

# SRJC

## PLAN FOR A SAFE RETURN TO CAMPUS

A comprehensive guide  
for faculty, staff, & students

# 2021-2022



**SANTA ROSA CAMPUS • PETALUMA CAMPUS • PUBLIC SAFETY TRAINING CENTER  
SOUTHWEST SANTA ROSA CENTER • SHONE FARM**



**SANTA ROSA  
JUNIOR COLLEGE**





#### **SANTA ROSA CAMPUS**

1501 Mendocino Ave.  
Santa Rosa, CA 95401-4395  
(707) 527-4011

#### **PETALUMA CAMPUS**

680 Sonoma Mtn. Parkway  
Petaluma, CA 94954-2522  
(707) 778-2415

#### **PUBLIC SAFETY TRAINING CENTER**

5743 Skylane Boulevard  
Windsor, CA 95492-9787  
(707) 837-8843

#### **SOUTHWEST SANTA ROSA CENTER**

950 S. Wright Road  
Santa Rosa, CA 95407  
(707) 527-4229

#### **SHONE FARM**

7450 Steve Olson Lane  
Forestville, CA 95436-9450  
(707) 535-3700

**SANTA ROSA JUNIOR COLLEGE IS OFFICIALLY ACCREDITED BY THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**

We acknowledge that we gather at Santa Rosa Junior College on the territorial traditional land of the Pomo People, past and present, and honor with gratitude the land itself and the people who have stewarded it throughout the generations. © Copyright 2021 Santa Rosa Junior College. All rights reserved.

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics--and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.



Table of Contents

Overview 2

Stages by Semester 2

    Summer 2021 2

    Fall 2021 3

    Spring 2022 and Beyond 3

General Measures 4

    Symptoms Check 5

    Personal Protective Equipment 6

    Facial Coverings 6

    Promote Healthy Hygiene Practices 7

    Intensified Cleaning and Disinfection 7

    Ventilation 8

    Disinfection of Water Systems 8

    Limit Sharing 8

    Positive Cases 8

COVID Response Team 9

Supervising Administrator/Supervisor Responsibilities 9

Confirmed Positive Case for COVID-19 Return to Work 9

Considerations for Partial or Total Closures 10

Campus Notifications 10

    Identification / Reporting of COVID 19 Hazards 10

    Travel and Transit 11

    Building Access Protocols 11

Vending 11

Food Services 11

Internal and External Events 11

Visitors Protocols 12

Employee Leave / Benefits Information 12

Training Information 13

Testing 13

Reasonable Accommodation 14

COVID-19 Prevention Program 15

References and Resources 15

Appendices 16

## Overview

Santa Rosa Junior College (SRJC) is committed to providing a safe and healthy workplace for all our employees, students, and visitors to protect the communities we serve. To ensure a safe and healthy workplace, the District has developed this COVID 19 Prevention and Transition Plan. All SRJC employees are responsible for implementing and adhering to this plan. The goal is to mitigate potential risk for transmission of COVID-19 in the District's various workplaces while transitioning back to in-person learning and services. To accomplish this effectively requires everyone's full cooperation. Only through this cooperative effort can we hope to establish and maintain the safety and health of all persons.

This plan is to be used as a living document. Revisions to the guidelines will be implemented as new data is released. The plan is written using the guidance of the following agencies: the [Centers for Disease Control and Prevention \(CDC\)](#), [County of Sonoma](#), [Sonoma County Office of Education](#), and [California Industry Guidance COVID-19](#). If this plan is revised, the revision will be made available on the District's [website](#).

## Stages by Semester

These guidelines and considerations are based on the best available public health data at this time, best practices currently employed, and the practical realities of managing operations; as new data and trends emerge, this guidance will be updated. Implementation of these stages as part of a phased reopening will depend on local conditions including epidemiologic trends (such as new COVID-19 case and hospitalization rates consistently stable or decreasing over at least 14 days), availability of resources, and adequate preparedness and public health capacity to respond to case and outbreak investigations.

### Summer 2021

- **Campus Status:** Campus is closed except for essential personnel and approved classes
- **Instruction, including supporting labs:** Limited onsite classes, subject to all limitations and protocols
- **Direct Student Support Services and Programs (A&R, Counseling, Categorical Programs, Financial Aid, International Students, Student Health Services, Student Life and Engagement, Student Outreach, Transfer Center, and other services):** Continue to operate remotely. Pilot providing external spaces at the Santa Rosa campus, Petaluma campus and Southwest Center for students to study and access Wi-Fi.
- **Library/Tutorial/Writing Center/ESL Learning Center:** Continue to operate remotely
- **Other Instructional Support Areas:** Continue to operate remotely
- **Administrative Departments (Purchasing, Payroll, Human Resources, and other administrative support areas):** Continue to operate remotely
- **Bookstore:** Continue curbside service and limited walkup
- **Children's Center:** Continue to operate remotely
- **Events:** No indoor events, all outdoor events must be approved by cabinet, all large events canceled.
- **Food Services:** No food services
- **Shared Governance/Meetings:** Continue to meet remotely until no additional protocols required
- **Partners:** No onsite access unless approved by cabinet. COVID-19 plan required



## Fall 2021

- **Campus Status:** Campus closed to public, limited onsite instruction and services
- **Instruction, including supporting labs:** Additional onsite classes, subject to all limitations and protocols
- **Direct Student Support Services and Programs (A&R, Counseling, Categorical Programs, Financial Aid, International Students, Student Health Services, Student Life and Engagement, Student Outreach, Transfer Center, and other services):** Continue to operate remotely with limited student onsite support by appointment only. Depending on the summer pilot results of external spaces, maintain or expand external spaces for students on the Santa Rosa campus, Petaluma campus and Southwest Center for appointments, study areas, and access to Wi-Fi.
- **Library:** Continue to operate remotely with limited student onsite support by appointment only
- **Tutorial / Writing Center / ESL Learning Center:** Continue to operate remotely
- **Other Instructional Support Areas:** Continue to operate remotely with limited student onsite support.
- **Administrative Departments (Purchasing, Payroll, Human Resources, and other administrative support areas):** Continue to largely operate remotely with limited onsite support by appointment only as regulations allow.
- **Bookstore:** Continue curbside service and limited walkup and by appointment
- **Children's Center:** Continue to operate remotely.
- **Events:** No indoor events, all outdoor events must be approved by cabinet, all large events cancelled.
- **Food Services:** No food services
- **Shared Governance/Meetings:** Continue to meet remotely until no additional protocols required
- **Partners:** No onsite access unless approved by cabinet. COVID-19 plan required

## Spring 2022 and beyond until no further protocols required

- **Campus Status:** Campus open subject to limitations and protocols
- **Instruction, including supporting labs:** Additional onsite classes, subject to all limitations and protocols
- **Direct Student Support Services and Programs (A&R, Counseling, Categorical Programs, Financial Aid, International Students, Student Health Services, Student Life and Engagement, Student Outreach, Transfer Center, and other services):** Open subject to limitations and protocols. Depending on the summer pilot results of external spaces, maintain or expand external spaces for students on the Santa Rosa campus, Petaluma campus and Southwest Center for appointments, study areas, and access to Wi-Fi.
- **Library/Tutorial / Writing Center / ESL Learning Center:** Open subject to limitations and protocols and retain limited remote support

- **Administrative Departments (Purchasing, Payroll, Human Resources, and other administrative support areas):** Open subject to limitations and protocols and retain limited remote support
- **Other Instructional Support Areas:** Open subject to limitations and protocols and retain limited remote support
- **Bookstore:** Open subject to limitations and protocols
- **Children's Center:** Open subject to limitations and protocols
- **Events:** No indoor events other than approved by cabinet, all large events or outdoor events will be subject to limitations and protocols.
- **Food Services:** Open with limitations and protocols
- **Shared Governance/Meetings:** Continue to meet remotely until no additional protocols required
- **Partners:** Operate onsite subject to limitations and protocols

## **General Measures**

The following general measures will be applied at the District:

- Following Sonoma County Protocols Requirements:
  - 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);
    - Not enter the facility if they have any symptoms;
    - Wear a facial covering over their mouth and nose while indoors
    - 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.
  - Anyone coming to a District site must self-screen COVID-19 symptoms prior to entering a District owned, leased or maintained facility. Anyone with symptoms or a temperature of 100.4 degrees or more are not allowed in the facility.
  - All employees must wear facial coverings in the workplace in accordance with Facial Coverings section below.
  - Breakrooms, bathrooms, and other common areas are being disinfected frequently. The District will procure unscented products as possible.
- All planning for onsite services or learning must include how all safety protocols will be met, including any facilities or PPE needs.
- Prior to returning, any department requesting employee or student access to district sites must complete the checklist for how they will comply and assure compliance with the established protocols to cabinet for approval. All areas should also have a plan for how instruction or services will continue in case of closure due to outbreaks. Templates are located in Appendix A.
- Anyone coming onto a district site must follow all requirements in this plan.
- 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.



## Symptoms Check

- Anyone, including vaccinated individuals, 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.
- Anyone accessing a District site must conduct symptom monitoring two hours prior to coming onto a District owned, leased or maintained site. If any symptoms are present, or if they have been in close contact with a confirmed COVID-19 positive case, or if they have received information that they may have been exposed, they should seek medical advice and not access a District site.
- 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
    - 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
  - These symptoms can range from mild to severe and may appear 2-14 days after being exposed to the virus.
- A self-checker is also available on the CDC website, [CDC Coronavirus Self-Checker](https://www.cdc.gov/coronavirus/2019-ncov/self-checker.html)

## Personal Protective Equipment

The District will provide Personal Protective Equipment (PPE) and coordinate the delivery of supplies to each department. It is expected that District staff and students arrive on campus with facemasks; the District will provide additional personal protective equipment and supplies. Every office receiving supplies must monitor the level of supplies for the office and coordinate with [Robin McHale](#) in Human Resources as necessary to avoid running out. The District's supply inventory consists of:

- Disposable surgical face masks
- Reusable cloth face masks (laundering is the responsibility of the user)
- Face shields (as needed based on department need)

## SANTA ROSA JUNIOR COLLEGE PLAN FOR A SAFE RETURN TO CAMPUS

- Hand sanitizer bottles
- Disinfecting wipes
- Thermometers

Specialty personal protective equipment and supplies for labs will be managed in coordination with Human Resources and the department. The District does not require the use of gloves or gowns unless the job duties or lab requires them.

## Facial Coverings

### GUIDANCE FOR FACE COVERINGS

- Face coverings must be worn indoors at all district facilities at all times, except when employees are in a work area in which no others are present. This applies to everyone, whether vaccinated or not until protocols are no longer required.
- While face coverings are not required outdoors for anyone, it is recommended that unvaccinated individuals wear face masks if six feet of physical distancing cannot be maintained.
- All face coverings shall be specifically designed for protection as defined by the [Centers for Disease Control and Prevention \(CDC\)](#)
- 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 and alternative requirements.
- Facial coverings are not respiratory protective equipment.
- **Per direction from Sonoma County Public Health, people working in Sonoma County must wear face coverings indoors except when they are in the following situations:**
  - Working alone in a closed office or room;
  - Persons who are actively eating and/or drinking;
  - Persons swimming or showering in a fitness facility;
  - Persons who are obtaining a medical or cosmetic service involving the head or face for which temporary removal of the face covering is necessary to perform the service;
  - Persons who are specifically exempted from wearing face coverings pursuant to other California Department of Public Health (CDPH) guidance.

### All Face Coverings Shall:

- Fit snugly but comfortably against the face;
- Be secured with ties, ear loops or elastic bands;
- Include at least two layers of fabric;
- Allow for breathing with minimal restriction;
- Be laundered and machine dried without damage or change to shape;
- If employees, students, or visitors do not have a face covering, one will be provided, and must be worn as directed;
- Face shields are also available for faculty and staff upon request, and shall be worn in conjunction with a face covering;
- Based on current data, use of neck gaiters are not allowed;
- Any images or graphics that are part of a face covering should be professional in nature, and not offensive, crude, etc.



## ADA Accommodations

Individuals that have a medical condition, mental health condition, or a disability that prevent them from wearing a facemask and require an ADA accommodations must contact [Robin McHale](#) in Human Resources at 707.524.1507

## Promote Healthy Hygiene Practices

- It is strongly recommended that everyone be immunized against influenza and COVID-19 unless contraindicated by personal medical conditions. Vaccinations are available to all employees through Student Health Services and can be scheduled [here](#).
- 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. Hand sanitizer has been found to be less effective if hands are soiled.
- 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.
- The District will have hand sanitizer stations available throughout the sites. Restrooms will also be fully stocked with paper towels/automatic hand dryers.
- Avoid sharing phones, desks, office equipment, lab equipment, tools and other items wherever possible. Clean such equipment before each use.
- Never share Personal Protective Equipment (PPE).
- All staff and students should be encouraged to minimize their personal belongings and keep them away from high traffic surfaces.
- Signage encouraging good hygiene will be posted inside restrooms. Additional signage will be posted through the District instructing students and staff to engage in hygiene measures.

## Intensified Cleaning and Disinfection

- The cleaning schedule has been updated to include a disinfecting routine. The schedule includes a focus on not over or under using cleaning products.
- The Custodial Services Department has increased cleaning of frequently high touch surfaces such as, but not limited to, door handles, elevator buttons, handrails, all bathrooms, tables, switches.
- During the disinfection process of areas, doors and windows will be left open when possible to allow for outdoor air to enter. This cleaning will be performed when students or staff are not present inside the room.
- All products that will be used to disinfect are on the approved EPA list from List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19).
- Custodial Services staff will be fully equipped with personal protective equipment.
- In case of outbreak, the District will follow the California Industry Guidance COVID-19 and the COVID-19 outbreak disinfection and safety checklist:
  - Close off areas used by a confirmed COVID-19 case and not use these areas until after disinfecting is completed.
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as practicable.
  - Custodial Services will use products that are listed on the EPA site for approved disinfectants for use against SARS-CoV-2 (COVID-19).

**Ventilation**

The District has made modifications to the heating, ventilation, and air conditioning system and increased the intake of fresh air by opening the air dampers to 100 percent or the highest possible percentage. The unit will be operational when there are known occupants in the building.

All ventilation systems at the District are filtered. However, rooms that do not have good fresh air ventilation will be equipped with a portable air purifier. A department cannot use a fan for air circulation; if a fan is used it will be to pull in fresh air.

The air filters will be changed out prior to a building reopening and continue on the quarterly schedule.

The National Air Filtration Association (NAFA) recommends using filters higher than a MERV 8. The District has upgraded to using MERV 13 hospital grade.

The District is following the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) standard guidelines for building ventilation systems and have increased our ventilation and outside air dampers to 100% in all possible areas that contain activity through our energy management system.

**Disinfection of Water Systems**

Hydration stations will be flushed, and filters will be replaced prior to reopening. Staff and students are encouraged to bring their own water supply. Water fountains will be shut down and covered up for nonuse. Cleaning wipes will be placed near the hydration station for cleaning before and after use by each user.

Where possible signage will be placed near hydration stations promoting healthy hygiene practices and reminding users to properly wash or sanitize their hands.

**Limit Sharing**

- There will be minimal sharing of equipment or supplies for students and staff. Avoid sharing items wherever possible, if items need to be shared make sure to sanitize hands before and after.
- Removal of high touch items such as magazines, common pens, etc.
- Training will be provided to staff and students on wiping down equipment that is to be shared such as copiers, machinery, and other items.

**Positive Cases**

**Employees who test positive for COVID 19 and have not been present on District property:**

- Employees who test positive for COVID-19 but have not been present on a District site within the past 14 days should notify their supervising administrator/supervisor (or Robin McHale in Human Resources) as soon as possible.

**Employees who test positive for COVID 19 and have been present on District property:**

- Employees who test positive for COVID-19 must notify their supervising administrator/supervisor (or Robin McHale in Human Resources) immediately if they have been on a District site within the past 14 days.



**COVID Response Team**

- The District has created a COVID Response Team to respond to positive COVID cases that have been onsite. This includes:
  - Cabinet Vice Presidents: Pedro Avila, Gene Durand, Kate Jolley, and Jane Saldaña-Talley
  - Department Administrator
  - District COVID Officer: Kate Jolley
  - Human Resources: Robin McHale
  - Student Health Services: Rebecca Norwick
  - Public Information Officer: Erin Bricker
  - Superintendent/President: Frank Chong

**Supervising Administrator/Supervisor Responsibilities**

- Any employee who receives a report of a suspected or confirmed case of COVID-19, must immediately notify the COVID Response Team.
- A supervising administrator/supervisor who receives a report of a confirmed case of COVID-19, should prepare an incident report containing all relevant facts, including:
  - Overview of personal protective equipment (PPE) and protocols followed
  - Details of positive case person's symptoms and testing date
  - Contact(s) the positive case person had on campus, including dates, sites, buildings and rooms accessed and contact (within six feet for a cumulative total of at least 15 minutes over a 24-hour period) with others for the 14 days preceding the test date.
  - To whom the case was reported by the person who has tested positive and all actions taken.
- Under SB1159, the District must provide information to its insurance provider within three (3) business days of receiving notification of a confirmed positive case if the employee has been onsite. This includes reporting the testing date, the dates the employee accessed District sites, the locations that were accessed, and the number of other employees that potentially had contact with the positive case person.
- SB85 requires the District to notify any employee (and their exclusive bargaining representative) or contractor that was at the same worksite as a confirmed positive case during the infectious period. This notification must be done within ONE (1) business day after receiving notice that a person with a laboratory-confirmed case of COVID-19 was at the worksite during the person's infectious period.
- If there are three or more confirmed cases within a two-week period, the County Public Health Officer must also be notified within 48 hours of an "outbreak".

**Confirmed Positive Case for COVID-19 Return to Work**

- If an employee has tested positive for COVID-19 but has not been onsite in the past 14 days, they should follow the guidance of their health provider and remain offsite until:
  - If they are symptomatic - at least 24 hours with no fever without fever-reducing medication and symptoms have improved and:
    - at least 10 days since symptoms first appeared or
    - a subsequent test has a negative result.
  - If they are asymptomatic - at least 10 days following the date of their positive test (which is the date the test specimen was collected) or a subsequent test has a negative result.
- If an employee has tested positive for COVID-19 and has been onsite in the past 14 days, they must follow the notification requirements above and the guidance of their health provider. They may not return to a District site until:
  - If they are symptomatic - at least 24 hours with no fever without fever-reducing medication and symptoms have improved and:
    - at least 10 days since symptoms first appeared or
    - a subsequent test has a negative result.
  - If they are asymptomatic - at least 10 days following the date of their positive test (which is the date the test specimen was collected) or a subsequent test has a negative result.
- Upon receiving a report of a confirmed positive case of COVID, the District will review and modify all protocols as needed to prevent further cases.

### Considerations for Partial or Total Closures

- All onsite operations, including instruction, must have a plan for alternative instructional or service delivery in case of partial or total closure.
- In the event of an outbreak, the District will implement the processes and protocols in accordance with California Department of Public Health guidelines. A COVID-19 outbreak exists if, within 14 calendar days, one of the following occurs at a specific place of employment (defined as the building or facility where the employee performs work at the District's direction and excludes the employee's home):
  - If there are 100 employees or fewer at a specific place of employment and 4 employees test positive for COVID-19;  
If there are more than 100 employees at a specific place of employment, 4% of the number of employees who reported to the specific place of employment, test positive for COVID; or
- A specific place of employment is ordered to close by a local public health department, the State Department of Public Health or the Division of Occupational Safety and Health due to a risk of infection with COVID-19
- If district operational protocols were not followed, or upon recommendation from a local public health official, the area must be closed in accordance with guidelines and all individuals in close contact (within six feet for 15 minutes or more) with the person who has tested positive must quarantine for 14 days if they are unvaccinated or vaccinated and symptomatic.

### Campus Notifications

If an individual reports a positive lab test for COVID-19, confirmed by a public health agency, and has been on an SRJC site, Human Resources will comply with all notification requirements.

- This will not be a campus wide notification, but Human Resources will provide direct communication and guidance to employees if they were near or in direct contact with a confirmed positive individual on a case-by-case basis, based on last contact on campus or in community and timing of symptom onset.
- Tracking of positive COVID-19 reports who have been on campus are registered in the Maxient Case Management System for reference and tracking purposes.

COVID-19 test results fall under HIPPA confidentiality; therefore, we are not asking employees to report positive COVID-19 tests results unless they have been on campus.

For more information on how to protect yourself against the Coronavirus (COVID-19), please visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Identification/Reporting of COVID-19 Hazards

The District conducts workplace-specific assessments of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. District employees are encouraged to participate in the identification and evaluation of COVID-19 hazards. Concerns, comments, suggestions, or complaints about a safety related matter can be made, without fear of reprisal or discrimination of any kind, to the following:

- Kate Jolley, the COVID-19 District administrator
- Human Resources
- Any District employee, including your supervisor
- Anonymous reports can be made [here](#).

If an employee is seeking mental or well-being support, please contact the [Employee Assistance Program \(EAP\)](#). EAP provides assessment, assistance and, when necessary, referral to additional services.



## **Travel and Transit**

All employees traveling out of state are required to quarantine in accordance with [CDC guidelines](#). If employees must travel, take steps to protect yourself and others from COVID-19:

- Wear a mask to keep your nose and mouth covered when in public settings.
- Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

## **Building Access Protocols**

- Hand sanitizer must be placed at or near any entrance to publicly occupied facilities.
- All employees will be educated and trained on how to carry out COVID-19 mitigation plans, measures and protocols.
- Occupied areas will be sanitized daily, and ideally, between uses.
- Encourage students to consistently use the same bathroom to contain any possible transmission to within that cohort.

## **Vending**

- Vending machines will be operational beginning in Fall 2021
- Hand sanitizer stations will be placed near vending machines.

## **Food Services**

When food services reopen, in addition to the internal process that will be created by the food service provider, which will incorporate cleaning and disinfecting of all surfaces, food prepping, methods of delivery, and social distancing, the following guidelines will be implemented:

- The cashiers and food pick up area may install physical barriers; such as sneeze guards.
- Only to-go food will be served, there will be no indoor dining allowed. Only single use condiments and disposable utensils will be available.
- There will be no self-serving buffets, condiment holders, or beverage dispensers.
- Touchless payment options will be encouraged.
- Cafe staff will clean and disinfect frequently touched surfaces, such as tables, counters, trays, condiment holders, etc. These areas will be cleaned throughout the day.

## **Internal and External Events**

Internal events will only be considered if the intent is to promote remote learning and working. Other events that will be considered are nonprofit events with the purpose of providing basic need services in response to COVID-19, such as, but not limited to, distribution of food, meals, toiletries, and technology.

Events will follow the Centers for Disease Control and Prevention (CDC), Sonoma County Department of Health Services, and California Industry Guidance COVID-19 guidelines.

All event coordinators must adhere to this Plan. To request approval for an event, fill out this form and contact [Javier Rodriguez-Aguilera](#)

## Visitors Protocols

Visitor access will be regulated by the campus status. All visitors must follow this Plan and all District Protocols. The visitor needs to also notify their onsite contact of any potential or positive COVID-19 test.

## Employee Leave/Benefit Information

SRJC employees have multiple leave allocations that may be available for their own illness/injury due to COVID-19, including, but not limited to:

- Education Code-granted sick leave
- Supplemental Paid Sick Leave for Qualifying Reasons Related to COVID-19 (SB 95) - *In effect through Sept 30, 2021*
- Paid Sick Leave pursuant to the Healthy Workplace, Healthy Families Act of 2014 (Applicable to Short-Term, Non-Continuing (STNC), Professional Expert, and Student Employees)
- Accrued vacation leave
- Personal Necessity Leave
- Family Medical Leave Act/California Family Rights Act Leave
- Extended Illness Leave
- Compensatory time
- Board-granted leave of absence
- Workers' Compensation

All leaves paid or unpaid, for which classified professionals and faculty are eligible are listed in the appropriate bargaining agreements. Information by current agreement is available for employees pursuant to your job classification as follows:

- AFA/Sonoma County Junior College District Contract (Article 18)
- SEIU Local 1021 & Sonoma County Junior College District Contract (Article 12)
- California Federation of Teachers Local 1946/Sonoma County Junior College District Contract (Article 18)

In accordance with District Board [Policy \(2.2P\)](#), "*Management Team Guidelines and Procedures*," educational administrators follow the leave provisions outlined in the AFA agreement and Classified Administrators, supervisors, and confidential employees follow the leave provisions outlined in the SEIU agreement

Workers' Compensation Benefits. If an employee is not a remote worker and has worked at a SRJC location or worksite, believes they may have contracted a COVID-19 related illness because of their employment at SRJC, and it is determined the COVID-19-related illness arose out of and in the course of employment, they may be entitled to industrial accident leave benefits and other workers' compensation disability benefits related to their illness. For additional information regarding workers' compensation leave benefits, please contact [Robin McHale](#).

For additional information or questions related to COVID-19 related leave of absences not related to workers' compensation, please contact [Danielle Donica](#) or [Linda Jay](#).

More information regarding employee benefits because of COVID-19 can be found in the following District policies:

- Sonoma County Junior College District's [Policy \(2.7\)](#) and [Procedure \(2.7P\)](#) Against Harassment and Discrimination.
- Sonoma County Junior College District's Reasonable Accommodation for Employees [Policy \(4.20\)](#) and [Procedure \(4.20P\)](#)
- Sonoma County Junior College District's [Policy 4.8](#) Leave of Absence, see Section VIII.

It is an unlawful employment practice to discriminate against an employee because of a disability including COVID-19, or to retaliate against a person who is seeking protections under state or federal law related to a disability. If you believe you have been discriminated or retaliated against due to contracting COVID-19, please contact [Sarah Hopkins](#).

## Training Information

To comply with the recently enacted Title 8 – (Cal/OSHA) COVID-19 Emergency Temporary Standards, the District is required to make COVID-19 prevention training available to all employees. The District has a written COVID Prevention Program (CPP) and has created a training program to educate District employees on the District's CPP to facilitate COVID prevention at its facilities. The District has chosen to offer the CPP training program as an online training. This training provides education on the following topics:

- Employer prevention policies/protocols
- COVID-19 related benefits
- COVID-19 is an infectious disease spread through air
- Importance of physical distancing and wearing face coverings
- Other controls to reduce transmission
- Importance of frequent hand washing and use of hand sanitizer
- Proper use of face coverings
- COVID-19 Symptoms – not reporting to work and getting tested

The District will utilize Keenan SafeColleges Online Training to provide the CPP training. The training takes approximately 30 minutes to complete, and the District will email all employees to advise them about this training and provide a link to access the training, for those who chose to take advantage of the opportunity. The effective date for the District's obligation to offer this training is through October 2, 2021.

Faculty will be eligible to receive flex credit for completion of the training and Classified Professionals will be eligible for a financial stipend as set defined by the respective collective bargaining unit agreements. Other District health and safety training offered by the District in support of COVID prevention efforts at SRJC will follow existing bargaining unit agreements for general safety training.

Additional or specialized health and safety training may be offered to one or more District employees at the discretion of the District and as it complies with existing collective bargaining agreements when required to support the health and safety of the District, or to meet regulatory compliance requirements for the prevention of COVID at SRJC. This additional Covid prevention health and safety training may be conducted either in-person or on-line, or both, depending on the needs of individual training program requirements.

Please contact [Robin McHale](#) if you have questions about the District's requirements for COVID prevention training.

## Testing

While the District possesses the authority to require that employees who report to work at District worksites or facilities be tested for COVID-19, the District will not require employees to submit to a COVID-19 test, or produce a negative COVID-19 test result, to transition back to in person work and services from remote work, except where consistent with current CDC guidance, the requirements of a duly authorized CCC governing body, or as required by federal, state and local regulation or local health department order.

Where the District requires employees be tested, employees will be notified by the employee's supervisor, component Vice President, Kate Jolley, or by Human Resources, and testing will be provided by the District at no cost to District employees during their working hours. The District will also inform District employees why testing is required, and the possible consequences of a positive COVID-19 test, which may include, but is not limited to, a requirement that employees not report to a District site during the high-risk exposure period and satisfying the minimum criteria to return to work.



If COVID-19 testing is required by the District, employees will receive only COVID-19 tests for SARS-CoV-2 that are approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus. Tests provided by the District will be administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable. Testing will be conducted at the District’s discretion either through the Sonoma County Health Department, an outside test vendor, or by District Student Health Services.

Where the District requires testing, the District has adopted policies and procedures (see IIPP Policy [6.8.2](#) and [6.8.2P](#)) that ensure the confidentiality of employees and comply with the Confidentiality of Medical Information Act (“CMIA”). Specifically, the District will keep confidential all personal identifying information of COVID-19 cases or persons with COVID-19 symptoms unless expressly authorized by the employee to disclose such information or as other permitted or required under the law.

Please contact [Robin McHale](#) if you have questions about District COVID-19 testing.

**Reasonable Accommodation**

In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, the District provides reasonable accommodations to employees with disabilities or medical need to enable them to perform the essential functions or duties of their position. Human Resources has the primary responsibility for managing the District’s Reasonable Accommodation Program and for overseeing the accommodation review with employees and their supervisors. Medical documentation may be required to support the request for accommodation and to assist the College and the employee in developing an appropriate and reasonable accommodation. Each situation is unique and is evaluated on a case-by-case basis. As part of the accommodation review, otherwise identified as the ADA Interactive Process, Human Resources may contact the employee, supervisor, and/or the employee’s component Vice President for the purposes of discussing possible reasonable accommodations to support the employee at work. It is the responsibility of the individual requesting accommodation to apply to the District for consideration of reasonable accommodation, and to provide sufficient information to support the need for the requested accommodation.

Throughout the COVID-19 pandemic, the District has continued the process of providing ADA reasonable accommodations to District employees with a disability or medical need. In planning a transition back to onsite work from remote work, it is important for District employees to note that the CDC list of COVID risk factors is not considered an ADA accommodation and is not covered by any law or regulatory order. The District however will support employees experiencing COVID-19 concerns when transitioning back to work to a District worksite. The District will utilize its existing ADA Interactive Process for employees with COVID-19 risk factors as identified by the CDC to obtain temporary workplace arrangements. Employees may utilize the District’s existing ADA Reasonable Accommodation Application Form to request consideration of accommodation for a COVID-related medical concern and will be required to supply information from their medical provider to the District. In addition, for individuals who do not have documented disabilities or COVID-19 risk factors, but who have other concerns, the District encourages them to contact Human Resources to determine if there are methods for addressing their concerns. While the District may consider reasonable accommodation requests for COVID-19 risk factors and support an employee’s request for accommodation to the best of its ability, the District may experience a large volume of requests during COVID-19 and is under no obligation to accommodate the employee’s COVID-19 risk factors based on ADA.

Please contact [Robin McHale](#) if you have questions about the District’s ADA Reasonable Accommodation Program, or if you have COVID-related risk factors and wish to apply for accommodation when transitioning back from remote work to working safely at a District worksite.

## **COVID-19 Prevention Program**

Pursuant to California Occupational Safety and Health Administration (Cal/OSHA) workplace safety and health regulations, California requires employers to take steps to protect workers exposed to infectious diseases like the Novel Coronavirus (COVID-19), which is widespread in the community. Employers must prepare, implement, and maintain a written COVID-19 Prevention Program. The Santa Rosa Junior College COVID-19 Prevention Program (CPP) can be found [here](#).

## **References and Resources**

- [SRJC Coronavirus Information](#)
- [Sonoma County Office of Education \(SCOE\) Coronavirus Information](#)
- [Sonoma County Coronavirus Response](#)
- [Sonoma County Vaccine Information](#)
- [California Department of Public Health](#)
- [California Community College Chancellor's Office - Coronavirus Response Guidelines](#)
- [School & College Legal Services legal updates](#)
- [CDC Coronavirus Information & Guidelines](#)
- [World Health Organization](#)

## Appendices

### 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](#), the following is a checklist of protocols that must be completed by 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: \_\_\_\_\_
- ✓ Check-in location (if used): \_\_\_\_\_
- ✓ PPE needed (contact [Robin McHale](#) in Human Resources): \_\_\_\_\_
- ✓ Disinfection schedule – non-instruction only (contact [Mengi Gebre](#) in Custodial Services)
- ✓ Entry and exit routes identified
- ✓ [Signage](#) 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: \_\_\_\_\_



**SANTA ROSA JUNIOR COLLEGE (SRJC)  
DEPARTMENT / CLASS /INSTRUCTOR  
STUDENT PROTOCOLS & CAMPUS INFORMATION**

**IF YOU ARE EXHIBITING COVID-19 RELATED SYMPTOMS, DO NOT COME TO CAMPUS! PLEASE SEEK THE GUIDANCE OF A MEDICAL PROFESSIONAL. CONTACT YOUR INSTRUCTOR ELECTRONICALLY TO PROVIDE INFORMATION ABOUT YOUR STATUS.** SYMPTOMS MOST FREQUENTLY ASSOCIATED WITH COVID-19 INCLUDE: A TEMPERATURE ABOVE 100.4°F, SORE THROAT, FREQUENT COUGH/DIFFICULT BREATHING, DIARRHEA, VOMITING, ABDOMINAL PAIN, AND RECENT LOSS OF TASTE OR SMELL.

**IF YOU BELIEVE YOU MAY HAVE BEEN POTENTIALLY EXPOSED TO SOMEONE WITH COVID-19, DO NOT COME TO CAMPUS! PLEASE SEEK OUT THE GUIDANCE OF A MEDICAL PROFESSIONAL AND CONTACT YOUR INSTRUCTOR ELECTRONICALLY.**

This protocol has been established based on guidance at the time this document was published from the Sonoma County Department of Public Health, State of California Department of Public Health, CDC, and other regulatory agencies, and is subject to change. Students are required to follow all established protocols (and addendums) or jeopardize dismissal up to and including from the class and the college.

**Presence on Campus**

Officially, all Sonoma County Junior College District sites are closed to the public. Students are only permitted to attend class and are expected to leave campus afterwards. No loitering, studying, or eating on campus is permitted before or after class, except in designated areas.

**Arrival at Campus**

When arriving at SRJC, please park **WHERE**. There are no parking permits required to park on campus for Fall 2021.

**Mandatory Masking**

Students **MUST** wear a face mask at all times when indoors at a District facility. Disposable surgical masks may be provided by SRJC to ensure face covering is of appropriate quality. If you require a medically necessary accommodation, please contact **WHO**.

**Symptom Self-Survey**

Prior to coming to a District site, each student must complete a symptom self-check with results reported truthfully and accurately. If symptoms or potential exposure is noted, further instructions will be provided. **DO NOT** come to campus.

**General Guidelines**

**Hand Sanitizer Station:** Upon exiting the classroom, whether to use the restroom or to leave the building, stop at the exit hand sanitizer station. Dispense sanitizer into the palms of your hand and rub sanitizer until completely dry.

**Eating and Drinking:** There are no eating breaks (unless medically necessary) so prepare appropriately. Students will only be permitted to eat or lounge in their car. Please bring your own food and drink as food services is not available on campus.

**Face Mask Assessment:** Upon arrival, each mask will be assessed for appropriateness. If the mask is found to not be appropriate (neck gaiters, ill-fitting, dirty, etc). students will be asked to remove their personal mask and don an appropriate mask provided by SRJC.

**Entering the Classroom**

**Hand Sanitizer Station:** Prior to entering the classroom, stop at the hand sanitizer station. Dispense sanitizer into the palm of each hand and rub sanitizer until it is completely dry.

**Mandatory Masking:** Students must already be wearing a mask upon entry. Please confirm your mask is correctly covering your mouth and nose prior to entering the classroom (see attached document on how to correctly wear a mask).

**Storing your Personal Belongings:** There will be **DESCRIBE WHERE PERSONAL ITEMS SHOULD BE STORED**. Please bring a minimal number of personal items into the class.

**Assigned Workstation (Lab classes only, delete section for lecture classes):** Upon entering the classroom, you will be assigned a station. This will be your lab station for the entire semester. Your lab station will be equipped with all the equipment you need for the lab to limit movement in class.

**Santa Rosa Junior College has worked diligently to ensure your safety. If you feel unsafe at any time, please inform your instructor.**







