

Santa Rosa Junior College Social Distancing Protocol

ALL SITES ARE CLOSED TO THE PUBLIC

Santa Rosa Campus / Petaluma Campus / Shone Farm
Public Safety Training Center (Windsor) / South West Center

Signage

- Signage is posted at each public entrance of the District to inform all employees that they should:
 - avoid entering the facility if they have a cough or fever;
 - 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.
- Signage also includes where this Social Distancing Protocol can be accessed.

Measures to Protect Employee Health

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told to conduct a symptoms check daily and not to come to work if sick.
 - Any staff who answers yes to any of the questions below will not be allowed to enter or conduct in-person work on an SRJC site and must contact [Human Resources](#):
 - ✓ *Do you believe you are potentially ill with COVID-19, or have you had any exposure or contact with COVID-19 suspected or diagnosed individuals in the last 14 days?*
 - ✓ *Are you experiencing now, or have you had within the last three days, a temperature greater than 100.0 degrees F?*
 - ✓ *Are you ill with flu-like symptoms: cough, runny nose, diarrhea or shortness of breath?*
 - ✓ *Have you conducted any travel out of Sonoma County in the past 14 days?*
- All employees working on-site must abide by the six-foot social distancing requirement at all times. Employees are expected to notify their supervisor as soon as possible if social distancing cannot be observed so a resolution can be found.
- All occupied desks and work stations are separated by at least six feet.
- All approved occupied spaces will be cleaned daily.
- Disinfectant, hand sanitizer, and related supplies are available to employees from Environmental Health and Safety, please contact [Robin McHale](#). There is currently a severe shortage of resources in the nation, so supplies are limited.
- Soap and water are available to all employees in restrooms and breakrooms.
- This protocol has been distributed to all employees and is posted on the District website at <https://www.santarosa.edu/coronavirus-information>

For any questions or comment about this protocol, please contact [Kate Jolley](#)