



ALL SITES ARE CLOSED TO THE PUBLIC, EXCEPT BY PRIOR APPROVAL

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:
 - 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.

Measures to Protect Employee Health

- Everyone who can perform their work duties from home has been directed to do so.
- All employees have been told to conduct a symptoms check daily.
- Anyone who answers yes to the symptoms self-check or believes themselves to have been exposed to COVID-19 will not be allowed to enter an SRJC site.
- 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 onsite employees from Employee Health and Safety by emailing EHSweb@santarosa.edu. There is currently a shortage of resources in the nation, so supplies are limited.
- Soap and water are available in all 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 by emailing Kjolley@santarosa.edu