**SBCC PHYSICAL DISTANCING PROTOCOL**

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet.

**Campus Physical Distancing Protocols to Follow Upon Returning to Work**

On-site SBCC employees are expected to fully comply with the protocol outlined in this document. Various protocols have been implemented to ensure your health and safety. It is up to you and your colleagues to execute these protocols daily.

Employees must practice physical distancing of 6 feet including, but not limited to the following:

- Coming and going from vehicles
- Entering, working and exiting physical building or other structures
- During breaks and lunch periods
- During work activities including while using various tools
- At work stations, including offices, cubicles, copy rooms, etc.

**Face Coverings**

Face coverings must be worn by all employees working on-site when in the presence of others, and in public settings when other physical distancing measures are difficult to maintain. The face covering is not a substitute for physical distancing.

Employees may use their own face coverings. If needed, face coverings will be provided by the District. If you are in need of a face covering, please contact Campus Safety.

**Guidance for Specific Workplace Scenarios**

**Working in office environments:**

- If you work in an open environment, be sure to maintain at least 6 feet distance from colleagues. If possible have at least one workspace separating you from another colleague or utilize physical barriers such as cubicle walls. (All adaptations of office environments must be approved by your immediate supervisor.)
- You must wear a face covering at all times while in a shared work space/room
- Face coverings must be worn by any employee in a reception/receiving area
- Face coverings must be used when inside any facility where others are present, including walking in narrow hallways, break rooms, conference rooms and other meeting locations
- Prior to the beginning of shifts, employees must attest to their current health status via the Wellness Check form
• Employees must not use other employees’ work stations, phones or equipment unless sanitized before and after use (cleaning and disinfectant products to be supplied by the District)

Meetings:
Meetings should be held virtually. When in-person meetings or interactions are unavoidable, employees must remain 6 feet apart and should not exceed 50% of a rooms’ capacity.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, Zoom or other available technology rather than face-to-face.

Office Procedures
In addition to the protocol outlined above, SBCC has implemented the following workplace procedures to be followed until physical distancing guidelines are lifted.

Visitors - Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business critical visits (e.g., material deliveries, work by contractors), all visitors must:
  • Complete electronic form attesting to current physical health
  • Wear a face covering
  • Go directly to their assigned work area without unnecessarily interacting with employees
  • Practice physical distancing and good hygiene while on-site

If your office has a front desk area, establish a front desk protocol which may include: Reducing or eliminating office visitors.

Deliveries - Establish contactless drop zones for all deliveries, including mail and packages.

Knowing that each employee's needs and situations will be different, employees should discuss any concerns they have about returning to work as it relates to their personal health or scheduling situation with their manager or supervisor.

This protocol was developed with the most current information known at the time, and may be updated as new data becomes relevant. Employees should monitor workplace communications to ensure they are up to date on all health and safety communications.