

# Madera Community College



## Phase-in Plan



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# Return to the Workplace

## **Workplace Expectations & Guidelines**

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Madera Community College's Workplace Expectations and Guidelines. Failure to do so may result in corrective action. MCC prepared a phase-in plan, see Phase-In Reentry Plan for more details. The College President will appoint COVID-19 Supervisors as needed to ensure that MCC safety protocols are enforced.

## **COVID-19 Supervisor**

- Appointed by the President
- Tasked to monitor and enforce the Phased Reentry Plans
  - Will monitor the health of students and employees and enforce safety precautions
  - Will be available while programs are operating on campus
  - Will collect program-specific concerns, needs, or questions due to COVID-19
  - Will track and account for individuals in the program designated area

An Area Supervisor will be designated for each instruction location/course; this will typically, but may not always, be the course instructor. The Area Supervisor's name and information will be posted at each site; they are responsible for ensuring compliance with the reentry plan and safety procedures. The Area Supervisor is responsible for enforcing MCC COVID-19 safety protocols and make recommendations for areas of improvement.

## **Symptom Monitoring Requirement**

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work.

[Click here](#) for CDC guidance on COVID-19 symptoms.

If you have any symptoms, notify your supervisor immediately.

[Click here](#) for CDC guidance on people who are at higher risk and should take extra precautions.

## **Phase-In Staffing**

Madera Community College (MCC) will phase in a return of staff over time in a coordinated process to ensure that appropriate safety measures are being followed. MCC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective dean, or vice president.

The need to reduce the number of people on campus to comply with safety protocols will continue for some time. Departments that can continue to effectively work remotely will likely continue to do so until local restrictions are lifted.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, administration and management will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

### **Staffing Options:**

Once staff members who have been instructed to return to work on-site, the area supervisor will provide safety measures and protocols regarding the buildings and work spaces.

***Remote Work:*** Those who can work remotely to fulfill some or all of their work responsibilities will be phased in slowly to work on-site. The area dean or vice president has prepared a staffing phased in plans for guidance.

***Alternating Days:*** In order to limit the number of individuals and close interactions among those on campus, departments will schedule partial staffing on alternating days.

***Staggered Reporting/Departing:*** Staff schedules may be staggered for reporting and departing the workplace to meet social distancing requirements. Entry and exit routes will also be established as an added safety precaution.

### **Personal Protective Equipment (PPE)**

Each Area Supervisor will provide a list to administration of necessary personal protective equipment (PPE) for their areas. Each student or employee is required to wear a face covering/face shield at the time they arrive at the institution. The area supervisor will monitor to assure that face coverings are worn at all times by every registered student and authorized employee at the location in accordance with California Department of Public Health guidelines.

### **Sanitation and Cleanliness**

Soap and running water will be provided at all locations for frequent handwashing; signage will be posted with instructions on when and how to properly wash hands. Students and employees are required to wash their hands at the beginning and end of each class period, including breaks for lunch or other regular classroom or work breaks. Students and employees are encouraged to leave their workstations to wash their hands regularly and/or to use alcohol-based hand sanitizers frequently. Students and employees must wash their hands before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose.

MCC will provide alcohol-based hand sanitizers inside each instructional area for easy access and sanitizers will contain greater than 60% ethanol or 70% isopropanol; these are not a replacement for the soap and water requirements listed above. Disinfectants and sanitizers, with proper application tools and information on their proper usage, will always be available.

Custodial schedules are created to support regular sanitizing and disinfecting of the MCC facilities. Additionally, a sanitizing misting system is used on a daily basis to sanitize areas that have been entered by faculty, staff, or other approved personnel.

**Signage:** [Click here](#) for CDC recommended signage.

### **Student and Employee Health/Symptoms**

Students and employees will be advised to stay home or leave the location if they are feeling sick or have been in close contact with a confirmed, positive case, and will also be told to seek medical attention and inform the area supervisor if they develop any of the COVID-19 symptoms.

Students and employees must notify the area supervisor if they have a sick family member at home with Covid-19 and they must follow the isolation/quarantine requirements established by the California State Department of Public Health. Failure of students/employees to comply with the District COVID Protocol: Test Positive will result in students/employees being sent home.

[Click here](#) to view the SCCCD COVID Protocol: Positive Test

### **Location Visitors**

MCC will not permit any visitors to instructional and non-instructional locations other than authorized employees (area supervisor/course instructor(s) for the specific class using the space, safety and security staff, custodial and maintenance staff, district staff, and technology services staff) and students that have made an appointment to utilize non-instructional spaces and students registered in the class using the space. Documentation of these persons will be kept on file for the Fall semester, including name, phone number, email address and any related COVID-19 information requirements.

Deliveries of supplies, etc., will be received by the custodial department in R7-C. Inter-office Mail is received/delivered every Wednesday in the Administration Building. Delivery documentation will include the name and phone number of both the delivery company and the driver which will be recorded and kept on file for at least four weeks.

Architects, contractors, inspectors, etc. requiring access to any campus facility must attest that they are not exhibiting any symptoms of COVID 19 or sick prior to stepping on to campus and are required to wear face coverings; the name, email address and phone number of each visitor will be recorded and kept on file during the Fall Semester.

## **Guidance for Specific Workplace Scenarios**

***Public Transportation:*** If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

**Working in Office Environments:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any MCC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or 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 social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work: Specific criteria have been developed for faculty and staff working in laboratory environments. Contact your area dean for the instructional plan for specifics in your area.

## Slow the Spread

### [MCC Safety Training PowerPoint](#)

#### **Guidance on Social Distancing**

Social distancing means keeping space between yourself and others. The Centers for Disease Control and Prevention ([CDC](#)) recommends practicing at least 6 feet of social distancing. Group gatherings are not recommended, and avoid mass gatherings. Avoid using elevators, try using stairs as an alternative option.

#### Why practice social distancing?

COVID-19 spreads mainly through close contact (within approximately 6 feet) for a prolonged period of time. Spreading of the virus occurs when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose become airborne and land on surfaces. The droplets can also be inhaled. Recent studies show that individuals infected but not showing symptoms greatly contribute to the spread of the virus.

#### **Guidance on Face Coverings**

CDC recommends wearing [face coverings](#) in public settings where social distancing measures may be difficult to maintain. CDC advises that face coverings slow the spread of the virus and assist individuals who may have the virus but are unaware from transmitting it to others.

#### How to Wear Face Coverings

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers
- Allow breathing without restriction

State Center Community College District also provided local guidance on proper [mask wearing protocols](#).



## **Cloth Face Coverings**

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. [CDC recommends](#) wearing cloth face coverings in public setting where social distancing measures are difficult to maintain. [Cloth face coverings](#) may slow the spread of the virus and help people who may have the virus and are not aware that they are infected from transmitting it to others.

### **Additional Resources (Cloth Face Coverings)**

- [ASL Video Series: Easy DIY Cloth Face Cover](#)
- [How to Make Your Own Face Covering \(Spanish Subtitles\)](#)
- [How to Make Cloth Face Coverings](#)
- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [How to Wash Your Cloth Face Covering](#)
- [Cloth Face Coverings Important Information](#)

## **Guidance on When to Wear Gloves**

CDC recommends [wearing gloves](#) when you are cleaning or caring for someone who is sick. It is recommended that individuals wash their hands with soap and water for 20 seconds. Hand sanitizer with at least 60% alcohol is also recommended if hand washing is not available. Should you need to wear glove be sure to wash your hands upon removing the gloves.

## **Phased in Re-entry Plan**

Madera Community College is committed to opening the campus within Federal, State, and Local Guidance. Governor Newsom release [California's Pandemic Roadmap](#) providing 6 indicators for modifying the stay-at-home order and roadmap stages.

[Click here](#) to view the MCC Safety Training PowerPoint

### **California's six indicators for modifying the stay-at-home order are:**

1. Ability to test, contact trace, isolate, and support the exposed
2. Ability to protect those at high risk for COVID-19
3. Surge capacity for hospital and health systems
4. Therapeutic development to meet the demand
5. Ability of businesses, schools, and childcare facilities to support physical distancing
6. Determination of when to reinstitute measures like Stay-At-Home

### **California's 4 Roadmap Resilience Stages are:**

- Stage 1: Safety & Preparedness
- Stage 2: Lower Risk Workplaces
- Stage 3: Higher Risk Workplaces

## Stage 4: End of Stay-At-Home Order

[Click here](#) to view CDC recommended considerations for institutes of higher education.

### **Stage 1: Safety and Preparedness**

*Indicator 1: Ability to test, contact trace, isolate, and support the exposed*

Madera Community College has the ability to monitor/screen students and staff daily and have proper facilities and procedures in place to support the outcome. MCC has the capacity to sanitize as often as needed and have personal protective equipment (supplies are limited) to keep staff safe during their duty hours. MCC is continuously working with the Madera County Department of Health, K-12, County, and City to develop a plan to reopen relative to the 4 stages. Safety guidelines are developed and a designated isolation room is identified. Appropriate Personal Protective Equipment (PPE) is purchased and testing opportunities are available.

### **Stage 2: Lower-Risk Department**

*Indicator 1: Ability to test, contact trace, isolate, and support the exposed*

*Indicator 3: Surge capacity for hospital and health systems*

*Indicator 4: Therapeutic development to meet the demand*

The College President opens lower-risk departments. The campus abides social distancing guidance. Essential staff may have increased hours on campus to provide additional safety precautions and guidance. Additionally, other support staff are approved to return to work. Schedules may be a hybrid model (On-site and Off-site).

### **Stage 3: Higher-Risk Departments**

*Indicator 5: Ability of businesses, schools, and childcare facilities to support physical distancing*

Madera Community College offers a hybrid plan opening higher-risk departments. Extra accommodations for at-risk employees are made should they choose to return to campus. Modified schedules remain in effect, and continue to allow increased custodial sanitizing and disinfecting protocols.

### **Stage 4: Completely Reopen Campus**

*Indicator 2: Ability to protect those at high risk for COVID-19*

*Indicator 6: Determination of when to reinstitute measures like Stay-At-Home*

MCC completely reopens. At-risk employees may return to campus. Custodial sanitizing and disinfecting protocols remain in effect.