**SRJC**

**COVID-19 In-Person Protocol Checklist**

**Fall 2021**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building/Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In accordance with all regulatory requirements and the [SRJC Plan for a Safe Return to Campus,](https://www.santarosa.edu/coronavirus-information) the following is a checklist of protocols that must be completedby any department requesting employee or student access to district sites to assure compliance with the established protocols. **Items on this checklist must be completed prior to the first day onsite.**

Days and Hours Requested to be Onsite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persons Onsite: 🞎 Employees 🞎 Students 🞎 Public

* Restroom to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Parking area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Occupancy limits confirmed
* Method to identify persons in space in case of exposure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* PPE needed (contact Robin McHale in Human Resources): \_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Symptom checking station / temperature check location (if used): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Disinfection schedule – non-instruction only (contact Mengi Gebre in Custodial Services)
* Entry and exit routes identified
* [Signage](https://www.santarosa.edu/coronavirus-information) printed and posted
* Hand sanitizer station location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Portable HEPA air filters for high aspiration areas (contact Hank Lankford in Facilities Operations)
* Shared equipment identified and eliminated or disinfection scheduled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* For instruction and in-person allied services – Student protocols completed

The health and safety of employees and students are the district’s highest priorities. It is required that all persons coming onto a district site follow health orders and district protocols.

Responsible Manager/Supervising Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinet Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cabinet Approval Date: \_\_\_\_\_\_\_\_\_\_\_