- Individuals exempt from wearing a face covering include, but not limited to, persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. If you are unable to wear a face mask, please contact [Robin McHale](#) for an accommodation.

### **General Protocols**

- Anyone coming to the district must perform a symptoms self-check.
- [Signage](#) must be posted at each public entrance of the District to inform anyone entering that they must:
  - Perform the symptom check prior to entering facility (including the symptoms that are to be assessed for);
  - avoid entering the facility if they have any symptoms;
  - wear a facial covering over their mouth and nose while indoors or unable to maintain social distancing while outside;
  - maintain a minimum six-foot distance from one another;
  - sneeze and cough into a cloth or tissue, or, if not available, into one's elbow; and
  - not shake hands or engage in any unnecessary physical contact.
- No more than 10 people may be gathered indoors at a time, unless prohibited for being on watch list.
- Prior to returning, any department requesting employee or student access to district sites must submit a plan of how they will comply with the established protocols to cabinet for approval.
- There is a national shortage of PPE, please ensure that required supplies are able to be acquired as part of the planning process.
- All planning for onsite access must describe how these protocols will be met, any facilities or PPE needs.
- Use of shared objects (e.g., lab equipment, computer equipment, supplies, desks) should be avoided or disinfected between use.
- All independent contractors, temporary or contract workers, and volunteers must be informed of the District onsite protocols before coming onsite and have necessary supplies and PPE. Any contractors must supply their own COVID safety plan prior to accessing a district site.
- If there is a positive or suspected COVID 19 case after onsite access, please follow the *Confirmed Positive COVID-19 Case* [protocols](#).

### **Employee Protocols**

- To the extent possible, all employees should continue to work remotely (if work is able to be done remotely, it must be).
- Staffing levels should be maintained at the minimum possible to achieve results.
- Where possible, if employees are working in an isolated area, a buddy system (with check-ins at regular intervals) should be utilized.
- Consider flexible hours or staggering shifts for employees that must work indoors at a district site.
- If approached by others who are unmasked and refuse to recognize social distancing protocols, educate them and request that they follow them. Please also use any other available solutions to protect your health, such as walking away. If they refuse to cooperate or present an immediate risk, please contact District Police at 527-1000. Anyone not following protocols could be removed from the district.

### **Public Building Access Protocols**

- Any departments opening to the public, including for instruction, must also post the [Social Distancing Protocol signage](#) at any entrance to the occupied space.

- An employee must be at the entrance to any internal occupied space to ensure the maximum number of people allowed to enter (while maintaining the ability to social distance) is not exceeded.
- Hand sanitizer must be placed at or near any entrance to publicly occupied facilities.
- All employees must be educated and trained on how to carry out COVID-19 mitigation plans, measures and protocols.
- Occupied areas must be sanitized daily, and ideally, between uses.
- Students participating in classes that have a close proximity instruction component must sign waivers acknowledging the risk of virus transmission during class exercises.
- Encourage students to consistently use the same bathroom to contain any possible transmission to within that cohort.

### **Symptoms Check**

- Anyone coming to the district must conduct a self-check of symptoms:
  - There must be [signage](#) at entry points to district buildings or publicly occupied sites.
  - To enter any district site with known symptoms is a violation of the health order.
  - If anyone has any evident symptoms, they will be sent home.
- Symptoms Check - Any person who answers yes to any of the questions below will not be allowed to enter an SRJC site.
  - Do you believe you are potentially ill with COVID-19, or have you had any exposure or direct contact with COVID-19 suspected or diagnosed individuals in the last 14 days? Direct contact is defined as within 6 feet for a cumulative total of at least 15 minutes over a 24-hour period.
  - Are you experiencing any of the following signs or symptoms?
    - Fever above 100.4 degrees or chills
    - Cough
    - Excessive sneezing
    - Shortness of breath or difficulty breathing
    - Muscle pain
    - Fatigue
    - Headache
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
    - New loss of taste or smell
- Any work that requires close proximity contact or onsite instruction must have thermometers or scanners that perform a temperature check at entrance points to the occupied area.

### **Health and Hygiene**

- Everyone should frequently wash their hands for 20 seconds with soap, rubbing thoroughly after application. Please use hand sanitizer when hand washing is not possible, rubbing until completely dry.
- Everyone should cover coughs and sneezes with a tissue or use the inside of the elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water.
- Everyone should avoid contact with one's eyes, nose, and mouth.
- It is strongly recommended that everyone be immunized against influenza unless contraindicated by personal medical conditions.

## **Facilities Considerations**

- Occupied spaces will be cleaned daily. All frequently touched surfaces (e.g., door handles, light switches, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables, elevator controls, etc.) will be disinfected.
- Ventilation - introduce as much fresh outdoor air as possible. Open windows where possible, optimally with two or more openings on opposite sides of the room to induce good natural ventilation. Facilities Operations has opened the venting up to the maximum amount feasible, dependent on outdoor temperature.
- Use of drinking fountains is prohibited and drinking fountains will be disabled. Faculty, staff and students are encouraged to bring their own water and to use water refilling stations for personal water bottles.
- All occupied desks and work stations must be separated by at least six feet.
- Physical barriers, such as sneeze guards and partitions, may be installed in areas where it is difficult for individuals to remain at least six feet apart (e.g., cash registers). Please contact Hank Lankford to arrange.
- Provide physical guides and cues, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least six feet apart in lines and at other times. Include signage near cues to inform users to maintain social distancing and mask requirements.
- If possible, designate routes for entry and exit, using as many entrances as possible. Put in place other protocols to limit direct contact with others as much as practicable.
- The District is disabling every other restroom sink (if less than six feet apart) to ensure social distancing.

## **Personal Protective Equipment (PPE)**

- Please contact Employee Health and Safety to arrange for PPE.
  - Masks (N95 for any direct contact, cloth facial coverings or surgical masks for all other)
  - Face shields for close proximity interactions
  - Gloves or gowns for situations that require direct contact
  - Thermometers
  - Hand sanitizer

## **Penalties**

- All [Public Health Orders](#) issued during the local health emergency are adopted as law and penalties for noncompliance in Sonoma County has been approved by the County Board of Supervisors.
- Existing strategies for enforcing Public Health Orders include education, misdemeanor criminal prosecution, civil litigation and civil penalties.
- Civil penalties include:
  - Non-Commercial Violations. A non-commercial violation is subject to a civil penalty of \$100 per violation.
  - Commercial Violations. A commercial violation is subject to a civil penalty of \$1,000 for a first violation, \$5,000 for a second violation, and \$10,000 for each additional violation by the same responsible party.