



Santa Barbara Community College District COVID-19 Prevention and Response Plan

Fall 2020 Guidance



Table of Contents

	Entry to District Campuses	1
	Health Screenings	2
	Face Coverings	3
	Physical Distancing	4
	Disinfection, Cleaning and Hygiene	5
	COVID-19 Exposure Protocols	6-8
	Campus Exposure and Contact Tracing	9
	Training	10
	Modified Safe Workspaces	10
	Availability of Facilities and Services	10
	Reasonable Accommodations	10
	Food Services	11
	Links to Public Health Guidance	11
	Campus Resources	12
	FAQ	13-15

The COVID-19 Prevention and Response Plan ("Plan") reflects the input and work of the Santa Barbara Community College District ("District"), together with guidance from qualified legal, medical, and technical experts, to facilitate the safe return of employees and students to Santa Barbara City College ("SBCC") campuses for the Fall 2020 semester. This Plan meets or exceeds orders and guidance from local and national health authorities, including the California Department of Public Health ("CDPH"), Santa Barbara County Public Health Department ("SBCPHD"), the Centers for Disease Control and Prevention ("CDC"), and other agencies such as the Occupational Safety and Health Administration ("OSHA"), the Environmental Protection Agency ("EPA") and the U.S. Equal Employment Opportunity Commission ("EEOC"). The Plan is developed in conformity with [CDPH's Industry Guidance: Institutions of Higher Education](#), dated August 7, 2020. The District will similarly follow CDPH's and/or SBCPHD's Reopening Protocols applicable to any of the District's on-campus services (e.g., [on-site dining](#), [child development centers](#), [gyms and fitness centers](#), [aquatic venues](#), etc.).

The Fall 2020 Plan addresses (i) in-person campus instruction for training that is essential for completing certification, licensure, or educational requirements for essential workforces in specialized settings not suitable for distance learning (e.g., laboratories); (ii) critical operations to support remote instruction; and (iii) campus maintenance. The District reserves the right to modify this Plan consistent with operational needs and in conformity with all applicable laws and regulations. Further phased reopening during or beyond Fall 2020 will depend on local conditions including epidemiological trends (such as new COVID-19 cases and hospitalization rates consistently being stable or decreasing over at least 14 days), availability of community testing resources, and adequate District preparedness and public health capacity to respond to case and outbreak investigations. All phased reopening plans will be made in collaboration with public health officials and other authorities.

Student COVID-19 Compliance Officer:

Dr. Pamela Ralston, EVP, Educational Programs

Employee COVID-19 Compliance Officer:

Michael Shanahan, VP, Human Resources

Please check the District's [COVID-19 website](#) for important updates.

SBCCD acknowledges the professional collaboration of College of the Canyons in the formulation of this plan.

The law firm of Raines Feldman LLP and the medical consultants of Street Consulting Group reviewed and provided guidance in the formulation of this plan.



Entry to District Campuses

ENTRY TO CAMPUS FOR EMPLOYEES AND STUDENTS

To mitigate against the spread of COVID-19, employees and students are only permitted on campus for an authorized purpose and must not spend more time on District campuses than is necessary. Until further notice, all persons are prohibited from congregating on District campuses or engaging in non-District approved recreational activities. Individuals should arrive no more than 15 minutes before their scheduled activity and, whenever possible, leave within 15 minutes of the activity's conclusion. Students should make every effort to conclude their instruction, labs, study, and appointments as quickly and efficiently as possible. If there are gaps between these activities, students should socially distance themselves from others, preferably outside if weather permits, and comply with all posted signs and directives. Whenever on campus, all persons must wear a face covering (except when alone in closed offices and walled cubicles with a solid partition that exceeds the occupant's height when standing) and shall maintain a physical distance of at least six feet from other persons.

For the health and safety of employees and students, the District will require all persons entering District campuses to complete the [Online Health Self-Assessment](#) daily before arrival on campus.

SIGNAGE

Signage will be posted throughout District campuses notifying visitors, as well as reminding employees and students of requirements of physical distancing, hygiene and sanitation, and use of face coverings. Persons entering campus must comply with all signs and directives.

ENTRY TO CAMPUS BY PUBLIC VISITORS

Community members using the campus must abide by all posted signs and directives, including physical distancing, wearing of face coverings, and no congregating while on campus. Non-compliance on the part of the community members may result in campus closure to the public.

VENDORS ON CAMPUS

All campus visits by vendors will be by appointment only. Visitors should be instructed to come to their appointments alone.

Vendors must complete the [Online Health Self-Assessment](#) (see Health Screenings, p. 2) and must provide the District with current contact information for potential contact tracing. Vendors must provide proof of completion of the [Online Health Self-Assessment](#) to their point of contact or to designated District personnel upon request. Failure to comply with these rules will result in immediate removal from campus.

DELIVERIES TO CAMPUS

When feasible, campus deliveries will be channeled to designated unloading zones at pre-designated times to limit the delivery person's interactions with the campus community. If a delivery person or third-party vendor must walk through the campus to make a delivery, they will be informed of the District's applicable health and safety requirements and required to follow those rules and complete the [Online Health Self-Assessment](#), or a paper document in a form substantially similar thereto prior to entering campus. Such delivery persons and third-party vendors will either be escorted through campus by approved District personnel or, where appropriate, will receive paper documentation (e.g., visitor sticker or badge) that must be displayed at all times on campus.



Health Screenings

SYMPTOMS OF COVID-19

Persons with COVID-19 may experience a [wide range of symptoms](#), ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- Fatigue
- Chills
- Congestion or runny nose
- Muscle or body aches
- Headaches
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

* Contact 9-1-1 if there are any [emergency warning signs](#).

Employees or students who experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor's diagnosis of likely or presumed COVID-19, or have been in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) with a person who has received a positive COVID-19 test, must notify the applicable Employee/Student COVID-19 Compliance Officers (see Campus Resources, p. 12 for contact details) and must follow the protocols set forth in COVID-19 Exposure Protocols, p. 6-8. Such persons should contact their healthcare provider [immediately](#) and should not report to campus. Should symptoms present while on campus, such persons should leave campus immediately and contact the appropriate COVID-19 Compliance Officer; if immediate departure is not possible, such persons should contact the applicable COVID-19 Compliance Officer for guidance and wait in designated containment areas until departure from campus can be arranged.

SYMPTOM CHECKS AND TEMPERATURE SCREENING

For the health and safety of employees and students, the District will require all persons entering District campuses to complete the [Online Health Self-Assessment](#) daily before arrival on campus. The [Online Health Self-Assessment](#) will inquire about the presence of COVID-19 symptoms, as well as other risk factors, such as recent air travel or close, prolonged contact with a person with a confirmed or presumed case of COVID-19. Persons completing the [Online Health Self-Assessment](#) must take their own temperature off campus and must report any readings at or above 100.4°F on the online form.

The [Online Health Self-Assessment](#) must be completed on any day where attendance on campus is expected. Successful completion of the [Online Health Self-Assessment](#) will generate an approval certification email, which must be shown to designated District personnel upon request. Failure to complete the [Online Health Self-Assessment](#), or refusal to display the approval certification to District personnel upon request, may be grounds for discipline and immediate removal from campus by Campus Safety, or, if necessary, the Police Department.

In addition to, or in place of, the off-campus completion of the [Online Health Self-Assessment](#) and the associated temperature checks, the District may require in-person contactless temperature screenings at various points of entry on campus. Persons exhibiting symptoms of COVID-19 will be denied entry to campus consistent with public health ordinances and guidelines, and as permitted under state and federal anti-discrimination laws. All health information will be kept in strict confidence and only designated individuals will have access to it.

Employees should contact the Employee COVID-19 Compliance Officer to discuss options for the use of available leave, including paid sick leave provided by the Families First Coronavirus Response Act ("FFCRA"). Students should contact the Student COVID-19 Compliance Officer to discuss available community resources.



Face Coverings

All persons entering District campus(es) must wear a face covering that covers the nose and mouth when on campus. Face coverings must be worn when:

- (i) inside of, or in line to enter, any indoor public space;
- (ii) engaged in work, whether at the workplace or off-site, when interacting in-person with other people;
- (iii) working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- (iv) working in or walking through common areas, such as hallways, stairways, elevators, and parking lots/facilities;
- (v) in any room or enclosed area where other people (except for members of the person's own household or residence) are present; and
- (vi) while outdoors in public spaces regardless of whether a physical distance of six-feet can be maintained.

Conversely, employees and students alone in a closed office, booth, or a walled cubicle with a solid partition that exceeds their height when standing, are not required to wear face coverings. Faculty members or lecturers may elect to obtain their own face shields with a cloth drape attached to the bottom of the shield and tucked into the shirt, instead of face coverings when lecturing, provided that such employee remains 10-feet from the nearest student or other employee.

AVAILABILITY OF FACE COVERINGS

The District will provide, at no cost, a sufficient number of reusable cloth or disposable face coverings to all employees and students who must report to campus. Employees and students also have the option to use their own compliant face covering if preferred. Upon their initial return to campus employees and students should come prepared with their own personal face covering. Employees and students can pick up an additional supply of reusable or disposable face coverings from the Campus Safety Office for future use. District-issued face coverings should not be lost or damaged as supplies are limited. While the District will have a supply of disposable face coverings available in classrooms and at temporary screening stations on campus, availability of disposable face coverings will be limited and employees and students should not abuse this privilege. Face coverings will only be provided to visitors in limited circumstances based on the District's supplies and the necessity of the visitor's presence on campus. Visitors without face coverings may be denied entry to campus if the District cannot supply a face covering.

PROPER USE AND MAINTENANCE

Employees and students should adhere to proper use of face coverings at all times. Face coverings must cover both the nose and mouth and may not be shared with others. When not in use, face coverings should not be laid on any surface that may contaminate either the covering or the surface. Individuals should wash hands or use hand sanitizers before and after removing the covering and should not touch their face when adjusting throughout the day. Employees and students are responsible for maintaining District-issued face coverings in proper condition, including washing face coverings daily (for cloth face coverings) or otherwise wearing a fresh face covering each day. Disposable face coverings must be disposed of in an appropriate waste receptacle.

EXEMPTIONS

The District will grant exemptions to the mandatory use of face coverings on campus only to the extent consistent with public health guidelines. Individuals unable to wear a face covering due to a medical condition should contact the applicable COVID-19 Compliance Officer to discuss whether alternative reasonable accommodations may be available.



Physical Distancing

Until further notice, the District will limit the number of people on District campuses at any given time. Most campus functions, courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction or operation until such time as it is deemed appropriate to resume offering those functions from the District campuses. The District will evaluate the feasibility of remote work options for all District employees consistent with operational needs. Employees will be informed of the availability of options for remote work by the District.

Instruction, student services, and employee work occurring at District facilities must provide physical distancing of at least six feet whenever feasible when people are occupying the same space. The District, in compliance with public health guidance, will ensure proper physical distancing measures in the configuration of classrooms, offices, and public spaces. Additional physical distancing protocols will include the following:

- All persons on campus are expected to observe six-foot distancing for seating areas, classroom workspaces, lobbies, and other common areas.
- All persons on campus must observe mandatory use of face coverings (or higher-level protective equipment as appropriate) even when physical distancing can be maintained.
- The District has made physical adjustments (e.g., Plexiglas or other barriers) to all public-facing workspaces where physical distancing measures cannot be observed.
- The District has instituted limitations on the duration of activities and the number of participants involved. Until further notice, in-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are deemed essential by the District, such meetings must be limited to 10 or fewer in-person participants and all participants must wear face coverings. Such meetings will be held in rooms large enough to maintain physical distancing protocols (e.g., lecture halls).
- Employees should use audio and/or video conferencing tools for meetings where appropriate. The District has made Zoom, a web conferencing application, available to all employees.
- The District has adopted alternating and staggered work shifts and class schedules to reduce the number of employees and students in offices and common areas.
- Classroom occupancy will be limited to a maximum of 50% of total occupancy, or 100 persons total for indoor use or 150 persons for outdoor use, whichever is lower.
- Where feasible, the District has modified traffic flow: lobbies have designated entrance-only and exit-only doorways; and spacing markers and circulation-flow markers have been placed on floors in high traffic and common use areas.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a six-foot physical distance between riders; during peak building entry and exit times this number can be adjusted up to a maximum of four riders. Face coverings must be worn at all times while on elevators, even if the rider is alone.
- Physical distancing shall be maintained in restrooms and signs will be posted advising users that there shall be no more than two (2) persons within the restroom at any one time.
- Except as specifically authorized for work, instructional activities, or Civic Center use, individuals are prohibited from congregating in groups on District campuses.
- The use of District facilities by pre-approved external users must adhere to CDPH physical distancing guidelines. Privileges to utilize the District's facilities may be revoked for non-compliance.
- Carpooling with persons from other households is discouraged.
- On-campus transport vehicles must be limited such that all riders are able to maintain a six-foot distance.



Disinfection, Cleaning, and Hygiene

The District complies with orders from the [SBCPHD](#), [CDC](#), and [OSHA](#) relating to disinfection, cleaning, and hygiene on District campuses. As a part of these efforts, the District and individual members of the campus community are each obligated to separately perform certain cleaning and disinfection functions, which are detailed here:

Cleaning and Disinfecting

- The District has thoroughly disinfected all facilities per public health guidelines.
- Appropriate sanitation and enhanced cleaning of District's communal workspaces (but not personal workstations) will be routinely performed by the Facilities Department. Communal workspaces include objects frequently touched by multiple persons in common areas such as tables, doorknobs, light switches, countertops, handles, public desks, phones, keyboards, elevator switches and buttons, grab bars, and handrails. Appropriate deep cleaning and disinfection will occur in any space occupied by a person confirmed or presumed positive for COVID-19.
- The District will provide basic cleaning and sanitation supplies throughout the District's facilities to allow employees and students to clean their personal items (e.g., cell phones), learning spaces, workstations, and common use equipment (e.g., photocopy machines, fax machines, shredders) before and after routine use. The Facilities Department will distribute EPA-approved disinfectants and supplies as needed and users should follow the manufacturer's instructions for use. The District will provide time during the workday or class schedule so that all employees and students have an opportunity to clean and sanitize their own equipment.
- When sharing of materials or objects is necessary, persons using the materials or objects should take personal responsibility to clean them between use according to appropriate sanitizing protocols and using EPA-approved disinfectants.
- HVAC systems have been checked to allow optimal air flow throughout the buildings on campus and air filters have been replaced. Where feasible, windows and doors will be kept open for maximum air flow.
- Individuals must immediately dispose of garbage, food wrappers, beverages, etc., in trash receptacles after use.

Hygiene

- Avoid touching face, eyes, and mouth with hands. Avoid handshakes or other forms of greeting that break physical distance.
- The District will provide personal workspace tools and supplies. Sharing of materials or objects (e.g., staplers, pens, coffee mugs, etc.) should be avoided.
- Shared food and beverages are not allowed in meetings and public spaces. This includes "potluck," bake sales, food giveaways (e.g., donut drop), and food provided at meetings.
- The District will provide hand sanitizing products throughout the campus(es) and at all building and stairway entrances.
- The District will post throughout the campuses signs and other communications to promote good hygiene and respiratory etiquette and remind employees, students, and visitors of expectations.
- Employees will be permitted frequent breaks to wash their hands.
- Campus restrooms will be open and adequate soap will be available.
- Individuals should cough into a tissue and then immediately dispose of the tissue in a nearby trash receptacle. If no tissues are available, individuals should cough into their elbow. Individuals should wash their hands or use hand sanitizer after coughing.
- Whenever feasible, the District will ensure that doors, light switches, trash cans, etc. are contactless (e.g., motion sensors).
- The District strongly recommends that employees and students receive the annual flu vaccine unless contraindicated by personal medical conditions.



COVID-19 Exposure Protocols

Employees or students who experience COVID-19 symptoms, receive a positive COVID-19 test, receive a doctor's diagnosis of likely or presumed COVID-19, or have been in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) with a person who has received a positive COVID-19 test, must immediately notify the applicable COVID-19 Compliance Officers. Such persons should contact their healthcare provider [immediately](#) for further guidance and should not report to campus.

While every situation needs to be analyzed on an individual basis, the following common scenarios outlined below describe employee, student, and District expectations:

Scenario 1- Confirmed Positive or Presumed Positive Case

Individual tests positive for COVID-19 or has symptoms* of COVID-19 (i.e., presumed case).

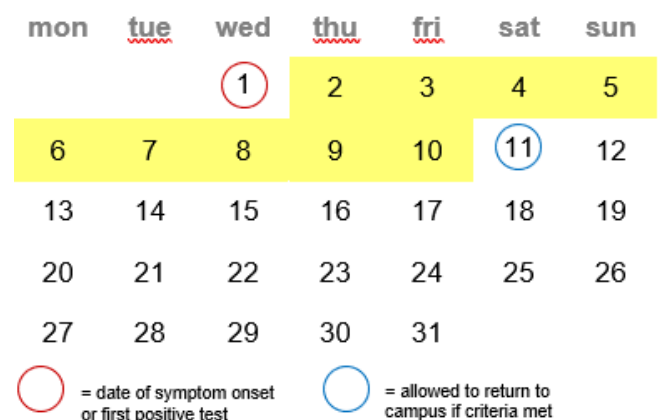
*See list of COVID-19 symptoms on p. 2.

Next Steps:

- Individual must self-isolate and not report to campus;
- Individual must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must, as soon as practicable, notify the applicable COVID-19 Compliance Officer;
- The COVID-19 Compliance Officer will contact Individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 9); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose a COVID-19 status to faculty or supervisors, provided that Individual has discussed the circumstances of the absence with the COVID-19 Compliance Officer.

When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information. Generally, an individual with a confirmed or presumed case of COVID-19 may return to campus only after:
 - (i) Ten (10) days have passed since (1) the beginning of any symptoms, or (2) since first positive test if no symptoms developed; **AND**
 - (ii) At least 24 hours have passed with no fever without the use of any fever-reducing medicines (e.g., aspirin, acetaminophen, or ibuprofen); **AND**
 - (iii) Improved respiratory symptoms.
 - (iv) **OR:** Obtain doctors' certification that symptoms presented are not attributable to COVID-19 and Individual is not infectious.



Scenario 2 – Close Contact within 48 Hours of Positive or Presumed Case

Example 1:

Individual sees Paula at a family gathering. Paula goes to get tested in the days after the gathering and the test comes back positive for COVID-19 (i.e., confirmed positive) or Paula develops COVID-19 symptoms the day after the gathering (e.g., presumed positive). Because Individual was in close contact with Paula within 48 hours of when Paula developed symptoms or got tested, Individual is now a close contact and must quarantine. (NOTE: If Individual's close contact with Paula was more than 48 hours before Paula developed symptoms or tested positive, Individual does not need to self-quarantine.)



Next Steps:

- Individual must not report to campus, must self-monitor for symptoms, and must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must as soon as practicable notify the applicable COVID-19 Compliance Officer;
- Individual must self-quarantine for 14 days from the most recent date of exposure to the confirmed or presumed case of COVID-19;
- The COVID-19 Compliance Officer will contact the affected individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 9); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose COVID-19 status to faculty/supervisor, provided Individual has discussed circumstances surrounding absence with the COVID-19 Compliance Officer.

When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information to the Individual.
- If symptoms develop or Individual tests positive, Individual should follow the above guidance for confirmed positive cases (see Scenario 1).
- If no symptoms develop and there is no positive test, Individual may return to campus after the 14-day self-quarantine ends.
- Receiving a negative COVID-19 test result does **NOT** reduce the quarantine period.

mon	tue	wed	thu	fri	sat	sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 = date of last close contact
  = allowed to return to campus

Scenario 3 – Third Degree Contact of Someone with COVID-19 (With No Symptoms)

Individual has close contact with Jasper. Jasper previously had close contact with Charlie. It is later learned that Charlie had a confirmed or presumed case of COVID-19 when they saw Jasper. Jasper is directed to self-quarantine, however, Jasper is not experiencing any symptoms and has not tested positive for COVID-19. Individual is only considered a contact of a close contact (i.e., third degree contract) and does not need to self-isolate or self-quarantine.

Next Steps:

- Individual must self-monitor for symptoms, follow safety and health guidelines, and report to the applicable COVID-19 Compliance Officer at the onset of any symptoms.

When Can Individual Return to Campus

- Individual may continue activities on campus.

Scenario 4 – While Already Under Quarantine Individual Has Additional Close Contact with Someone Who Has COVID-19

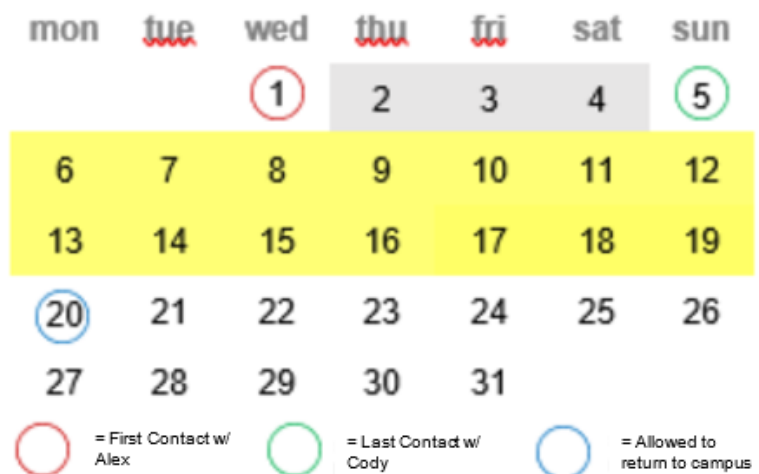
Individual lives with Alex. Alex has a confirmed or presumed case of COVID-19 and begins self-isolation. Individual must begin self-quarantine. A few days after Alex gets sick, a different family member in the household, Cody, also gets sick and receives a diagnosis of confirmed or presumed COVID-19 and begins self-isolation. Alex and Cody recover and leave self-isolation ten days after they each developed symptoms. As of the time Alex and Cody leave self-isolation, Individual does not have any symptoms and does not test positive.

Next Steps:

- Individual must continue to self-quarantine and not report to campus, must self-monitor for symptoms, and must contact their healthcare provider for medical guidance and information about [free testing](#);
- Individual must as soon as practicable notify the applicable COVID-19 Compliance Officer;
- Individual must start self-quarantine for 14 days from the first exposure (e.g., Alex) and must restart quarantine for any later exposure to a confirmed or presumed case of COVID-19 (e.g., Cody);
- The COVID-19 Compliance Officer will contact the affected individual to conduct a confidential interview to allow for proper tracing and notifications, or, where appropriate, will alert public health officials for purposes of contact tracing (see Campus Exposure and Contact Tracing, p. 9); and
- Individual must contact their supervisor (employee) or faculty (student) and advise of absence from campus. Individual need not disclose COVID-19 status to faculty/supervisor, provided Individual has discussed circumstances surrounding absence with the COVID-19 Compliance Officer.

When Can Individual Return to Campus?

- The applicable COVID-19 Compliance Officer will provide Individual with return to campus information to the Individual.
- Individual will need to restart quarantine period from the last day Individual had close contact within anyone in the household who has COVID-19 (e.g., Cody), even if Individual does not develop symptoms.
- If symptoms develop or Individual tests positive, Individual should follow the above guidance for confirmed positive cases (see Scenario 1).
- If no symptoms develop and there is no positive test, Individual may return to campus after the 14-day self-quarantine period ends, which period was restarted based on the new family member (e.g., Cody) testing positive or developing symptoms.
- Receiving a negative COVID-19 test result does **NOT** reduce the quarantine period.





Campus Exposure and Contact Tracing

Consistent with the CDPH's [COVID-19 Industry Guidance: Institutes of Higher Education, adopted by the SBCPHD](#), the District has developed contact tracing protocols to track possible infection spread and notify impacted campus community members and, where required, local public health authorities. Persons responsible for the management and oversight of the contact tracing protocols will be fully trained.

NOTIFICATION AND INVESTIGATION PROCESS

Persons with a confirmed or presumed case of COVID-19 must notify the applicable COVID-19 Compliance Officer immediately (see COVID-19 Exposure Protocols, p. 6-8) so that the District can ensure proper cleaning, disinfection, and contact tracing. Such persons should leave campus immediately or wait in a designated containment area until transportation can be arranged. The District's COVID-19 Compliance Officer will interview the affected individual to identify all persons with whom the affected individual has had close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids), and all areas used by the affected individual(s). The applicable COVID-19 Compliance Officer will provide all exposed individuals with instructions as to when such persons will be permitted to return to campus. The District will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken. The District will generally not advise the wider campus community of an isolated instance of a COVID-19 diagnosis (unless such persons are close contacts) unless it is deemed necessary for community health and safety. For instance, if three (3) or more cases are reported in the same class in a three-day period, the entire class will be required to quarantine or isolate, as applicable, and class instruction will move online.

The District, or public health officials, as appropriate, will promptly notify campus community members with close, prolonged contact to the confirmed or presumed case of COVID-19 of potential exposure via email or telephone call using last known contact information. Employees and students must provide the most up-to-date contact information to ensure prompt communication. Personal contact information can be updated in Pipeline. The District will advise impacted campus community members of their obligations for self-isolation (i.e., separation of sick individuals from others) or self-quarantine (i.e., separation and restriction of movement of persons who were exposed to COVID-19 to see if they become sick). The District will make all efforts to keep the identity and testing status of each person confidential. While persons may be able to ascertain the identity of affected individuals by virtue of their absence from campus or other information learned during the interview process, the District will not disclose a positive COVID-19 diagnosis to other campus community members or to the public.

The District will notify SBCPHD if three (3) or more epidemiologically linked cases (e.g., overlapping time and space during the infectious period) are identified on campus within 14 days and will follow all directives. In addition, the District will consider various COVID-19 metrics to determine the need to revert all in-person instruction to remote instruction. One of the metrics considered will be if the Santa Barbara County 7-Day average positivity rate exceeds 12%. If so, all in-person instruction will revert to remote instruction immediately. In-person instruction may resume once the positivity rate drops below 12%.

DISINFECTION

The District will clean and disinfect the impacted areas and, if necessary, the rest of the facility in accordance with [SBCPHD cleaning and disinfecting guidelines](#).

AVAILABLE RESOURCES

The District will work with employees to identify available community services and resources, as well as leave of absence entitlements. The District will work with students to identify available community services and resources, and will provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined COVID-19 Prevention and Response Plan

students, as well as those with technology or travel constraints.



Training

Prior to the initial entry to campus, the District will provide [online training](#) to employees via Keenan Safe Colleges and to students via Canvas to ensure they understand the risks of COVID-19 and precautions against infection (including proper respiratory etiquette, hand hygiene, use of face coverings, etc.). Employees will receive an email containing a link with the appropriate training materials. **This training is strongly recommended for employees.** The District will also make available via the District's [COVID-19 website](#) the District's procedures and guidelines related to the pandemic.

All persons responsible for implementation of any of the District's COVID-19 safety protocols will receive additional training prior to commencement of their duties.



Modified Safe Workspaces

The District, in consultation with advice from qualified experts, has modified office spaces, classrooms, and public spaces to achieve physical distancing of at least six-feet to mitigate against the spread of COVID-19. Where further adjustments are deemed necessary, the District must approve any physical relocation of employees' workspaces; moving of furniture, large office equipment, or requesting technology resources which require installation support from the IT Department; or significant physical adjustments to workspaces (e.g., Plexiglas or other barriers).



Availability of Facilities and Services

The District has not re-opened all District facilities per guidance from public health officials and upon the advice of qualified experts. Some District facilities have re-opened, but only with limited access and services available.



Reasonable Accommodations

The District will engage in an interactive process and consider reasonable accommodations for employees and students.

- Vulnerable employees who are categorized as being at higher risk of COVID-19 infection and complications (those above age 65, those who are pregnant, and those with documented chronic health conditions) should discuss any concerns with their healthcare provider.
- The District will consider requests for accommodation based on high risk status for COVID-19 infection, cohabitation with a high-risk individual, or COVID-19 related childcare issues. Such decisions will be made on a case-by-case basis after consideration of all relevant factors.

The District will consider requests for accommodation consistent with applicable law and operational need. Contact the applicable COVID-19 Compliance Officer for details.



Food and Beverage Services

On-campus food and beverage venues are closed until further notice. (Note: as of the effective date of this Plan, vending machines are the only food service options available.) All persons are encouraged to limit their time on campus and therefore, where feasible, employees and students should eat off-campus before or after their campus visit. Employees and students will be notified if additional food service options will be made available on campus during the Fall 2020 semester.

LINKS TO PUBLIC HEALTH GUIDANCE AND RESOURCES

Federal	Local
<p>Centers for Disease Control and Prevention (CDC)</p> <ul style="list-style-type: none"> • <u>COVID-19 Symptoms Explanation</u> • <u>COVID-19 Infection Prevention Steps</u> • <u>Social Distancing Guidelines</u> • <u>Wearing Face Coverings (Masks)</u> • <u>Advice for Higher Risk Individuals</u> • <u>Explanation of COVID-19 Testing</u> • <u>Quarantine Instructions After Exposure to COVID-19</u> • <u>Isolation Instructions After Positive Test or Symptoms</u> • <u>Guidance for Colleges and Universities</u> • <u>Guidance on Traveling</u> • <u>CDC's COVID-19 Frequently Asked Questions</u> • <u>Recursos de COVID-19 en Español</u> <p>U.S. Department of Labor</p> <ul style="list-style-type: none"> • <u>Families First Coronavirus Response Act (federal sick leave) Questions and Answers</u> 	<p>Santa Barbara County Public Health Department (SBCPHD)</p> <ul style="list-style-type: none"> • <u>COVID-19 Information Home Page</u> • <u>Prevention Guidelines for Individuals</u> • <u>Stay At Home Order</u> • <u>Social Distancing Guidance</u> • <u>Guidance for Wearing Face Coverings</u> • <u>Handwashing Guidance</u> • <u>Quarantine Guidance</u> • <u>Isolation Guidance</u> • <u>Resources for Workers</u> • <u>Responding to COVID-19 in the Workplace</u> • <u>Guidance for Colleges and Universities</u> • <u>Maintaining Mental Health & Well-Being</u> <p>State of California</p> <ul style="list-style-type: none"> • <u>COVID-19 Information Home Page</u> • <u>Testing Information and Locations</u> • <u>Financial Assistance Options</u>

Campus Resources



Employee COVID-19 Compliance Officer

Human Resources

Attn: Michael Shanahan

(805) 730-4234

EMAIL mshanahan@sbcc.edu

Student COVID-19 Compliance Officer

EVP, Educational Programs

Attn: Dr. Pamela Ralston

(805) 730-4338

EMAIL pralston@sbcc.edu

Disability Services and Programs for Students

(805) 730-4164

EMAIL dspshelp@sbcc.edu

Campus Safety - Emergency Line

(805) 730-4200



COVID-19 Frequently Asked Questions

Q: How did the District develop the protocols contained in the COVID-19 Prevention and Response Plan (“Plan”) and when and why will it be updated?

A: The Plan reflects the input and work of the Santa Barbara Community College District (“District”), together with guidance from qualified legal, medical, and technical experts, to facilitate the safe return of employees and students to Santa Barbara City College’s campus for the Fall 2020 semester. The Plan is drawn in conformity with the protocols established by the California Department of Public Health (“CDPH”), the Santa Barbara County Public Health Department (“SBCPHD”), the Centers for Disease Control and Prevention (“CDC”), and other agencies such as the Occupational Safety and Health Administration (“OSHA”), the Environmental Protection Agency (“EPA”) and the U.S. Equal Employment Opportunity Commission (“EEOC”). The Plan is subject to further revision for Fall 2020 and beyond consistent with then-current public health guidance and based on operational needs.

Q: Who do I contact if I have symptoms of COVID-19 or have been in close physical contact with someone who has a confirmed or presumed case of COVID- 19?

A: All persons who have symptoms should contact their own healthcare provider, or, where necessary 9-1-1. Persons without a doctor or without health insurance should contact 2-1-1 for available community resources. If you do not have insurance, you may contact SBCPHD for the location of a free testing center [here](#). After you have reached out to your healthcare provider or SBCPHD:

- Employees should also contact the Employee COVID-19 Compliance Officer at 805-730-4234 for available leave information. You will be provided with additional instructions at that time.
- Students should contact the Student COVID-19 Compliance Officer at 805-730-4338. The Student COVID-19 Compliance Officer will work with you to help identify available community resources.

Q: When should I check my symptoms and fill out the Online Health Self-Assessment in anticipation of coming to campus?

A: Daily before coming to campus, including taking your temperature and filling out the [Online Health Self-Assessment](#). In addition to the [Online Health Self-Assessment](#) the District may require in-person temperature screenings.

Q: If I checked “Yes” to experiencing a symptom of COVID-19 in the [Online Health Self-Assessment](#), am I automatically barred from campus?

A: Yes, until you receive further direction from the applicable COVID-19 Compliance Officer. If you are experiencing any symptoms of COVID-19 please reference the COVID-19 Exposure Protocols contained on p. 6-9 of the Plan. Generally, you will be prohibited from returning to campus until either you meet the quarantine requirements established by public health officials, **OR** you receive and submit a doctors’ certification stating that, based on sound medical judgment, the symptoms you are experiencing are not attributable to COVID-19 and that you pose no risk of infection to others. Employees or students who experience chronic illnesses which typically presents with similar symptoms of COVID-19 (e.g., persons who suffer from frequent migraines or persons who regularly experience shortness of breath as a result of asthma) are encouraged to discuss with their healthcare provider differentiating such symptoms from COVID-19. The District will generally rely upon the certification of a healthcare provider, but the District reserves its right to seek a secondary medical opinion if deemed necessary to prevent COVID-19 Prevention and Response Plan

against the potential spread of infection.

Q: How long will I have to stay away from campus if I am quarantining due to symptoms of COVID-19, a positive test, or exposure to a confirmed or presumed case of COVID-19?

A: If you have received a confirmed diagnosis of COVID-19 or presumed case of COVID-19, please reference the COVID-19 Exposure Protocols contained on p. 6-9 of the Plan. Generally, if you are experiencing symptoms of COVID-19, you will be prohibited from returning to campus until you meet the quarantine requirements established by public health officials.

Q: FOR EMPLOYEES ONLY - Will I continue to be paid if I have to take a leave from work due to having symptoms or being exposed to the virus?

A: Yes. Contact Human Resources for more details. General information about leave provided by the Families First Coronavirus Response Act ("FFCRA") is [available online](#) through the United States Department of Labor.

Q: How does contact tracing work and will I be identified to other students or employees if I disclose symptoms or a positive COVID-19 test result?

A: Consistent with the [SBCPHD's Protocol for COVID-19 Exposure Management in Institutes of Higher Education](#) and [CDC guidelines](#), the District will initiate limited contact tracing (i.e., within the campus community) for confirmed and presumed cases of COVID-19. Please reference the Campus Exposure and Contract Tracing portion of the Plan, p. 9. In general, the District will interview the COVID-19 positive individual to determine which spaces and individuals they came in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) so that the District can notify those individuals and take appropriate remedial measures. Your identity and testing status will be maintained in strict confidence and will not be disclosed to your coworkers or other students. The District may continue its contact tracing efforts by interviewing relevant individuals about who they came in contact with and what spaces they recently used. Some of those individuals may be advised to stay home due to a higher risk of having been infected.

Q: If there is a case of confirmed or presumed COVID-19 within a classroom, will all persons in the class be directed to leave campus and self-quarantine?

A: The District will make the determination as to whether an entire class will be asked to leave campus and self-quarantine based on the specific factual circumstances presented and consistent with public health guidance. At a minimum, those students and instructors within a class who come in close, prolonged contact ([defined as](#) 15+ minutes within six-feet, or unprotected direct contact to body fluids) with a confirmed case of COVID-19 will be directed to self-quarantine. As for others present at the time of instruction, the District will consider the nature and length of the contact and any environmental considerations (e.g., outdoor instruction, physical barriers present, etc.). In making such determinations, the District will consult medical professionals or, where appropriate, local public health officials.

Q: Am I required to disclose my air travel to the District?

A: Yes, if you are expected to be present on campus within 14 days of your return. If you travel by air you must disclose the location(s) you have travelled to and the dates of your travel so that the District may make a proper risk assessment about your return to campus. We encourage all students, faculty, and staff to only travel via airplane for personal reasons, whether international or domestically, if absolutely essential. You should also note that many states have mandatory quarantine periods for persons traveling from California. Because restrictions on air travel are constantly changing, the District suggests that you research all travel restrictions before you travel.

Q: Will I be permitted to travel for District-related business?

A: No. Until further notice, the District does not permit employees to travel by air for District-related business due to the pandemic. Travel by car will be permitted but should be limited to essential meetings.

Q: Will I be required to receive a vaccine for influenza and will these shots be made available on campus?

A: It is strongly recommended that all employees and students who report to campus receive an influenza immunization each Fall unless contraindicated by personal medical conditions. Please check back on the District's [COVID-19 website](#) for the availability of influenza vaccinations on campus. You may also access influenza vaccines from your primary healthcare provider or local pharmacy once they become available.

Q: What should I do if I suspect someone is violating the District's protocols?

A: If you believe you have observed a violation of the District's safety protocols, please report it. The District will take appropriate steps to address any violations of its policies and procedures, including removing violators from campus. For alleged violations committed by employees, please contact the Employee COVID-19 Compliance Officer; for alleged violations committed by students, please contact the Student COVID-19 Compliance Officer.

Q: What should I do if I am feeling stressed, anxious, isolated, or down?

A: These are incredibly challenging times for all of us. It is normal to feel sad or isolated, and to experience more stress than you would normally. You can find strategies for coping with stress during infectious disease outbreaks that require social distancing [here](#).

- **For Employees:** you can contact our Employee Assistance Provider, Anthem at 800-999-7222 or [anthemEAP.com](#) (login: SISC)
- **For Students:**
 - o You can contact The Well at 805-965-0581 x. 4702 or at [thewellsbcc.com](#)
 - o Who are enrolled in Fall 2020 session can schedule a full-service telehealth appointment with a personal counselor, nurse, or nurse practitioner by calling 805-730-4098

If you need to speak with someone about your mental health, contact your doctor or the Santa Barbara County Department of Behavioral Wellness Crisis Response and Service Access Helpline at (888) 868-1649, which is also available 24/7. If you are experiencing these feelings, or have thoughts about self-harm*, please call the national distress hotline at 1-800-985-5990, or text "TalkWithUs" to 66746. The District also has a [list of resources](#) that you can go to for help. The District and the SBCC community are here for you, and we will all get through this together.

*If you are in an emergency situation, please call 9-1-1 immediately.

ACKNOWLEDGEMENTS AND REVISIONS

This Plan will be reviewed and updated as additional guidance becomes available. All readers should contact the applicable COVID-19 Compliance Officers with questions and, where appropriate, should review the most up-to-date public health guidance contained within the links provided.

The District acknowledges the professional collaboration of College of the Canyons in the formulation of this plan.

The law firm of Raines Feldman LLP and the medical consultants of Street Consulting Group reviewed and provided guidance in the formulation of this plan.