SBCC Reopening Plan

These measures incorporate guidance from local and national health authorities, including the Santa Barbara County Health Department, the Centers for Disease Control and Prevention (CDC), and other agencies such as the Occupational Safety and Health Administration (OSHA) and the U.S. Equal Employment Opportunity Commission (EEOC).

Individual Control Measures/Screening

In accordance with CDC guidelines, employees and students are directed to stay away from District facilities when experiencing COVID-19 symptoms, if they have tested positive for COVID-19, or if they have been in close contact with someone who has COVID-19 symptoms or has tested positive within the past 14 days.

The Student Health and Wellness Center is available for students to seek medical attention, including through online appointments, when ill. Students should call before coming to the Center in person.

SCREENING

All employees, students, contractors, and visitors at District facilities must attest, via an electronic form, that they:

• Are not currently experiencing symptoms associated with COVID-19 as defined by CDC, including fever, coughing, shortness of breath, chills, muscle pain, sore throat, or recent loss of taste or smell.

• Have not come into close contact (six feet or less for an extended period of time) with a person experiencing COVID-19 symptoms or who has tested positive within the past 14 days.

• Have not traveled to a country or region on the CDC’s Level 3 Travel Health Notice within the past 14 days.

• Have self-screened for COVID-19 symptoms before coming to a District facility.

• Individuals are given direction regarding whether they should enter college facilities based on their responses to the screening questionnaire.

• Temperature and fever screenings may be required before any employee, student, contractor, or visitor is allowed to access a District facility.
RETURN TO CAMPUS FOR SICK INDIVIDUALS

Employees, students, and contractors will be required to submit a medical approval certification from a licensed physician or the Santa Barbara County Health Department before visiting a District facility following a positive COVID-19 test.

FACE COVERINGS

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Recent studies show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.

All District employees, students, contractors, and visitors are strongly encouraged to wear a face covering while at District facilities. Everyone must wear a face covering when participating in instructional activities, student services, or work when six (6) feet of physical distance between participants cannot be maintained.

This requirement will promote the health of our community while allowing students and employees to resume instruction, student services, and work activities without disruption and will reduce the risk of infection. Individuals unable to wear a face covering due to a medical condition must contact Human Resources (for employees) or Services for Students with Disabilities.

Physical Distancing Guidelines

Physical distancing is recommended by health authorities as the most effective single method of avoiding the spread and contraction of COVID-19. The primary objective of the procedures and guidelines for re-opening District facilities for employees and students is to ensure proper physical distancing in classrooms and offices.

In accordance with CDC guidelines, employees and students are expected to stay away from District facilities:

- when experiencing COVID-19 symptoms,
- if they have tested positive, or
- if they have been in close contact with someone who has symptoms or has tested positive within the past 14 days.
At Santa Barbara City College, physical distancing protocols will limit the number of people at a District facility at any given time. Most courses, instructional support, and student services will be delivered online or through a hybrid of in-person and remote instruction. Where appropriate, employees will continue to work from home.

Instruction, student services, and employee work occurring at District facilities must provide at least six-foot physical distancing whenever possible when people are occupying the same space.

**Wake and Schott Building and Facility Access**

- All nonessential buildings at both Wake and Schott shall remain closed to the public, including students who are not taking in-person classes or who do not have clearance to enter a building for a specific reason.

- Faculty, staff, and students requiring access to a building must have clearance from a District manager or supervisor in addition to submitting the appropriate District forms.

- All faculty, staff, and students who access campus should comply with established protocols in the Site-Specific Protection Plan (SPP).

**Office Spaces**

Furniture or equipment that can easily be moved may be moved to create sufficient space (6’ minimum) between workspaces or barriers to funnel traffic. Any significant relocation of furniture, large office equipment, or technology resources, or any significant physical adjustment to workspaces must be approved by management.

**Offices and Employees**

- Managers shall work with staff and faculty to minimize the number of employees on campus and offices used.
  - Continued use of remote work when appropriate.
  - Rotate staff who need to work onsite to minimize close contact with colleagues and/or students.
  - Rotate staff as a cohort to minimize exposure. In other words, the same groups of people should rotate in and out together.
  - Workstations and staff shall be safely distanced to adhere to guidelines where possible.
  - Face coverings must be worn in any shared spaces, including but not limited to offices, classrooms, restrooms, elevators, and hallways.
  - Face coverings must be worn whenever physical distancing of at least six feet cannot be maintained.
- Employees must adhere to physical distancing guidelines at all times where physically possible. Six-foot distancing whenever possible within employee workspaces, lobbies, and other common areas.
- Continue use of audio and/or video conferencing tools for meetings where appropriate.
- Use of interactive process and reasonable accommodations for employees and students who are categorized as being at higher risk of COVID-19 infection and complications by the CDC for employees (managed by Human Resources) and DSPS for students.

**Classrooms**
- Desks and workstations shall be safely distanced to adhere to guidelines where possible.
- Maintain six-foot distancing for seating areas and walk spaces in classrooms.
- Windows can be opened for better ventilation in classrooms without HVAC.
- Use of face coverings is mandatory in classrooms at all times. Students should provide their own coverings, but limited quantities are available from Campus Safety Office. Faculty may also obtain supplies of face coverings from Campus Safety Office to provide to students who may need them.
- Classrooms with multiple doors will have designated entrance-only and exit only doorways.

**Buildings**
- Lobbies will have designated entrance-only and exit only doorways.
- Spacing markers and circulation-flow markers will be used on floors in high-traffic and common use areas to guide flow and spacing.
- Windows can be opened for better ventilation in buildings without HVAC.
- Other physical distancing measures include the following:
  - Reduced occupancy for buildings, meeting rooms, and other common use areas.
  - Elimination of shared food and beverages in meetings and public spaces.
  - Library and Technology materials will be sanitized and isolated for 72 hours after use and before being returned to circulation. Access to Library stacks will be limited; staff will retrieve items for users.
Employee Training

All employees must go through training on how to properly maintain social distancing, and to adequately clean and sanitize offices and workstations when they enter and before they leave on their assigned workday(s). Employees will be assigned four online modules for which completion is trackable. Additional supplemental trainings include:

- Introduction to COVID - https://openwho.org/courses/introduction-to-ncov
- Hand Hygiene - https://openwho.org/courses/IPC-HH-en
- Disinfecting Workspaces - https://youtu.be/sZVZJqSgXa8
- How to Sanitize Your Workplace - https://youtu.be/2yswVL8dC78
- Personal Preparedness Infographic - file:///H:/My%20Drive/COVID/covid19personalpreparednessinfographic.pdf

This is in addition to regular cleaning performed by custodial staff.

- Cleaning guidelines shall be visible in each office and posted on the District COVID web page.
- The College shall provide appropriate cleaning supplies and materials for offices and classrooms that may be used.
- There should be a designated location in each office where supplies are available to staff so they can sanitize the office and workstation at the end of their shift on campus.
- The College shall provide PPE for employees who do not have it.
- Hand sanitizer will be provided on campus in each office near main entrances and exits. Portable hand washing stations may be utilized as necessary.

Cleaning/Disinfecting Protocols

The District has thoroughly cleaned and disinfected all facilities. Appropriate sanitation, disinfection, and cleaning of District facilities will be performed routinely while in use by any employees or students.

- Basic cleaning and sanitation supplies will be available in District facilities to allow employees and students to clean spaces and equipment after routine use. All employees are expected to regularly clean learning spaces, workstations, including all common use equipment, keyboards, phones, and faucets before and after use.
- Cleaning staff work schedules will be adjusted to provide more thorough cleaning and disinfecting in high-traffic areas and during high-traffic times.
• All active facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms will be cleaned and disinfected daily following CDC guidelines.

• Hand sanitizing stations will be placed throughout the campus.

• All instructional equipment checked out for individual use will be cleaned between users using appropriate sanitizing protocols.

• The District will post signs and other communications to promote good hygiene, including frequent hand washing, and remind employees and students of expectations.

Responsibility and Accountability

• While compliance is a personal responsibility, repeated refusal to comply with physical distancing and masking guidelines should be handled through appropriate channels.
  ▪ Individuals should first attempt to resolve concerns on their own.
  ▪ For employees, supervisors/managers should be brought in if there is *repeated* non-compliance.
  ▪ For students, student conduct should be contacted for *repeated* non-compliance.
Offices are not open to the public at this time.
Services are being provided remotely.

EMPLOYEES:
These directives are intended to protect the health of employees and members of the public who may come on campus. Please read and follow.

FACE COVERINGS ARE REQUIRED UPON ENTRY TO ALL SBCC BUILDINGS.

MAINTAIN SOCIAL DISTANCING OF SIX FEET OR MORE AT ALL TIMES, INCLUDING IN PRIVATE OFFICE SPACES.

WEAR FACE COVERINGS IF OTHERS ARE WITHIN SIX FEET, EVEN IN PRIVATE OFFICE SPACES. CONSIDER KEEPING OFFICE DOORS CLOSED IF POSSIBLE WHILE YOU WORK.

IF YOUR OFFICE PROVIDES A NECESSARY PUBLIC SERVICE, WEAR FACE COVERINGS AT ALL TIMES, REGARDLESS OF PUBLIC BEING PRESENT.

MAINTAIN SOCIAL DISTANCING AND WEAR FACE COVERINGS IN ALL COMMON AREAS AT ALL TIMES, REGARDLESS IF OTHERS ARE PRESENT (public service counters and service offices/lobby, stairways, elevators, walkways, hallways, mailrooms, breakrooms, restrooms, labs, food services).

Please disinfect your work space surfaces at least daily, and wash your hands often.

cdc.gov/coronavirus
SANTA BARBARA COUNTY HEALTH OFFICER ORDER 2020-10
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.
APPENDIX C
GUIDELINES FOR EMPLOYEES

Plan for Reporting Sickness

If you are sick:

Stay home and isolate until you are fever free for three days. If you have been exposed to someone who tested positive for COVID-19, stay home, and quarantine for 14 days. We realize that you may be hesitant to miss work and encourage you to use your best judgment or talk to your health care provider. Communicate with your supervisor if you are unable to make it to campus due to illness or family obligations.

Contact with a Sick or COVID-19 Positive Person

If you are displaying flu-like symptoms AND/OR believe that you may have been exposed to someone who is at risk for COVID-19, then we encourage you to immediately self-isolate and:

• Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility).

• Reach out to your supervisor to inform them of your absence.

If You Are Diagnosed with COVID-19, and Were on Campus

• Contact your primary health care provider (remember to call ahead and wear a face covering when arriving at the health care facility). Community health care providers will be reporting positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.

• If you have a positive lab result you and/or your provider can fax or email the results to the Santa Barbara Public Health Departments Fax: (805) 681-4069, Email: phddc@sbcphd.org

• If you were on campus within 14 days of a positive COVID-19 test, you should immediately self-isolate. You should contact their immediate supervisor and Human Resources, who will then notify Student Health Services and Enrollment Services.

• Anyone who was diagnosed or experiencing flu-like symptoms AND believes they may have been exposed to someone who is at risk for COVID-19 is encouraged to notify the District as soon as possible. Reach out to your supervisor to inform them of your absence.
Health Screening Procedure

Employees and others who physically enter the campus must complete the Health Screening Questionnaire for every visit to campus.

If an employee is experiencing any of the symptoms below or showing signs of COVID-19, they should not come to campus, and instead seek emergency medical care immediately.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

The above list does not represent all the possible symptoms of COVID-19. Please contact a primary health care provider for any symptoms that are severe or concerning.

Severe Illness or Underlying Health Issues

Employees with severe illness or underlying medical conditions should stay home with the ability to telework or take on modified job responsibilities. In addition, Governor Newsom also requested that persons 65 years of age and older, as well as persons with underlying medical conditions that place them at higher risk, should quarantine at home.

Site-Specific Protection Plan

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the stay-at-home order is lifted, with particular consideration for employees above the age of 65 and others at increased risk because of obesity and other underlying health issues like respiratory disease and diabetes that are at risk for more severe disease if infected.

- All employees entering the worksite at all times will self-administer the Health Screening Questionnaire and/or temperature screenings before entering worksite.

- Employees who are sick or exhibiting symptoms of COVID-19 will be directed to stay home and contact their physician, and CDC guidelines will be followed for when that employee can return to work.
• Employees may be provided with the required protective equipment (i.e., face coverings) and the District will ensure this equipment is worn properly at all times.

• Protective equipment includes: face covering, smocks, gloves, etc. Personal cleaning supplies includes hand soap, hand sanitizer, etc.,

• Employees will be provided with and use protective equipment including gloves when offloading and storing delivered goods.

• Employees must inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.

• Face coverings will be required when employees are in the vicinity of others. The sharing of face coverings will be prohibited on campus.

• Employees must take reasonable measures to communicate with the public that they should use face coverings.

**Physical Distancing**

When on campus, employees are expected to follow public health guidelines for physical distancing, face covering, and hygiene, plus additional measures as noted below.

• Complete a daily Health Screening Questionnaire before coming on campus

• Do not come to work if you are feeling sick, including if you have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if you or someone you live with have been diagnosed with COVID-19.

• Practice required physical distancing (six feet or more).

• Enter and exit the building at the nearest entrance closest to your workstation.

• Wear a face covering while inside buildings and when near others.

• Limited supplies of face coverings for employees are available from Campus Safety Office if you choose not to wear your own. Because of limited supplies, employees are encouraged to bring their own face coverings.

• Practice regular hand washing—at least 20 seconds—after entering a building, regularly throughout the day, and before exiting a building.
The District recognizes the importance of maintaining safe facilities and operations for all employees. The District will provide information on public hygiene and sanitation to help minimize the spread of the virus, and will ensure that its facilities have the necessary supplies for the preventative sanitation measure to the extent that such supplies are available. Training will be provided to ensure employees and students understand the risks of COVID-19 and precautions against infection.

**Personal Disinfection**

While custodial crews only provide minimal cleaning to office areas, additional care must be taken by employees to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution or other disinfectant. This includes any shared-space location or equipment that you’ve touched (e.g. copiers, printers, computers, A/V and other electronic equipment, coffee makers, desks and tables, light switches and door knobs, etc.).

The District will provide employees with supplies, as available. (If employees are using personal cleaning supplies, please note OSHA guidelines discourage use of aerosol products in the workplace.) Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

**Using Restrooms**

Use of restrooms should be limited based on size to ensure at least six feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators**

During this pandemic, elevator capacity will be limited. Each elevator must be assessed to ensure physical distancing standards. Visual cues and/or signage will be posted inside the elevator. If you are using an elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meals**

Before and after eating, you must wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating in your work environment (break room, office, etc.), maintain at least six feet distance between you and others. Individuals should not sit facing one another. Only remove your face covering in order to eat, then put it back on. Departments
should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support physical distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

**Training**

Training will be assigned to employees, who will receive a link by SBCC email.

Employees will be trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- The importance of seeking medical attention if an employees’ symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60 percent ethanol or 70 percent isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.

- Manufacturer’s directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.

- All employees will receive disinfectant and sanitizer training. Access the training document through the District’s COVID web page.

- The importance of physical distancing, both at work and off work time (see Physical Distancing section).

- Proper use of face coverings.
Exposure Response Plan

The District will follow the process outlined below for a positive case of COVID-19 on campus. COVID–19 is a mandated reportable communicable disease. Community health care providers will report positive cases to their respective county health departments, who in turn may contact the SBCC administration if they determine a possible exposure event occurred on campus.

SBCC Student Health Services staff will work with Santa Barbara County Public Health and Enrollment Services to determine which individuals may have been exposed on campus. SBCC will follow notification and guidance processes from the Santa Barbara County Public Health Department to notify potentially exposed individuals.

Employers and employees should Santa Barbara Public Health Department at Fax: (805) 681-4069, Email: phddc@sbcphd.org if a suspected exposure has occurred.

Contact Tracing

California county public health departments, not SBCC, provide contact tracing, guidance, and assistance with health care services for persons affected with communicable diseases within their counties. We will maintain the confidentiality of the child, youth, or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.